

UK Self-Employed Delivery Driver (VAT) — Excel Template v5

User Guide

Last updated: 8 Oct 2025 • Works with Microsoft Excel 2016 or Microsoft 365 (Windows/Mac).
Not designed for Google Sheets or Apple Numbers.

What this file does

- Tracks income & costs per *vehicle* and per *driver*.
- Automatically calculates **VAT Returns** (Standard or Flat Rate scheme — chosen in **Config**).
- Builds **Ledger** and **P&L** from your **Journal** entries.
- Provides dropdowns where possible (Clients, Suppliers, VAT Codes, Vehicle Reg, Driver ID).
- Optional **RateCard** for your pricing, and an **Invoice** page for special cases.

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Setup order (5–10 minutes)

1. Open **Config** → choose VAT Scheme; check VAT Codes; (Flat Rate) enter your %.
2. Add vehicles in **Fleet**.
3. Add any additional drivers in **Drivers**.
4. Enter **Clients** and **Suppliers** (IDs generate automatically from names).
5. (Optional) Enter your prices in **RateCard**.
6. Start posting income/costs in **Journal** (use dropdowns).

1) Config

VAT Scheme (cell B4) — pick from a dropdown: *Standard* or *Flat Rate*.

Flat Rate % (cell F4) — only used if Scheme is *Flat Rate* (e.g.,).

VAT Codes table (A6:C...) — edit or add rows.
Typical codes:

Code	Description	Rate
STD	Standard rated	0.20
RED	Reduced	0.05
ZRO	Zero rated	0
EXE	Exempt	0
OOS	Out of scope	0

VAT rate on entries is pulled from this table; VAT Return uses the scheme you select.

Good to know

- Changing B4 switches the VAT Return method automatically.
- You can add more VAT codes; dropdowns will read from this list.
- Vehicles are managed in (single-vehicle section is deprecated).

2) Fleet

Add one row per vehicle. Depreciation per year is auto-calculated, and the P&L uses the total.

Vehicle Reg Registration (used in dropdowns across the file).

Make & Model e.g., Ford Transit.

Fuel Type Diesel / Petrol / Electric.

Tank Size (L), Average MPG For fuel KPIs.

Purchase Date, Cost (ex VAT), Residual, Useful life (years) Used for straight-line depreciation per year.

3) Drivers

List additional drivers/riders working with you.

Driver ID	A short code you choose (used in dropdowns).
Name, Status	Employee or Subcontractor (for your records).
Rate Basis, Rate	Hour / Route / Day (optional, for notes).
VAT Registered, VAT Number	So you pick the correct VAT Code when recording driver invoices.

4) Clients & Suppliers

Enter who pays you (*Clients*) and who you pay (*Suppliers*, including fuel, garages, insurers, platform fees, subcontract drivers, etc.).

Automatic IDs

Client ID and *Supplier ID* are generated automatically from the name (first two letters of the first word + a 2-digit sequence + first two letters of the last word). Keep names consistent; the IDs will follow. You can hide the ID columns if you prefer working with names only.

These lists feed dropdowns in the **Journal** (and optionally in **PaymentTracker** and **RateCard**).

5) RateCard (optional)

Use this to list what you charge different clients. You can create multiple rates (per route/stop/hour/mile) and notes for surcharges (waiting time, out-of-area, weekends/holidays). The **RateCard** is informational and helps you price or verify platform self-billing. In special cases you can pull a rate onto the **Invoice** sheet to issue your own invoice.

6) Journal (day-to-day entries)

This is the heart of the workbook. Enter *every* sale and purchase here. Many columns have dropdowns to reduce typing and mistakes.

Column	What to enter
Date	dd/mm/yyyy.
Type	Sale , Purchase , or Other (dropdown).
Ref/Invoice No	Platform self-billed invoice no., fuel receipt no., etc.
Client/Supplier	Pick from your Clients/Suppliers list (dropdown).
Description	Short description (e.g., "Amazon route payment", "Diesel", "Tyres").

Column	What to enter
Category	Choose a category (Fuel, Repairs, Insurance, PlatformFees, DriverPay, etc.).
VAT Code	Pick code (STD/RED/ZRO/EXE/OOS). VAT & Gross auto-calculate.
Net (ex VAT)	Enter the net amount from the document.
VAT Amount	Auto (from code & net); can be overridden if needed.
Gross (inc VAT)	Auto = Net + VAT.
Payment Method	Optional (Bank, Cash, Card...)
Project/Route ID	Optional (your internal tag).
Miles (business)	Optional; used in summary calculations.
Litres / Price per Litre	For fuel purchases (net amount should match litres × price excl. VAT).
Vehicle Reg	Pick from Fleet (dropdown).
Driver ID	Pick from Drivers (dropdown).
Notes	Anything helpful for month-end/VAT.

Self-billing vs issuing your own invoices

Most large platforms use *self-billing*. Post their self-billed invoice as a with the VAT Code shown on their PDF. Only use the sheet for special cases (extras not on self-billing, direct B2B work, cross-charges to subcontractors).

7) Fuel & Mileage

Log odometer readings, litres and price per litre. Pick the **Vehicle Reg** (dropdown). The panel on the right shows:

- **Avg MPG** and **Fuel £/mile** for a selected vehicle, and for all vehicles.

8) VAT Return

Set **Period Start** and **Period End**. The sheet pulls totals from the and calculates automatically based on the scheme chosen in :

- **Standard Scheme:** Output VAT (sales) minus Input VAT (purchases).

- **Flat Rate Scheme:** VAT-inclusive turnover × your flat-rate %.

This provides figures for your VAT return; it does not submit to HMRC.

9) Reports: Ledger, P&L, Summary

- **Ledger** — monthly roll-ups of income/expenses and VAT.
 - **P&L** — turnover (net of VAT), expense categories (fuel, repairs, insurance, platform fees, depreciation, etc.), and net profit. Depreciation total comes from **Fleet**.
 - **Summary** — views “By Vehicle” (income, expenses, miles, litres, fuel £/mile, profit) and “By Driver” (income, expenses, miles, profit).
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10) Invoice (special cases)

Use only when you need to raise your own VAT invoice (e.g., direct client work, extras/surcharges not included in platform self-billing, cross-charges to subcontractors for fuel/lease/damage).

- Enter lines (Qty × Rate, VAT Code per line). Totals calculate automatically.
 - Print or export to PDF and send to the client.
 - Post the sale in the **Journal** so it appears in your reports and VAT figures.
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Tips, troubleshooting & notes

- **Dropdowns:** Where available, choose from lists (Clients, Suppliers, VAT Codes, Vehicle Reg, Driver ID) to keep data clean.
 - **Client/Supplier IDs:** Generated automatically from names. If you prefer names only, you can hide the ID columns — dropdowns will still work.
 - **Flat Rate users:** You still invoice customers at normal VAT (e.g., 20%). The Flat Rate % only affects how *you* compute VAT due on the **VAT Return**.
 - **Double-counting:** If a platform self-bills you, don’t also raise your own invoice for the same work.
 - **Mileage vs actual costs:** This workbook is set up for actual costs (fuel, repairs, insurance, depreciation). If you want a vehicle to use mileage (simplified expenses) instead, decide at the start of the year and stay consistent for that vehicle.
 - **Backups:** Save a dated copy before you clear sample data or make structural changes.
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Disclaimer: This template helps with record-keeping and calculations but is not tax advice and does not submit any returns. Always check your VAT scheme and rates and consult HMRC guidance or a qualified accountant for your circumstances.