
Invoiced your client without VAT? Here's how you raise a VAT-only invoice...

VAT

Invoicing

Last updated 13 June 2025

VAT-only invoices are sometimes necessary when you have already invoiced a client *without* VAT, as you were awaiting your VAT number, but now that it has arrived, you need to invoice them again to recover the VAT. This is commonly referred to as a 'VAT invoice' and in this article, we'll explain how to raise them in Mighty.

Tip: If you're yet to invoice your client then there's a recommended alternative to 'VAT-only' invoices if you're yet to invoice, which is to uplift your invoice by the amount of VAT you *will* charge, and then issue an updated invoice once your VAT number is received. This is covered in more detail within this article.

Raising VAT-Only Invoices:

Let's say you have already sent an invoice for £1,000 without VAT, but now you have received your VAT number, you need to send a 'VAT-only' invoice for £200. Fortunately, in Mighty, this is easy to do, as we'll outline below.

Adding Your VAT Details to Mighty:

Firstly, you'll need to add in your VAT details (which can be found on your certificate) into the below fields within Mighty which can be found within the Settings > HMRC & Taxes tab:

VAT Details

VAT Registration Number ⓘ

9999999999

VAT Registration Date

01/04/2024

VAT Scheme

Standard

This then ensures your VAT number will be added to your invoices going forward.

Raising a VAT-Only Invoice:

Then, you'll just need to create an invoice as normal, but select 'VAT Only' in the dropdown in the right hand corner, as shown in the yellow border below:

GBP

VAT only

Sales Invoice

Customer *

Test

X v

Customer email

Email

Invoice Date *

13/08/2024



Payment Due Date

12/09/2024



PO / Order Number ⓘ

PO / Order Number

SERVICE (OPTIONAL)

DESCRIPTION *

QTY *

VAT AMOUNT *

ACTION



VAT Only Invoice for Invoice 1

1

200



Add new line

Subtotal

£ 0.00

VAT

£ 200.00

Total

£ 200.00

Message on your invoice

This relates to the VAT that should be charged on Invoice 1, whilst we were awaiting our VAT number.

Preview Invoice

Save Draft

Approve

You may want to reference the invoice number(s) that you are charging VAT for within the invoice message and the description. It's worth noting, you can send a VAT-only invoice for multiple invoices (providing they're with the same client!) at the same time, so no need to do these separately unless your client specifically requests that you do.

Once done, you can simply hit approve and send on to your client. This will effectively ensure you have both charged and recovered VAT, and this can be reflected accordingly in your next VAT return.

Tip: It's worth noting, for the invoices you've sent so far *without* VAT, you'll need to ensure that the VAT rate on these are 'Zero Rate 0%' - this just ensures that they appear correctly on your VAT return within Box 6. 'No VAT' invoices are deemed outside the scope of VAT, so these invoices totals wouldn't appear. However, we'll do a full review for you before the VAT return is prepared/filed.

Hopefully this makes sense, but please reach out to support@mightyaccounting.com if you have any questions.

