

How to Amend VAT

Accurate reporting of Value Added Tax (VAT) is a legal requirement and VAT records must be noted accurately for inspection by HMRC, subject to financial penalty if misreported. Please only amend VAT figures with extreme care.

VAT figures already reported must not be altered.

If you discover an invoice in SQLWorks which is displaying an incorrect VAT figure (for example because of a rounding error) this can be corrected by a SQLWorks user in your organisation who has Accounts Admin Privileges.

Procedure

1. Double click on the invoice to open it. In the top right corner of your Invoice window the overall values for that invoice (including the total Excluding VAT **'Amount'**, the **VAT**, and **'Total'** including VAT) are displayed.

Value Group	
Amount	55.00
<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Exempt <input type="checkbox"/> NRT
VAT	11.00
Total	66.00
Settlement	0.00 0.00
Allocated	66.00
BALANCE	0.00

2. The VAT is calculated by adding together the VAT applied to each line on the invoice.

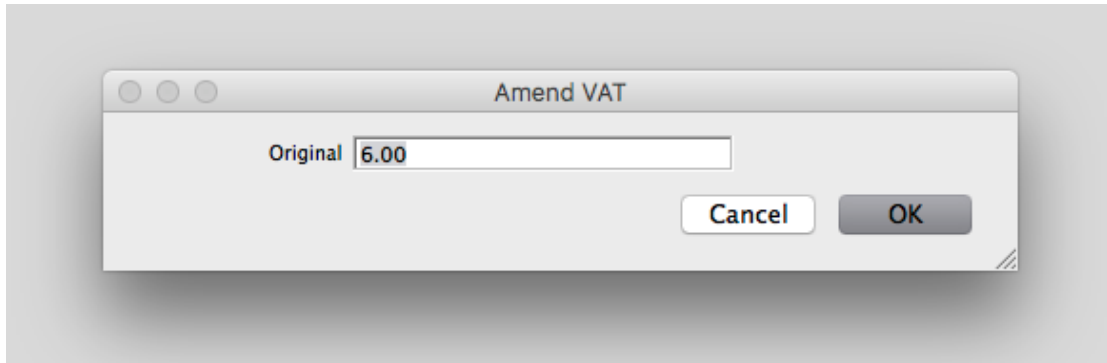
If the overall VAT is incorrect, you will need to find the line (or lines) which are displaying an incorrect VAT figure.

3. To correct an invoice line: right-click on the 'VAT' field of that line and click 'Amend VAT.'

Code	VAT	Our Cost	
6	6.00	5.95	

Qty	Gross Amount		
1	25.00	0.00	

4. SQLWorks will open an 'Amend VAT' popup box – here you can type a new value for the VAT of this line and click 'OK' to save the new value.



5. Remember to check the invoice header to ensure the overall VAT for the invoice is correct before saving.
6. Click 'Save & Close' to save the amended invoice.

