

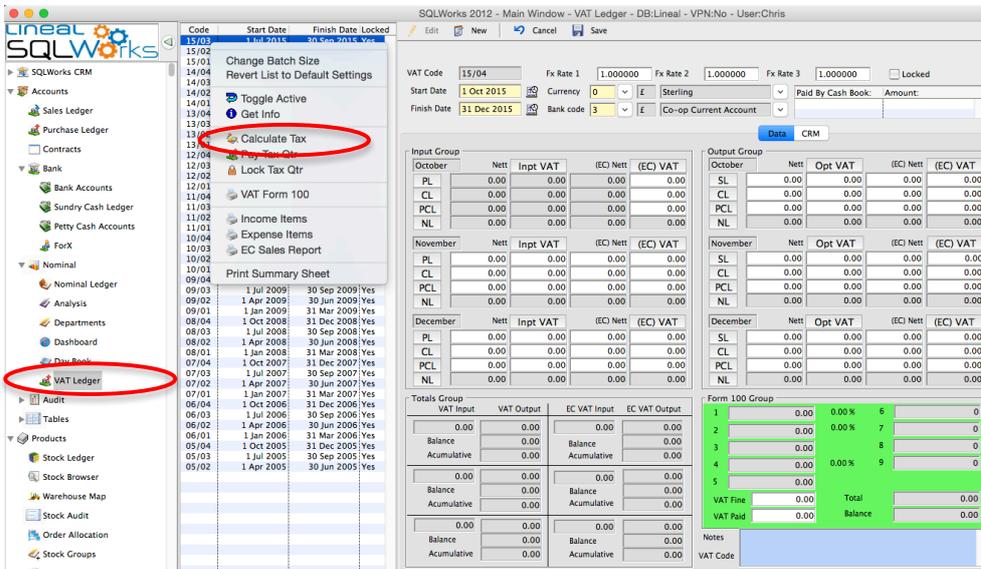
Procedures

How to process and pay the VAT

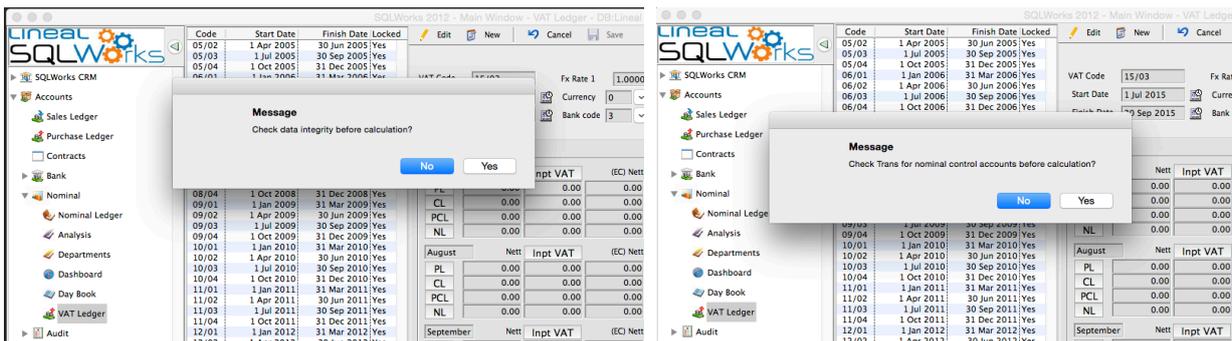
Procedure

At the end of the Quarter, or Year, when all of the final Month's invoices and statements have been entered and processed on SQLWorks; when the Audit has been processed and the End of Quarter/Year Reports have been printed and checked, you are ready to process and pay the VAT.

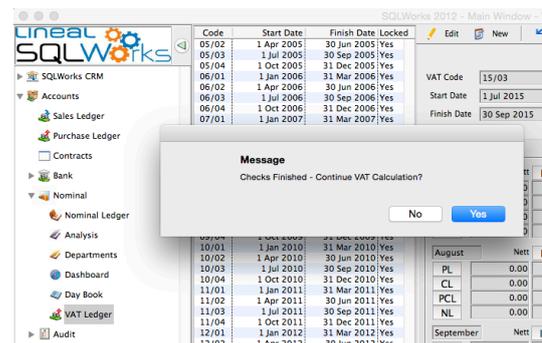
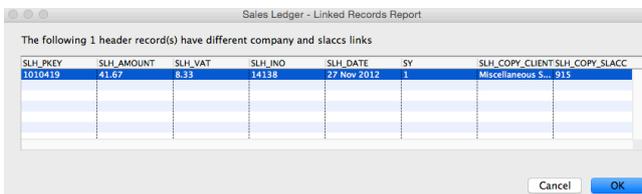
1. Click on 'VAT Ledger' found in the 'Nominal' section of 'Accounts' on the Navigation Bar. Select the Quarter you have just processed, right-click and select the 'Calculate Tax' option.



2. Messages will ask if you want to carry out optional checks on data integrity and Transactions for control accounts, before calculation. You can choose to say 'No' to these.

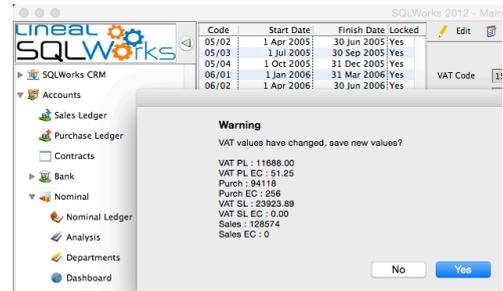


3. If you do wish to carry out the checks, entries such as nominal combinations not previously used or those with zero value, will be displayed for your approval. Click OK, then 'Yes' to continue.



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- If these checks display entries that you wish to investigate or amend before calculating the tax, click 'No' and follow steps 1 to 3 when you are ready to proceed.
- A VAT warning box will then appear for you to click 'Yes' to save the calculated values.



- The VAT Ledger is now populated with the calculated values which can be also checked by clicking any of the buttons above or aside the monthly values on the input and output sides of the VAT Ledger window, such as 'Inpt VAT' for January circled in the diagram. Each button generates a report that can also be printed if required. These reports are particularly useful because they have a 'check' column which shows the % VAT for each entry, so that deviations from the current VAT rate can be easily spotted.

Input Group				Output Group			
January	Nett	Inpt VAT	(EC) Nett	(EC) VAT	January	Nett	(EC) VAT
PL	14725.26	2728.74	0.00	0.00	SL	79914.23	0.00
CL	3422.67	7.50	0.00	0.00	CL	753.26	0.00
					PCL	0.00	0.00
					NL	0.00	0.00

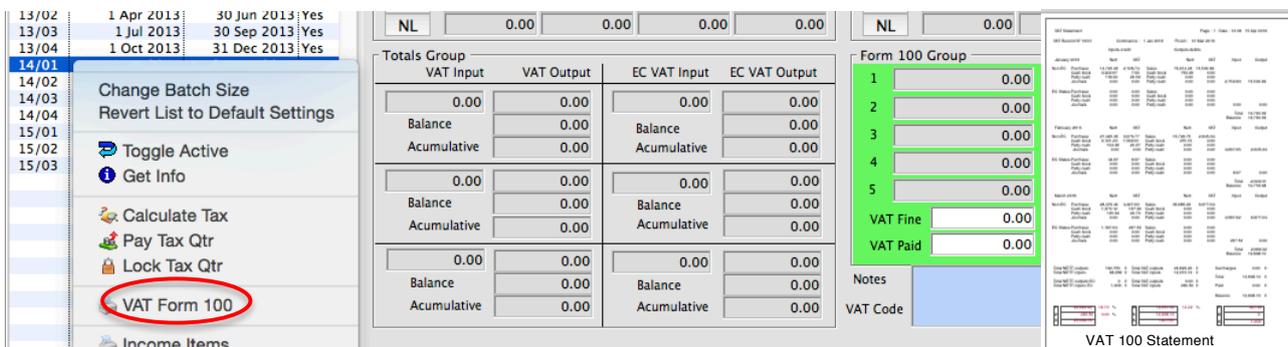
Nett	Cod	VAT	Gross	Ex Rate	Check	Tax
67.80	6	13.56	81.36	1.0000	20.000	
70.46	6	14.09	84.55	1.0000	19.997	
33.74	0	0.00	33.74	1.0000	0.000	
54.38	0	0.00	54.38	1.0000	0.000	
76.14	4	3.81	79.95	1.0000	5.004	
215.78	6	43.15	258.93	1.0000	19.997	
9.09	6	1.82	10.91	1.0000	20.022	
207.55	6	41.51	249.06	1.0000	20.000	
35.94	6	7.19	43.13	1.0000	20.006	
37.44	6	7.49	44.93	1.0000	20.005	
31.56	6	6.31	37.87	1.0000	19.994	
10.99	6	2.20	13.19	1.0000	20.018	
6.98	6	1.40	8.38	1.0000	20.057	
6.98	6	1.40	8.38	1.0000	20.057	
9.99	6	1.99	11.98	1.0000	19.920	
32.63	6	6.53	39.16	1.0000	20.012	
80.65	6	16.13	96.78	1.0000	20.000	
39.45	6	7.89	47.34	1.0000	20.000	
4.56	6	0.91	5.47	1.0000	19.956	
24.00	6	4.80	28.80	1.0000	20.000	
4.60	6	0.92	5.52	1.0000	20.000	
4.92	6	0.98	5.90	1.0000	19.919	
3.30	6	0.67	3.97	1.0000	20.300	

February		Nett
SL	15726.75	
CL	475.15	
PCL	0.00	
NL	0.00	

March		Nett
SL	35885.29	
CL	0.00	
PCL	0.00	
NL	0.00	

Form 100 Group	
1	0.00
2	0.00
3	0.00
4	0.00
5	0.00
VAT Fine	0.00
VAT Paid	0.00

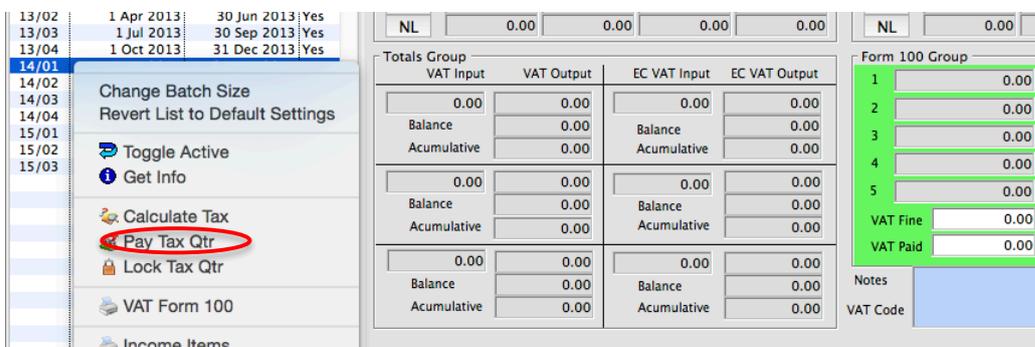
- If you need to add a 'VAT Fine' in the lower box, this can be entered manually by clicking 'Edit' at the top of the VAT Ledger page for that Quarter.
- Print, preview or save the VAT Statement to file by right-clicking again on the Quarter and select Print 'VAT Form 100'. The diagram below has no values, but yours will have the amounts shown in each field.



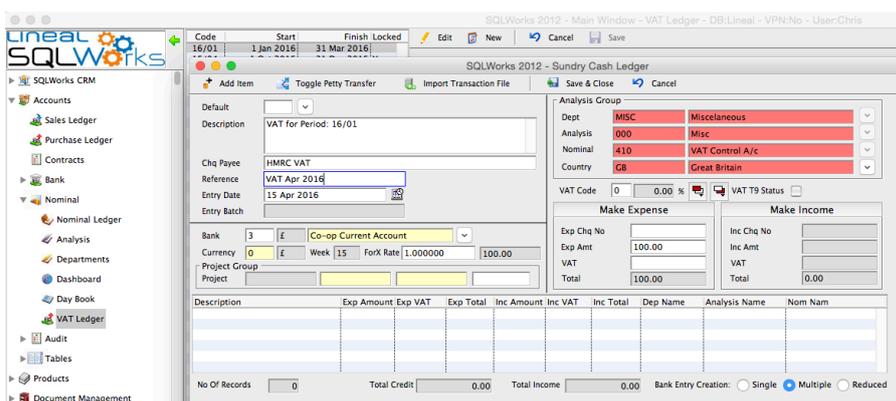
- The values in boxes 1 to 9 at the bottom of the VAT statement now need to be entered on the HMRC website and the VAT paid to HMRC, or the report sent to whoever does this for your Company.
- When you have made the VAT payment to HMRC, this payment needs to be entered on SQLWorks.

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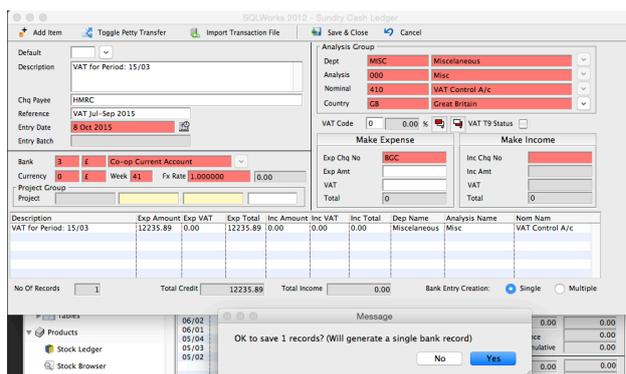
- To enter your payment onto the SQLWorks ledgers, right-click on the Quarter again and select 'Pay Tax Qtr'. (On rare occasions you may need to click on another Quarter then back onto the current one, if the right-click options fail to work).



- Selecting 'Pay Tax Qtr', will open the Sundry Cash Ledger window and automatically populate it with the correct amount and codes for your VAT payment.



- You can now enter the references you require in the blank fields such as 'Chq Payee Reference' and 'Exp Chq No'. You can also change the date, or bank from which you have made the payment, if required. (There will only be one 'Bank Entry Creation' line so you do not need to be concerned with the buttons shown on the bottom right of the diagram above).



- Click 'Add Item' and 'Save & Close' to enter your payment onto the SQLWorks accounts.

- Click 'Yes' to "OK to save 1 record? (Will generate a single bank record)".

- The VAT Ledger window will now display your payment in the 'VAT paid' box at the bottom and will show a balance of zero. Your payment will also appear in the Bank Ledger and the VAT process is complete for this Quarter.

- You can now Lock the Quarter by selecting 'Lock Tax Qtr' on the right-click options.

- To open a new Tax quarter on the VAT Ledger, click 'New' at the top of the window, check that the next Quarter dates are correct, then click 'Save'.