

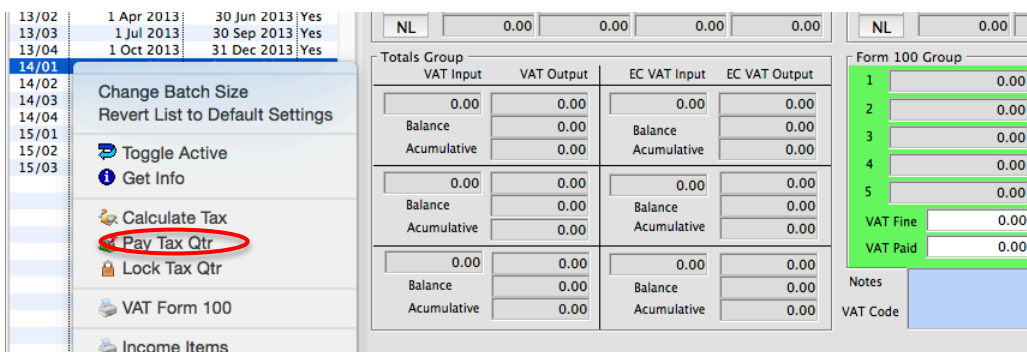
## 3. How to process and pay the VAT

### Procedure

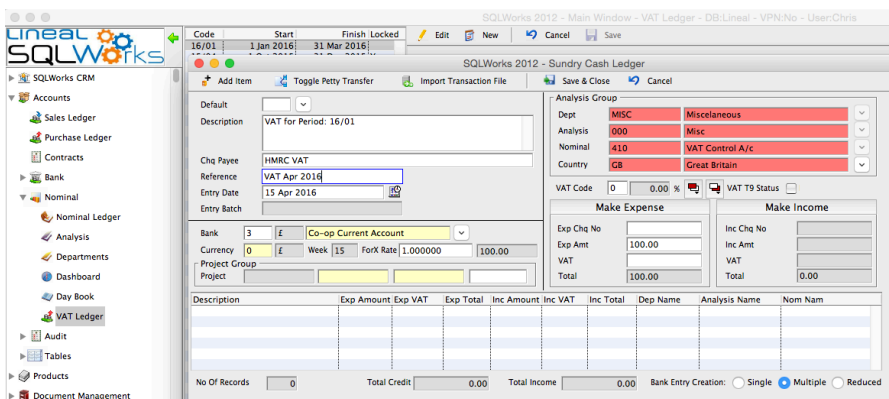
At the end of the VAT period, when all of the final Month's invoices and statements have been entered and processed on SQLWorks; when the Audit has been processed and the End of Period Reports have been printed and checked, you are ready to process and pay the VAT.

This procedure is step 3 of the 3-stage process – 1. Calculate, 2. Submit & 3. Process payment.

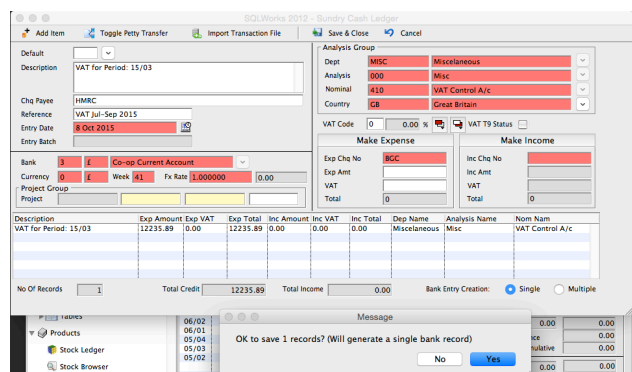
1. When you have made the VAT payment to HMRC, this payment needs to be entered on SQLWorks.
2. To enter your payment onto the SQLWorks ledgers, right-click on the Quarter again and select 'Pay Tax Qtr'. (On rare occasions you may need to click on another Quarter then back onto the current one, if the right-click options fail to work).



3. 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.



4. 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).



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

6. Click 'Yes' to "OK to save 1 record? (Will generate a single bank record)".
7. 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.
8. To open a new Tax period on the VAT Ledger, click 'New' at the top of the window, check that the next Period dates are correct, then click 'Save'.