

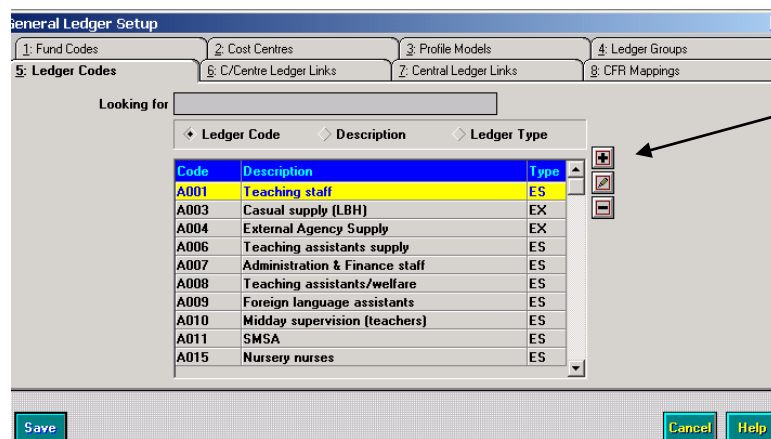
SETTING UP NEW VAT CODES IN FMS6

1. VAT on Income – 20%

Tools

General ledger set up

Tab 5: Ledger codes



Click on plus sign to create new ledger code



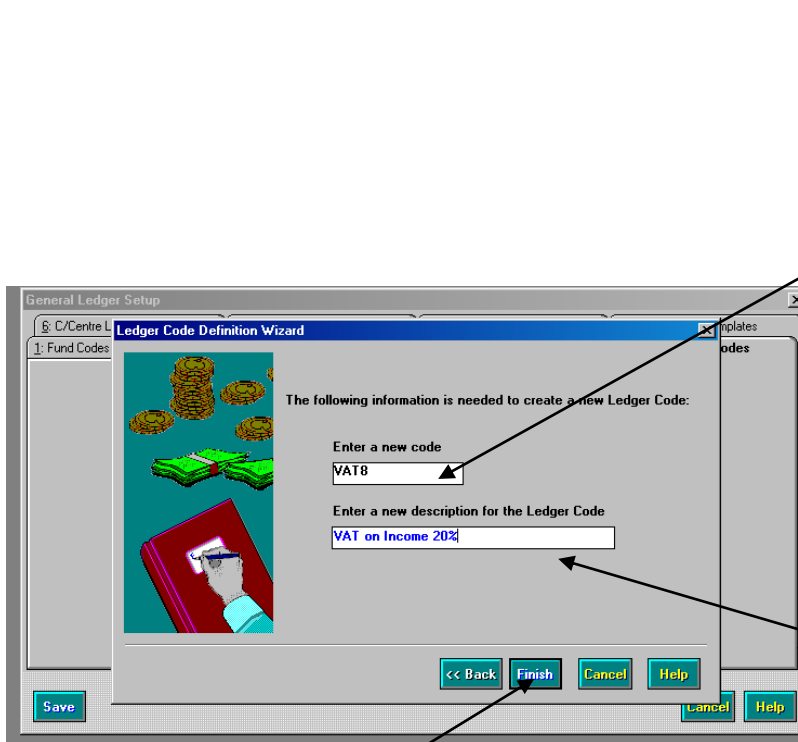
Select VAT Output from drop down menu

Click on Next



Select VAT from browse

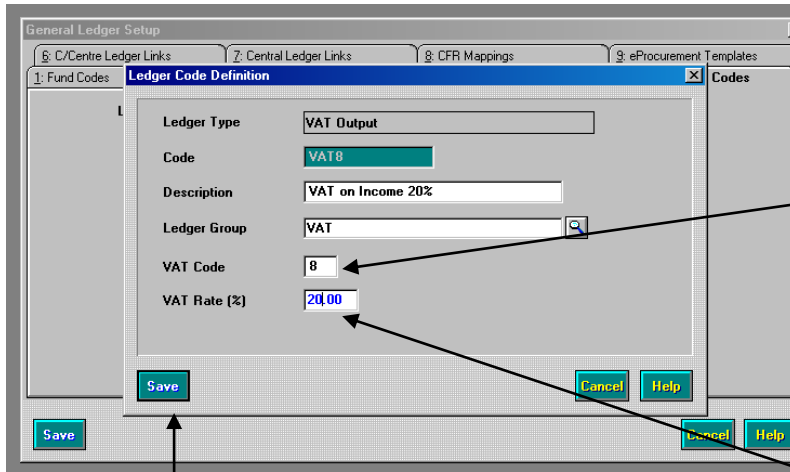
Click on Next



Code: VAT8

Description: VAT on Income 20%

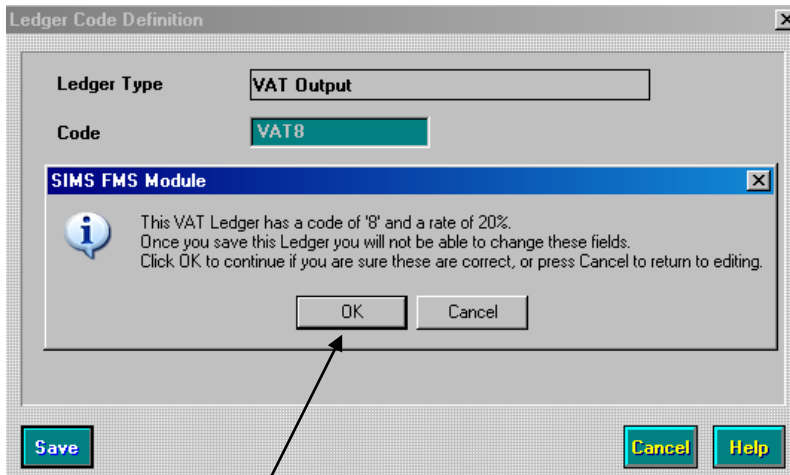
Click on Finish



Enter VAT Code: 8

Click on Save

Enter VAT Rate %: 20.00



Click on OK

2. VAT on Expenditure – 20%

Tools
General ledger set up
Tab 5: Ledger codes

Looking for

Code	Description	Type
A001	Teaching staff	ES
A003	Casual supply (LBH)	EX
A004	External Agency Supply	EX
A006	Teaching assistants supply	ES
A007	Administration & Finance staff	ES
A008	Teaching assistants/welfare	ES
A009	Foreign language assistants	ES
A010	Midday supervision (teachers)	ES
A011	SMSA	ES
A015	Nursery nurses	ES

Click on plus sign to create new ledger code

The following information is needed to create a new Ledger Code:

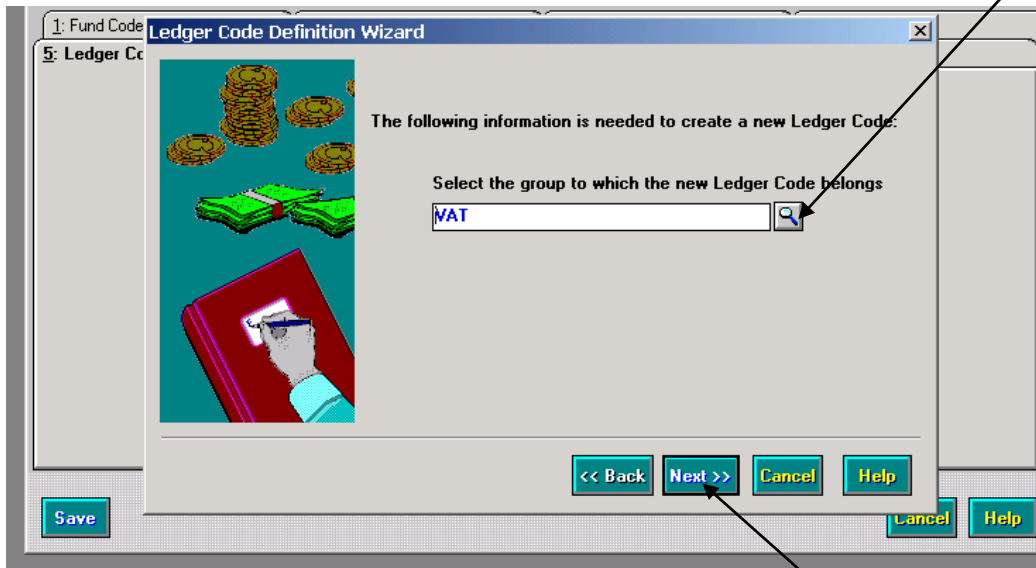
Select the type of Ledger Code to create

VAT Input

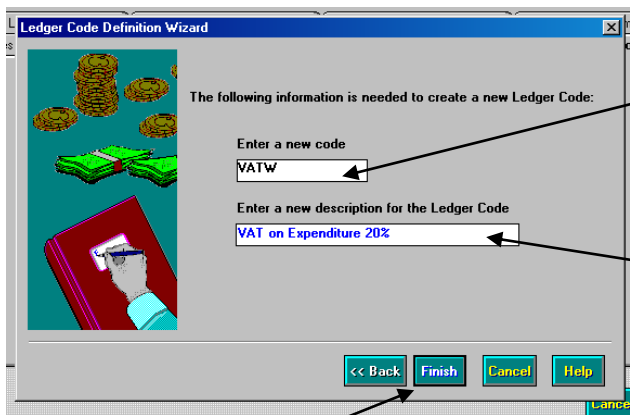
Select VAT Input from drop down menu

Click on Next

Select VAT from drop down menu



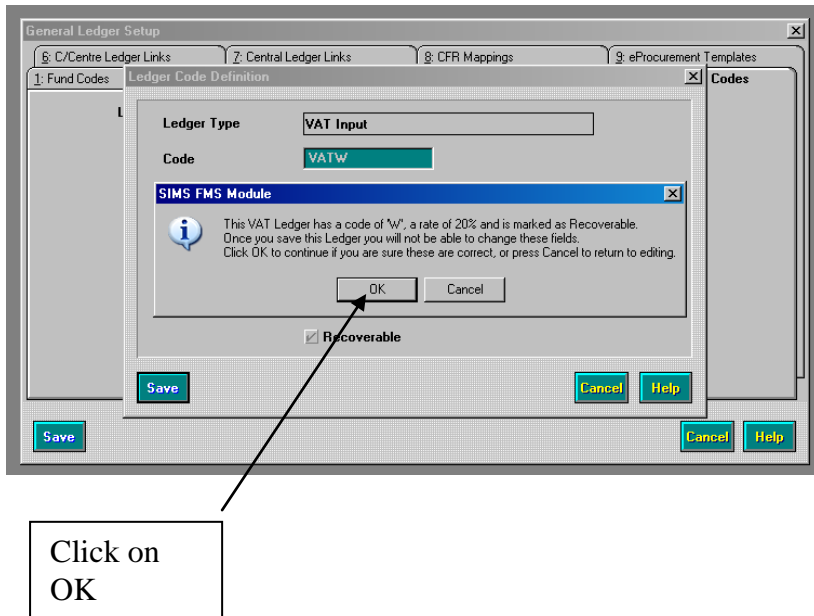
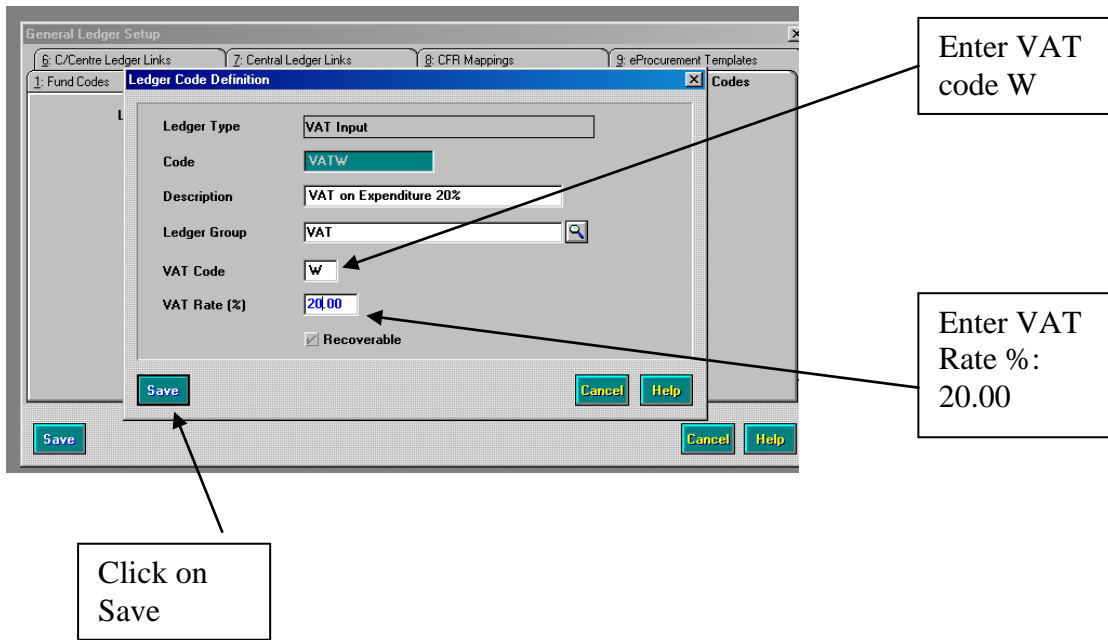
Click on Next



Code: VAT
W

Description: VAT
on Expenditure 20%

Click on
Finish



3. Setting Default Codes – Accounts Receivable

Accounts Receivable

Tools

Manage Products

Code	Description	Editable	Unit	Net Price	Status
LET	Letting	<input checked="" type="checkbox"/>	1	10.00	In Use
POST	Postage income	<input checked="" type="checkbox"/>	1	1.00	In Use

Double click on each line in turn

Code: LET
Editable:
Description: Letting
Cost Centre: 902
Ledger Code: A911
Fund Code: 01
Vat Code: VAT income 17.5%
Unit: 1
Net Price: 10.00
Status: In Use

Where VAT rate is currently 17.5%, click on magnifying glass and select 20%

Code: LET
Editable:
Description: Letting
Cost Centre: 902
Ledger Code: A911
Fund Code: 01
Vat Code: VAT on Income 20%
Unit: 1
Net Price: 10.00
Status: In Use

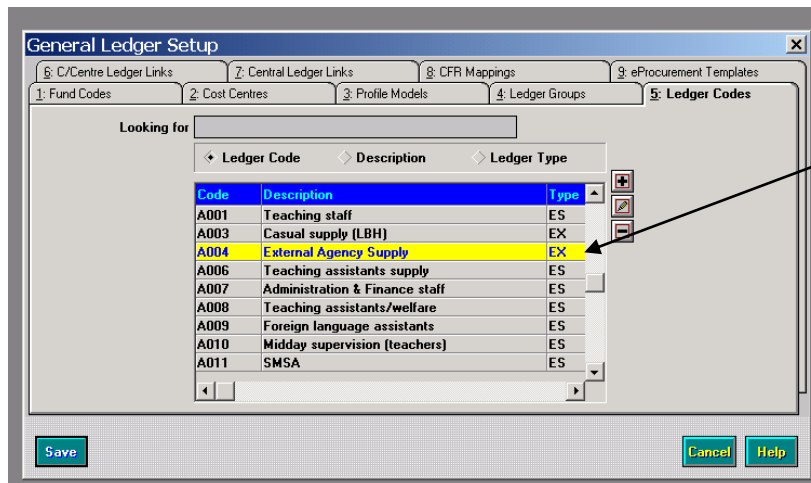
Click on blue tick to save changes

4. Setting Default Codes – Accounts Payable / Vat Input

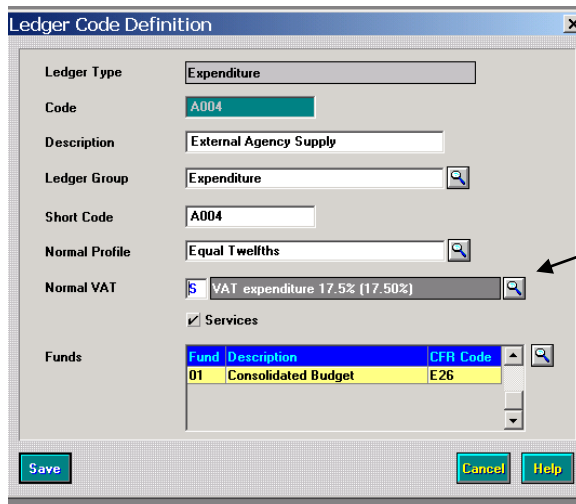
Tools

General ledger set up

Tab 5: Ledger codes



Scroll down to each 'EX' Ledger Code in turn and double click on it



Where VAT rate is currently 17.5%, click on magnifying glass and select 20%

Ledger Code Definition

Ledger Type: Expenditure

Code: A004

Description: External Agency Supply

Ledger Group: Expenditure

Short Code: A004

Normal Profile: Equal Twelfths

Normal VAT: VAT on Expenditure 20% (20.00%)

Services

Fund	Description	CFR Code
01	Consolidated Budget	E26
10	Davinder Nursery	E26

Save Cancel Help

Click on Save

Ledger Code Definition

Ledger Type: Expenditure

Code: A003

Description: Casual supply (LBH)

Ledger Group: Expenditure

Short Code: A003

Normal Profile: Equal Twelfths

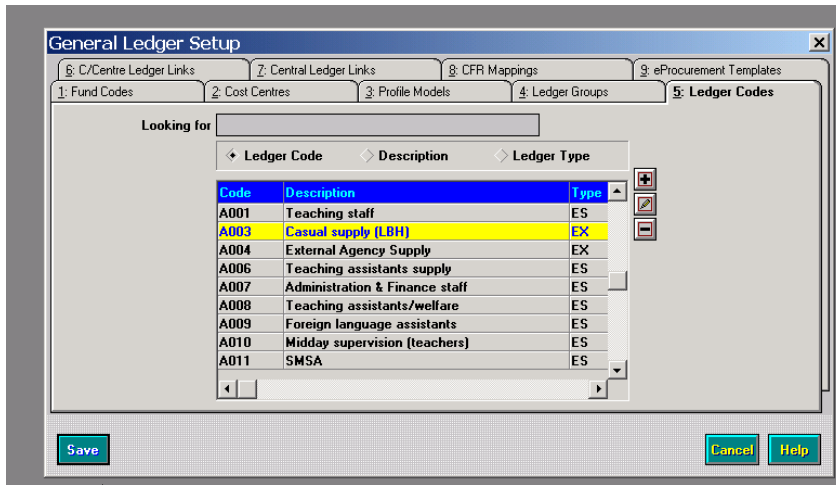
Normal VAT: VAT expenditure exempt (0.00%)

Services

Fund	Description	CFR Code
01	Consolidated Budget	E02

Save Cancel Help

N.B. If VAT rate is NOT 17.5% as in this example, then no action required



Click on Save to save changes and complete task