



## Step 1: Edit VAT Rates

- Select "Taxes" tab on left hand side of screen (Highlighted below)
- Select "Edit VAT" drop down menu and select Edit Rates

qb Accountant

Accountant Tools

Help Search

VAT | VAT

€0.00  
01/01/2015 - 31/01/2015

€0.00 COLLECTED ON SALES | €0.00 PAID ON PURCHASES | €0.00 ADJUSTMENTS

It's that time to file your VAT payments.

Edit settings  
Edit rates

View reports

All returns

START DATE	END DATE	FILE DATE	VAT DUE	PAYMENTS	BALANCE	STATUS	ACTION
------------	----------	-----------	---------	----------	---------	--------	--------

## Step 2: Add VAT Rate

- Select "Add tax rate"

qb Accountant

Accountant Tools

Help Search

Back to sales tax centre

Add tax rate

### VAT Rates

TAX NAME	DESCRIPTION	ACTION
S	Sale / Purch Resale (PNR@23%)	Edit <input checked="" type="checkbox"/> On
R	Sale / Purch Resale (PFR@13.5%)	Edit <input checked="" type="checkbox"/> On
Z	Sale / Purch Resale (PFR@0%)	Edit <input checked="" type="checkbox"/> On
SNR	Purch Not Resale (PNFR@23%)	Edit <input checked="" type="checkbox"/> On
RNR	Purch Not Resale (PNFR@13.5%)	Edit <input checked="" type="checkbox"/> On
LNK	Purch Not Resale (PNR@0%)	Edit <input checked="" type="checkbox"/> On
ECS	EC Sale / Purch Resale (PFR)	Edit <input checked="" type="checkbox"/> On
ECP	EC Purch Not Resale (PNFR)	Edit <input checked="" type="checkbox"/> On
E	Exempt	Edit <input checked="" type="checkbox"/> On
O	Outside the Scope of VAT	Edit <input checked="" type="checkbox"/> On



## Step 3: Sales @ 21% VAT Code Set Up

- Fill in relevant fields as outlined below
- Ensure correct Tax Agency is selected as HMRC may appear on some QuickBooks Online licences depending on how they were set up.
- Select save when satisfied all fields have been correctly completed as outlined below.

**Tax name**

Sales @ 21% (COVID19)

**Description**

Sales @ 21% (COVID19) - Temporary VAT Rate

**Tax agency**

VAT

Sales

**Sales rate**

21 %

**Account**

Liability

**Show tax amount on return line**

VAT Charged on supplies of Goo...

**Show net amount on return line**

Total Net Value of Sales

Save



## Step 4: Purchases for **RESALE** @ 21% VAT Code Set Up

- Fill in relevant fields as outlined below
- Ensure correct Tax Agency is selected as HMRC may appear on some QuickBooks Online licences depending on how they were set up.
- Select save when satisfied all fields have been correctly completed as outlined below.

**Tax name**  
Purchases for RESALE @ 21% (COVID19)

**Description**  
Purchases for RESALE @ 21% (COVID19) -  
Temporary VAT Rate

**Tax agency**  
VAT

Sales

Purchases

**Purchase rate**  
21 %

**Account**  
Liability

**Show tax amount on return line**  
VAT on Purchases

**Show net amount on return line**  
Total Net Value of Purchases

**Save**



## Step 5: Purchases **NOT FOR RESALE** @ 21% VAT Code Set Up

- Fill in relevant fields as outlined below
- Ensure correct Tax Agency is selected as HMRC may appear on some QuickBooks Online licences depending on how they were set up.
- Select save when satisfied all fields have been correctly completed as outlined below.

Tax name

Purchases NOT FOR RESALE @ 21% (COVID19)

Description

Purchases NOT FOR RESALE @ 21% (COVID19)  
Temporary VAT Rate

Tax agency

VAT

Sales

Purchases

Purchase rate

21 %

Account

Liability

Show tax amount on return line

VAT on Purchases

Show net amount on return line

Total Net Value of Purchases

Save