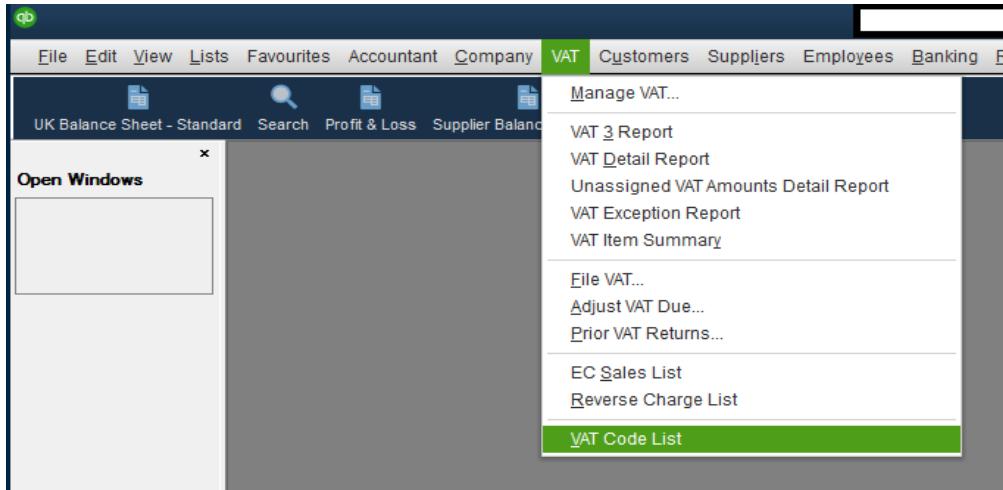




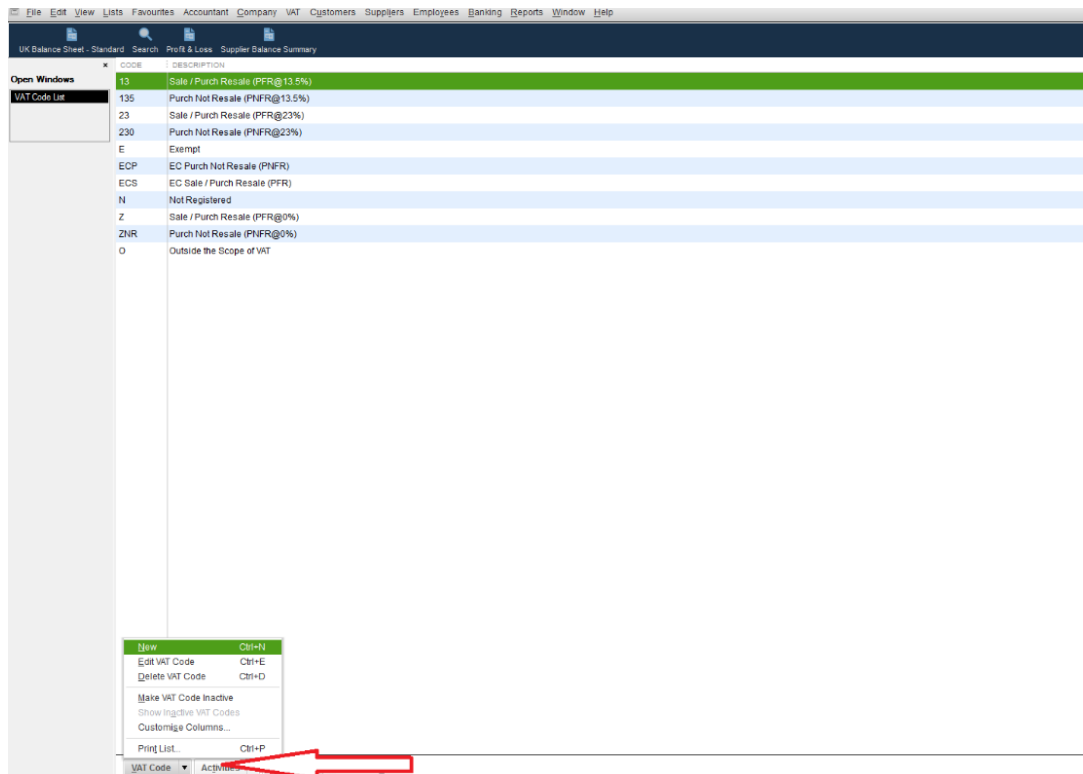
Step 1: Edit VAT Rates

- Select “*VAT*” tab on top of screen (Highlighted below)
- Select “*VAT Code List*” drop down menu and maximise pop-up



Step 2: Add VAT Rate

- Select “*VAT Code*” in bottom left corner of screen
- Select “*New*” highlighted below and maximise pop up





Step 3: Sales @ 21% VAT Code Set Up

- Fill in relevant fields as outlined below
- Select “Add new” in “VAT item for **Sales**” drop down menu.

VAT Code: S21 (maximum 3 characters)

Description: COVID SALES 21%

Taxable
 Tax Exempt

VAT Code is inactive

TAXABLE INFORMATION

VAT Item for Purchases: [Dropdown] Edit

VAT Item for Sales: [Dropdown] Edit

<Add New>		
EC Sales Goods Standard	VAT Item	EC Sales of Goods Standard
Exempt Sales	VAT Item	Exempt Sales
Not Registered Sales	VAT Item	Not Registered Sales
Reduced Sales	VAT Item	Sales @ 13.5%
Standard Sales	VAT Item	Sales @ 23%
Zero-Rated Sales	VAT Item	Sales @ 0%

- Fill in relevant fields as outlined below.
- Enter the VAT Rate as a percentage (%), QuickBooks won't accept whole numbers.
- Select “Collector General” as VAT Agency drop down menu.
- Select “<1,9> VAT on Sales, Net Sales” from VAT Return Box.
- When satisfied fields are filled out correctly select “OK” and save the VAT code.
- Run test on Sales Invoice for €100 to ensure VAT code is correctly set up.

TYPE: [Dropdown] pay to a single VAT agency.

VAT item Name: COVID SALES 21%

Description: COVID SALES 21% - Temporary VAT Rate

VAT Rate (%) or Amt: 21.0%

VAT Agency (the supplier that you collect VAT for): Collector-General

Assign this item to a box of the VAT agency's VAT return.

VAT Return Box: [Dropdown] Choose a VAT Return Box

- <N, 9> None, Net Sales
- <N, 10> None, Net Purchases
- <N, E1> None, Net EC Goods Supplies
- <N, E2> None, Net EC Goods Acquisitions
- <1, N> VAT on Sales, None
- <1, 9> VAT on Sales, Net Sales
- <1, E1> VAT on Sales, Net EC Goods Supplies
- <2, N> VAT EC Acquisitions, None
- <2, 10> VAT EC Acquisitions, Net Purchases
- <2, E2> VAT EC Acquisitions, Net EC Goods Acquisit...
- <T2, N> VAT on Purchases, None
- <T2, 10> VAT on Purchases, Net Purchases
- <T2, E2> VAT on Purchases, Net EC Goods Acquisit...



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

- Repeat Steps 1 & 2 outlined previously.
- Fill in relevant fields as outlined below.
- Input 21R to differentiate between VAT at 21% for Resale.
- Enter brief description as outlined below.
- Select “*Taxable*”, this will allow you select a VAT item from the drop-down menu.
- Select “Add new” in “*VAT item for Purchases*” drop down menu.

UK Balance Sheet - Standard Search Profit & Loss Supplier Balance Summary

Open Windows

- New VAT Code
- VAT Code List
- Create Invoices

VAT Code: 21R (maximum 3 characters) [OK] [Cancel] [Next]

Description: Purchases for Resale @ 21%

Taxable VAT Code is inactive
 Tax Exempt

TAXABLE INFORMATION

VAT Item for Purchases: [Add New] [Edit]

VAT Item for Sales: < Add New >

EC PFR Standard	VAT Item	EC Purchases For Resale (PFR) @ 23%
EC PFR Zero-Rated	VAT Item	EC Purchases For Resale (PFR) @ 0%
EC PNFR Standard	VAT Item	EC Purchases Not For Resale (PFR) @ 23%
EC PNFR Zero-Rated	VAT Item	EC Purchases Not For Resale (PFR) @ 0%
Exempt Purchases	VAT Item	Exempt Purchases
Not Registered Purchases	VAT Item	Not Registered Purchases
Reduced PFR	VAT Item	Purchases For Resale (PFR) @ 13.5%
Reduced PNFR	VAT Item	Purchases Not For Resale (PNFR) @ 13.5%
Standard PFR	VAT Item	Purchases For Resale (PFR) @ 23%
Standard PNFR	VAT Item	Purchases Not For Resale (PNFR) @ 23%
Zero-Rated PFR	VAT Item	Purchases For Resale (PFR) @ 0%
Zero-Rated PNFR	VAT Item	Purchases Not For Resale (PNFR) @ 0%
EC PFR Standard Group	VAT Group	EC Purchases For Resale (PFR) Standard Group
EC PFR Zero-Rated Group	VAT Group	EC Purchases For Resale (PFR) Zero-Rated Group
EC PNFR Standard Group	VAT Group	EC Purchases Not For Resale (PNFR) Standard Gr
EC PNFR Zero-Rated Group	VAT Group	EC Purchases Not For Resale (PNFR) Zero-Rated (



- Fill in relevant fields as outlined below.
- Enter the VAT Rate as a percentage (%), QuickBooks won't accept whole numbers.
- Select "Collector General" as VAT Agency drop down menu.
- Select "<T2,10> VAT on Purchases, Net Purchases" from VAT Return Box.
- When satisfied fields are filled out correctly select "OK" and save the VAT code.
- Run test on Purchases Invoice for €100 to ensure VAT code is correctly set up.

UK Balance Sheet - S

New Item

Open Windows

- New VAT Code
- VAT Code List
- Create Invoices

TYPE: VAT Item (Use to calculate a single VAT at a specific rate that you pay to a single VAT agency.)

VAT item Name: COVID PFR @ 21%

Description: COVID Purchases for Resale @ 21% - Temporary VAT Rate

VAT Rate (%) or Amt: 21.0%

VAT Agency (the supplier that you collect VAT for): Collector-General

Assign this item to a box of the VAT agency's VAT return.

VAT Return Box: <T2, 10> VAT on Purchases, Net Purchases

Choose a VAT Return Box

- <N, 9> None, Net Sales
- <N, 10> None, Net Purchases
- <N, E1> None, Net EC Goods Supplies
- <N, E2> None, Net EC Goods Acquisitions
- <1, N> VAT on Sales, None
- <1, 9> VAT on Sales, Net Sales
- <1, E1> VAT on Sales, Net EC Goods Supplies
- <2, N> VAT EC Acquisitions, None
- <2, 10> VAT EC Acquisitions, Net Purchases
- <2, E2> VAT EC Acquisitions, Net EC Goods Acquisit...
- <T2, N> VAT on Purchases, None
- <T2, 10> VAT on Purchases, Net Purchases
- <T2, E2> VAT on Purchases, Net EC Goods Acquisit...

Buttons: OK, Cancel, Notes, Spelling, Item is inactive



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

- Repeat Steps 1 & 2 outlined previously.
- Fill in relevant fields as outlined below
- Input 21N to differentiate between VAT at 21% Not for Resale.
- Enter brief description as outlined below.
- Select “*Taxable*”, this will allow you select a VAT item from the drop-down menu.
- Select “Add new” in “*VAT item for Purchases*” drop down menu.

UK Balance Sheet - Standard Search Profit & Loss Supplier Balance Summary

Open Windows
New VAT Code
VAT Code List
Create Invoices

VAT Code: 21N (maximum 3 characters) [OK] [Cancel] [Next]

Description: Purchases not for Resale 2...

Taxable Tax Exempt VAT Code is inactive

TAXABLE INFORMATION

VAT Item for Purchases: [Dropdown] [Edit]

VAT Item for Sales: < Add New >

COVID PFR @ 21%	VAT Item	COVID Purchases for Resale @ 21%...
EC PFR Standard	VAT Item	EC Purchases For Resale (PFR) @ 2...
EC PFR Zero-Rated	VAT Item	EC Purchases For Resale (PFR) @ 0...
EC PNFR Standard	VAT Item	EC Purchases Not For Resale (PFR) ...
EC PNFR Zero-Rated	VAT Item	EC Purchases Not For Resale (PFR) ...
Exempt Purchases	VAT Item	Exempt Purchases
Not Registered Purchases	VAT Item	Not Registered Purchases
Reduced PFR	VAT Item	Purchases For Resale (PFR) @ 13.5%
Reduced PNFR	VAT Item	Purchases Not For Resale (PNFR) @...
Standard PFR	VAT Item	Purchases For Resale (PFR) @ 23%
Standard PNFR	VAT Item	Purchases Not For Resale (PNFR) @...
Zero-Rated PFR	VAT Item	Purchases For Resale (PFR) @ 0%
Zero-Rated PNFR	VAT Item	Purchases Not For Resale (PNFR) @...
EC PFR Standard Group	VAT Group	EC Purchases For Resale (PFR) Sta...
EC PFR Zero-Rated Group	VAT Group	EC Purchases For Resale (PFR) Zer...
EC PNFR Standard Group	VAT Group	EC Purchases Not For Resale (PNF...
EC PNFR Zero-Rated Group	VAT Group	EC Purchases Not For Resale (PNF...



- Fill in relevant fields as outlined below.
- Enter the VAT Rate as a percentage (%), QuickBooks won't accept whole numbers.
- Select "Collector General" as VAT Agency drop down menu.
- Select "<T2,10> VAT on Purchases, Net Purchases" from VAT Return Box.
- When satisfied fields are filled out correctly select "OK" and save the VAT code.
- Run test on Purchases Invoice for €100 to ensure VAT code is correctly set up.

UK Balance Sheet -

Open Windows

- New VAT Code
- VAT Code List
- Create Invoices

TYPE: VAT Item Use to calculate a single VAT at a specific rate that you pay to a single VAT agency.

VAT item Name: PNFR @ 21%

Description: COVID Purchases Not For Resale @ 21% - Temporary VAT Rate

VAT Rate (%) or Amt: 21.0% VAT Agency (the supplier that you collect VAT for): Collector-General

Assign this item to a box of the VAT agency's VAT return.

VAT Return Box: <T2, 10> VAT on Purchases, Net Purchases

Choose a VAT Return Box

- <N, 9> None, Net Sales
- <N, 10> None, Net Purchases
- <N, E1> None, Net EC Goods Supplies
- <N, E2> None, Net EC Goods Acquisitions
- <1, N> VAT on Sales, None
- <1, 9> VAT on Sales, Net Sales
- <1, E1> VAT on Sales, Net EC Goods Supplies
- <2, N> VAT EC Acquisitions, None
- <2, 10> VAT EC Acquisitions, Net Purchases
- <2, E2> VAT EC Acquisitions, Net EC Goods Acquisit...
- <T2, N> VAT on Purchases, None
- <T2, 10> VAT on Purchases, Net Purchases
- <T2, E2> VAT on Purchases, Net EC Goods Acquisit...

Buttons: OK, Cancel, Notes, Spelling, Item is inactive