



XERO: COVID 19 – 21% VAT Rate Set Up



Step 1: Add VAT Rates

- Select “Advanced” from the Accounting drop-down menu tab.
- Select “Tax Rates”.
- Select “New Tax Rate”.

The screenshot shows the Xero Accounting menu. The 'Advanced' option is highlighted with a red rectangle. The menu items include: Bank accounts, Reports, Advanced, Reports (with star), Account Transactions, Aged Payables Summary, Aged Receivables Summary, Balance Sheet, Profit and Loss, Sales Tax Report, and Advanced (with star).

The screenshot shows the 'Advanced accounting' settings page. The 'Tax rates' option is highlighted with a red rectangle. The page is divided into 'Advanced features' and 'Advanced settings'. The 'Advanced settings' section includes: Financial settings, Chart of accounts, Tax rates, Fixed assets settings, and Tracking categories.

The screenshot shows the 'Getting Started with Tax Rates' help page. It includes a table with columns for Account, Tax Rate, and Amount. The table lists various tax rates such as Tax on Sales (8.5%), Tax on Purchases (7%), Tax Exempt (0%), and Zero Rated (0%).

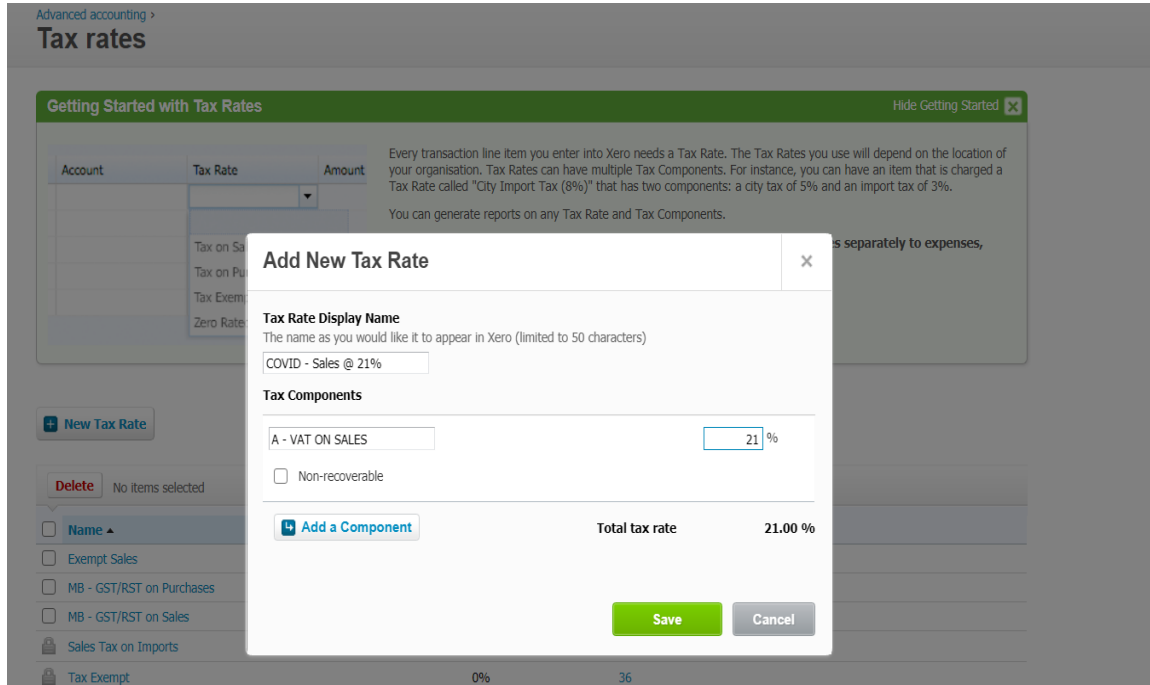
Account	Tax Rate	Amount
	Tax on Sales (8.5%)	
	Tax on Purchases (7%)	
	Tax Exempt (0%)	
	Zero Rated (0%)	

The screenshot shows the 'New Tax Rate' button highlighted with a red rectangle. Below it is a table of existing tax rates.

Name	Tax Rate	Accounts using this Tax Rate
<input type="checkbox"/> Exempt Sales	0%	0
<input type="checkbox"/> MB - GST/RST on Purchases	12%	0
<input type="checkbox"/> MB - GST/RST on Sales	12%	0
<input type="checkbox"/> Sales Tax on Imports	0%	0
<input type="checkbox"/> Tax Exempt	0%	36

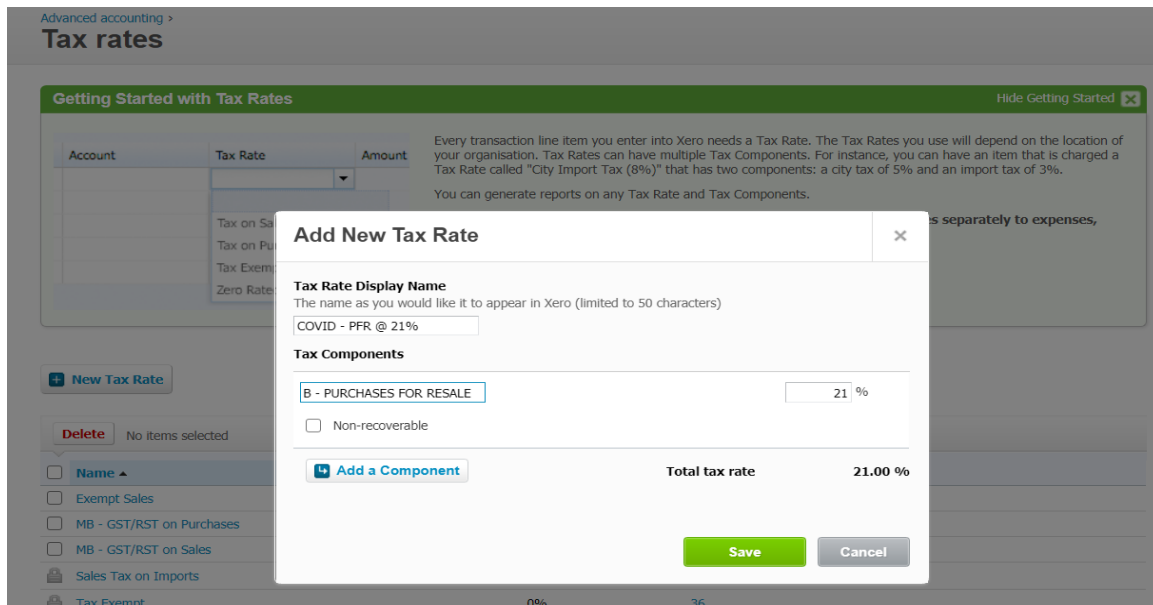
Step 2: Sales @ 21% VAT Code Set Up

- Fill in relevant fields as outlined below
- Select “Save” when satisfied fields have been filled out correctly.



Step 3: Purchases for **RESALE** @ 21% VAT Code Set Up

- Fill in relevant fields as outlined below
- Select “Save” when satisfied fields have been filled out correctly.



Step 4: Purchases **NOT FOR RESALE** @ 21% VAT Code Set Up

- Fill in relevant fields as outlined below.
- Select “Save” when satisfied fields have been filled out correctly.

The screenshot shows the Xero 'Tax rates' interface. A modal window titled 'Add New Tax Rate' is open over a background table of tax rates. The modal contains the following fields and options:

- Tax Rate Display Name:** A text input field containing 'COVID - PNFR @ 21%'. Below it is a note: 'The name as you would like it to appear in Xero (limited to 50 characters)'.
- Tax Components:** A section with a text input field containing 'C - PURCHASES NOT FOR RESI' and a percentage input field containing '21 %'.
- Non-recoverable
- Total tax rate:** A label showing '21.00 %'.
- Buttons: 'Add a Component', 'Save', and 'Cancel'.

The background interface shows a table with columns 'Account', 'Tax Rate', and 'Amount'. Below the table are several filter checkboxes: 'Name', 'Exempt Sales', 'MB - GST/RST on Purchases', 'MB - GST/RST on Sales', 'Sales Tax on Imports', and 'Tax Exempt'. A 'Delete' button is also visible.