



## 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

The screenshot shows the QuickBooks Online interface. On the left sidebar, the 'Taxes' menu item is highlighted with a red box and a red arrow pointing to it. In the top right corner, the 'Edit VAT' dropdown menu is open, and the 'Edit rates' option is highlighted with a red box and a red arrow pointing to it. The main dashboard displays VAT information for the period 01/01/2015 - 31/01/2015, showing €0.00 collected on sales, €0.00 paid on purchases, and €0.00 adjustments.

## Step 2: Add VAT Rate

- Select “Add tax rate”

The screenshot shows the 'VAT Rates' page in QuickBooks Online. The 'Add tax rate' button in the top right corner is highlighted with a red box and a red arrow pointing to it. Below the button is a table listing various VAT rates with their descriptions and action buttons.

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 @ 9% 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.

### Add tax rate



Create a name for your tax rate, and give us a few details about how you want to apply it.

#### Tax name

#### Description

#### Tax agency

 Sales

#### Sales rate

 %

#### Account

#### Show tax amount on return line

#### Show net amount on return line

 Purchases

Save



## Step 4: Purchases for **RESALE** @ 9% 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.

### Add tax rate



Create a name for your tax rate, and give us a few details about how you want to apply it.

#### Tax name

Purchases for RESALE @ 9% (COVID 19)

#### Description

Purchases for RESALE @ 9% (COVID 19) - Temporary VAT Rate

#### Tax agency

VAT

Sales

Purchases

#### Purchase rate

9 %

#### 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** @ 9% 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.

### Add tax rate ✕

Create a name for your tax rate, and give us a few details about how you want to apply it.

#### Tax name

Purchases NOT FOR RESALE @ 9% (COVID 19)

#### Description

Purchases NOT FOR RESALE @ 9% (COVID 19) -  
Temporary VAT Rate

#### Tax agency

VAT ▼

Sales

Purchases

#### Purchase rate

9 %

#### Account

Liability ▼

#### Show tax amount on return line

VAT on Purchases ▼

#### Show net amount on return line

Total Net Value of Purchases ▼

Save