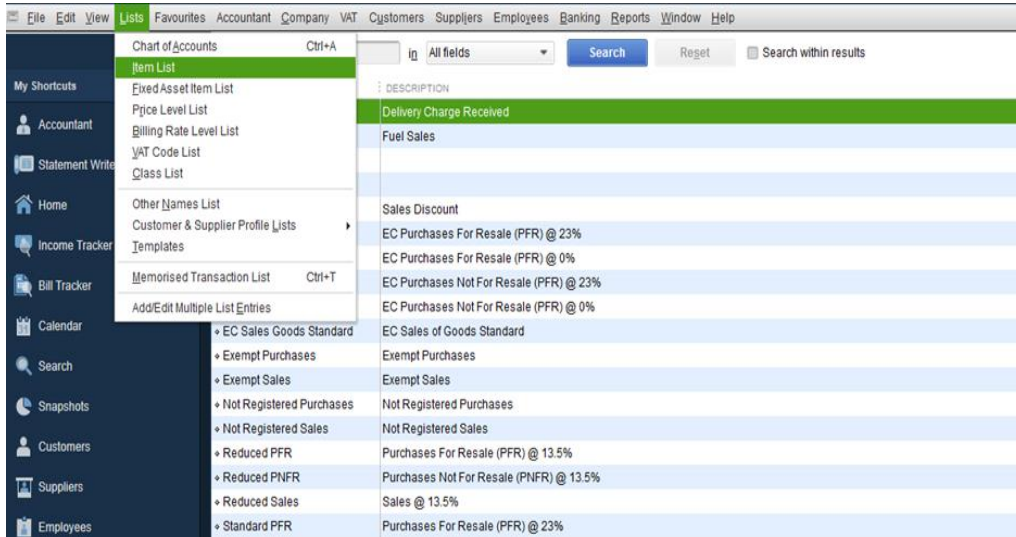


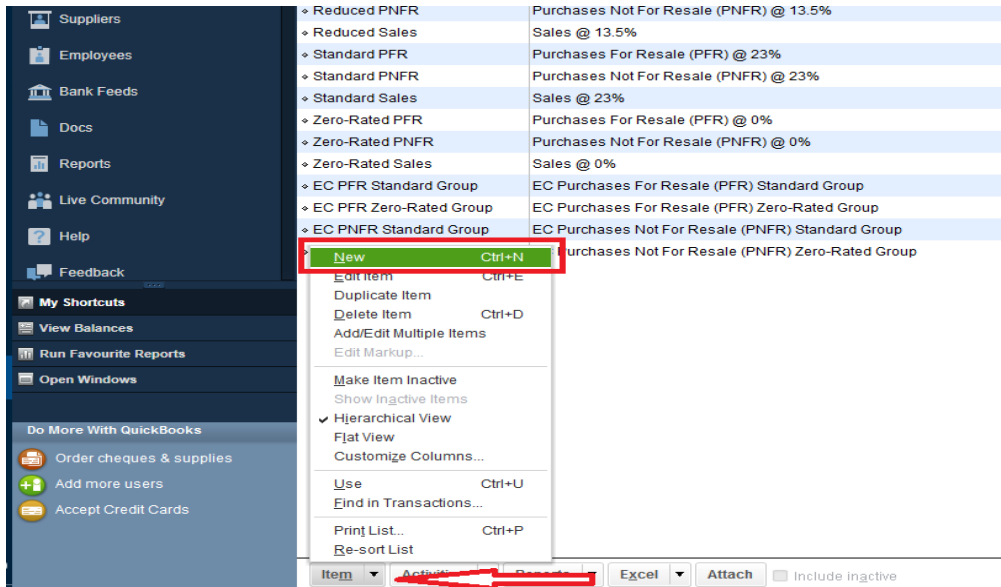


## STEP 1: ADD VAT ITEM

- Select "List" tab on top of screen (Highlighted below)
- Select "Item List" drop down menu and maximise pop-up



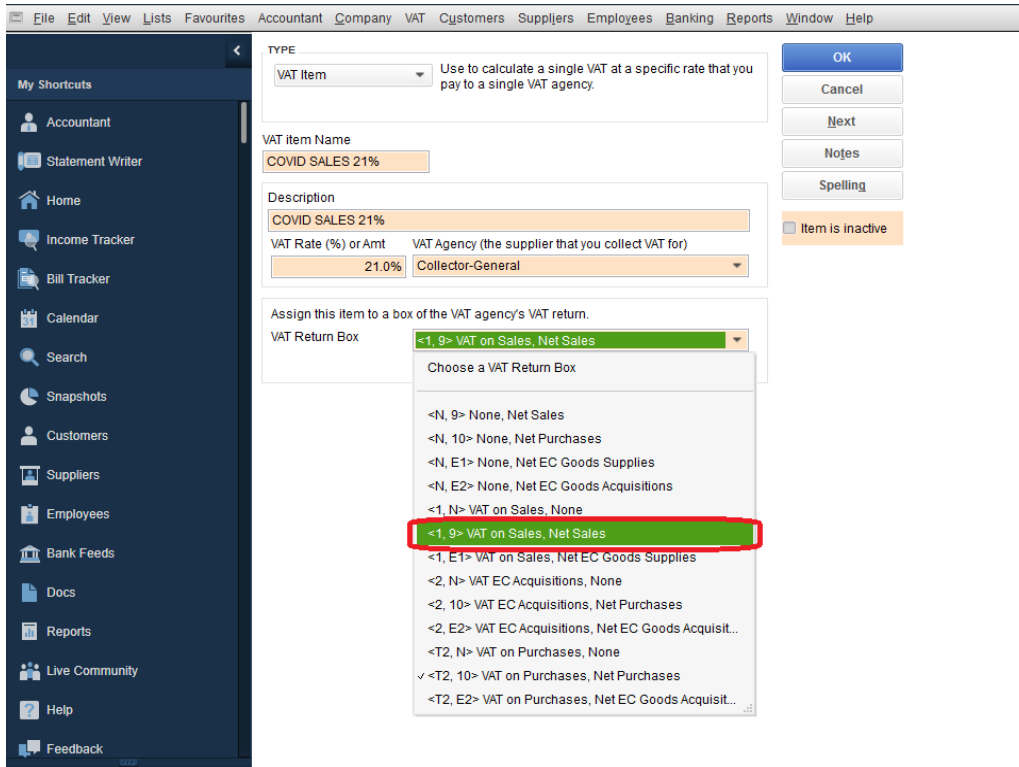
- Select New from Item Menu on bottom left of the screen





## STEP 2: ADD SALES @ 21% VAT ITEM

- 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.





## STEP 3: ADD PURCHASES FOR **RESALE** @ 21% VAT ITEM

- Repeat Steps 1 outlined previously.
- 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.

The screenshot shows the 'VAT Item' setup window in QuickBooks Desktop. The window title is 'VAT Item' and it contains the following fields and options:

- 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%
- 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

The 'VAT Return Box' dropdown menu is open, showing a list of options. The option '<T2, 10> VAT on Purchases, Net Purchases' is selected and highlighted with a red box.

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: ADD PURCHASES NOT FOR RESALE @ 21% VAT ITEM

- Repeat Steps 1 outlined previously.
- 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.

The screenshot shows the 'VAT Item' setup window in QuickBooks Desktop. The window title bar includes 'File Edit View Lists Favourites Accountant Company VAT Customers Suppliers Employees Banking Reports Window Help'. On the left is a 'My Shortcuts' sidebar with icons for Accountant, Statement Writer, Home, Income Tracker, Bill Tracker, Calendar, Search, Snapshots, Customers, Suppliers, Employees, Bank Feeds, Docs, Reports, Live Community, and Help. The main area contains the following fields:

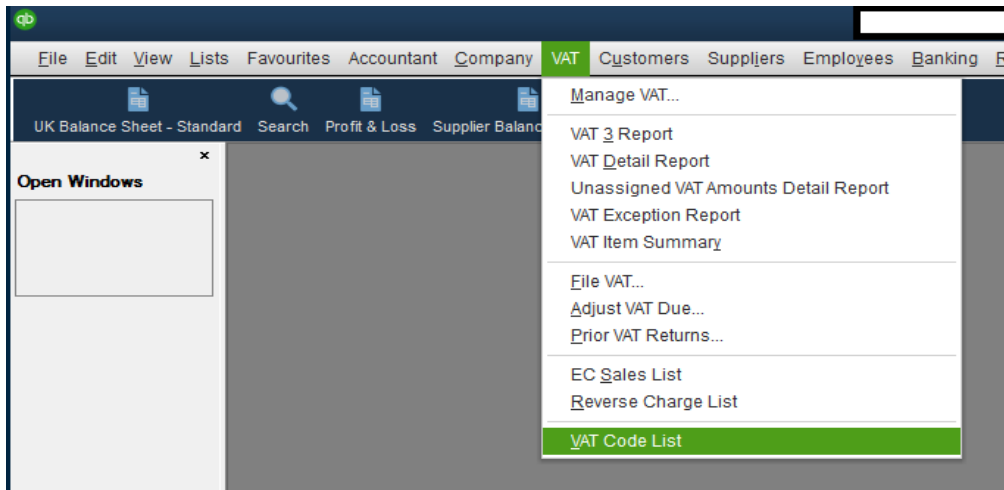
- TYPE:** VAT Item (Use to calculate a single VAT at a specific rate that you pay to a single VAT agency.)
- VAT item Name:** COVID PNFR 21%
- Description:** COVID PURCHASES NOT FOR RESALE 21%
- VAT Rate (%) or Amt:** 21.0%
- VAT Agency (the supplier that you collect VAT for):** Collector-General
- Assign this item to a box of the VAT agency's VAT return:** VAT Return Box: <T2, 10> VAT on Purchases, Net Purchases

A dropdown menu is open for the 'VAT Return Box' field, titled 'Choose a VAT Return Box'. The menu lists several options, with '<T2, 10> VAT on Purchases, Net Purchases' highlighted in red. Other options include '<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...', and '<T2, N> VAT on Purchases, None'. There is also an 'Item is inactive' checkbox.

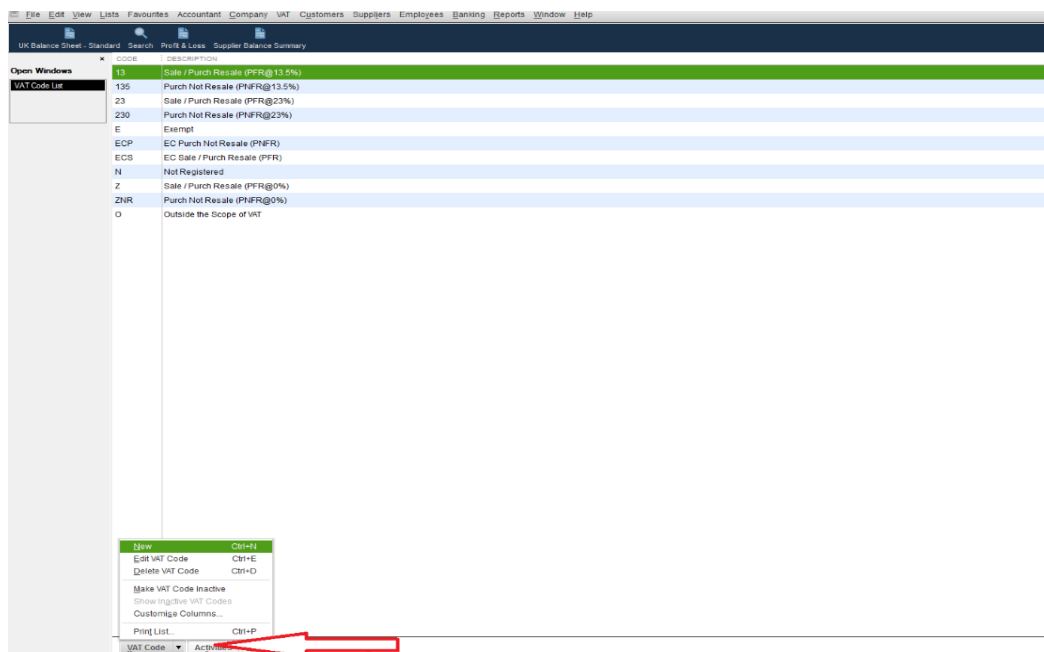


## STEP 5: ADD VAT CODE

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



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





**STEP 6: RESALE VAT CODE SET UP**

- Fill in relevant fields as outlined below
- Select “COVID PFR 21%” in “VAT item for **Purchases**” drop down menu.
- Select “COVID SALES 21%” in “VAT item for **Purchases**” drop down menu.

The screenshot shows the 'VAT Code' setup window in QuickBooks Desktop. The 'VAT Code' field contains 'R21'. The 'Description' is 'Resale 21%'. The 'Taxable' radio button is selected. Under 'TAXABLE INFORMATION', 'VAT Item for Purchases' is set to 'COVID PFR 21%' and 'VAT Item for Sales' is set to 'COVID SALES 21%'. The 'VAT Code is inactive' checkbox is unchecked. The window includes a 'My Shortcuts' sidebar on the left and a menu bar at the top.

**STEP 7: NON-RESALE VAT CODE SET UP**

- Fill in relevant fields as outlined below
- Select “COVID PNFR 21%” in “VAT item for **Purchases**” drop down menu.

The screenshot shows the 'VAT Code' setup window in QuickBooks Desktop. The 'VAT Code' field contains 'N21'. The 'Description' is 'Non Resale 21%'. The 'Taxable' radio button is selected. Under 'TAXABLE INFORMATION', 'VAT Item for Purchases' is set to 'COVID PNFR 21%' and 'VAT Item for Sales' is empty. The 'VAT Code is inactive' checkbox is unchecked. The window includes a 'My Shortcuts' sidebar on the left and a menu bar at the top.