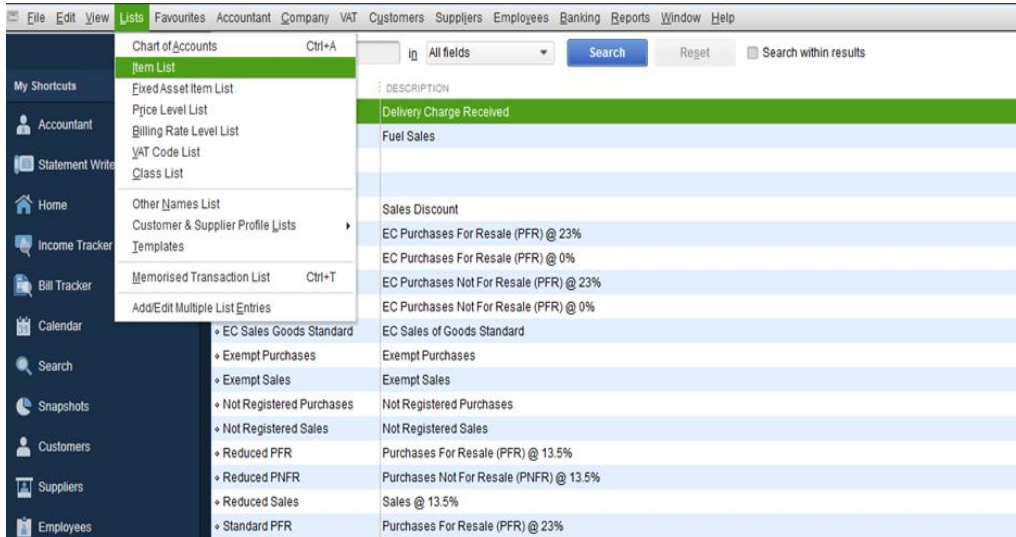


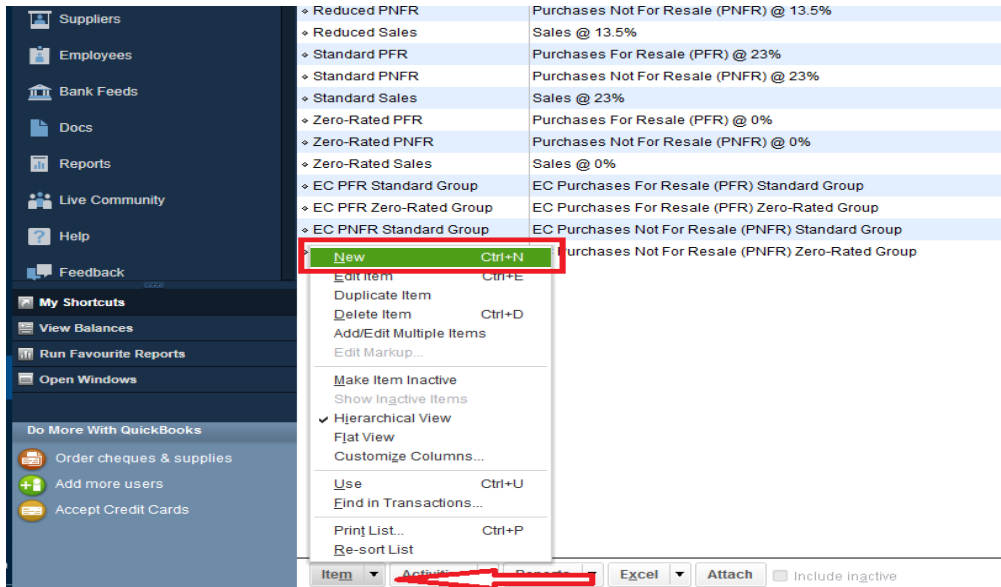


## STEP 1: ADD VAT ITEM

- 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 @ 9% 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.

The screenshot shows the 'New Item' dialog box in QuickBooks Desktop. The 'TYPE' is set to 'VAT Item'. The 'VAT item Name' is 'COVID SALES 9%'. The 'Description' is 'COVID SALES 9% - Temporary VAT Rate'. The 'VAT Rate (%) or Amt' is '9.0%' and the 'VAT Agency (the supplier that you collect VAT for)' is 'Collector-General'. The 'VAT Return Box' is set to '<1, 9> VAT on Sales, Net Sales'. The 'Item is inactive' checkbox is unchecked. The 'OK' button is highlighted in blue.

Open Windows

- New Item
- Item List

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 SALES 9%

Description

COVID SALES 9% - Temporary VAT Rate

VAT Rate (%) or Amt VAT Agency (the supplier that you collect VAT for)

9.0% Collector-General

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

VAT Return Box

<1, 9> VAT on Sales, Net Sales

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

OK

Cancel

Next

Notes

Spelling

Item is inactive



## STEP 3: ADD PURCHASES FOR **RESALE** @ 9% 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 'New Item' dialog box in QuickBooks Desktop. The 'TYPE' dropdown is set to 'VAT Item'. The 'VAT item Name' is 'COVID PFR 9%'. The 'Description' is 'COVID PURCHASES FOR RESALE 9% - Temporary VAT Rate'. The 'VAT Rate (%) or Amt' is '9.0%' and the 'VAT Agency (the supplier that you collect VAT for)' is 'Collector-General'. The 'VAT Return Box' is set to '<T2, 10> VAT on Purchases, Net Purchases'. A dropdown menu is open showing a list of VAT return boxes, with '<T2, 10> VAT on Purchases, Net Purchases' selected. The 'Item is inactive' checkbox is unchecked. Buttons for 'OK', 'Cancel', 'Next', 'Notes', and 'Spelling' are visible on the right side.



## STEP 4: ADD PURCHASES **NOT FOR RESALE** @ 9% VAT ITEM

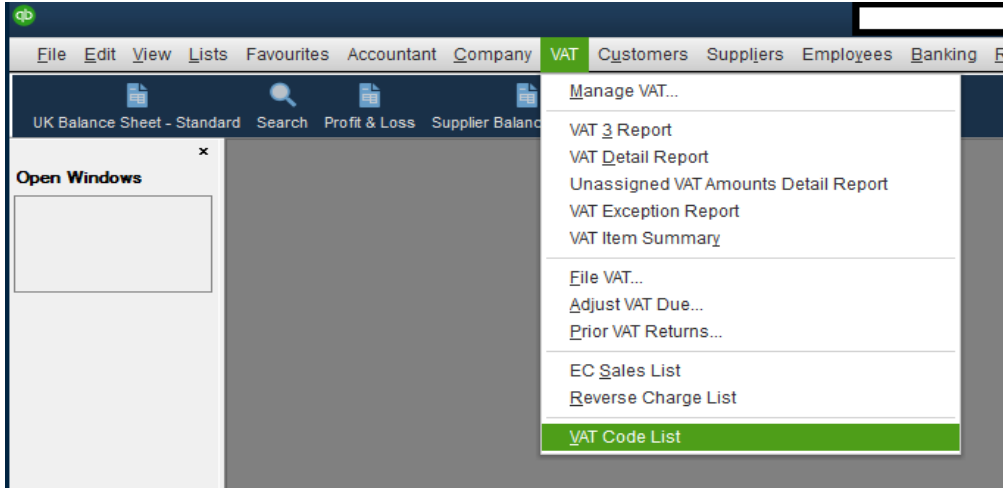
- Repeat Steps 1 outlined previously.
- Fill in relevant fields as outlined below.
- Enter the VAT Rate as a percentage (%), QuickBooks won't accept whole numbers.
- Select "Collector General" as VAT Agency drop down menu.
- Select "<T2,10> VAT on Purchases, Net Purchases" from VAT Return Box.
- When satisfied fields are filled out correctly select "OK" and save the VAT code.

The screenshot shows the 'New Item' dialog box in QuickBooks Desktop. The 'TYPE' is set to 'VAT Item'. The 'VAT item Name' is 'COVID PNFR 9%'. The 'Description' is 'COVID PURCHASES NOT FOR RESALE 9% - Temporary VAT Rate'. The 'VAT Rate (%) or Amt' is '9.0%' and the 'VAT Agency (the supplier that you collect VAT for)' is 'Collector-General'. The 'VAT Return Box' is set to '<T2, 10> VAT on Purchases, Net Purchases'. A dropdown menu is open showing various VAT return box options, with '<T2, 10> VAT on Purchases, Net Purchases' selected. The 'Item is inactive' checkbox is unchecked. Buttons for 'OK', 'Cancel', 'Next', 'Notes', and 'Spelling' are visible on the right side.

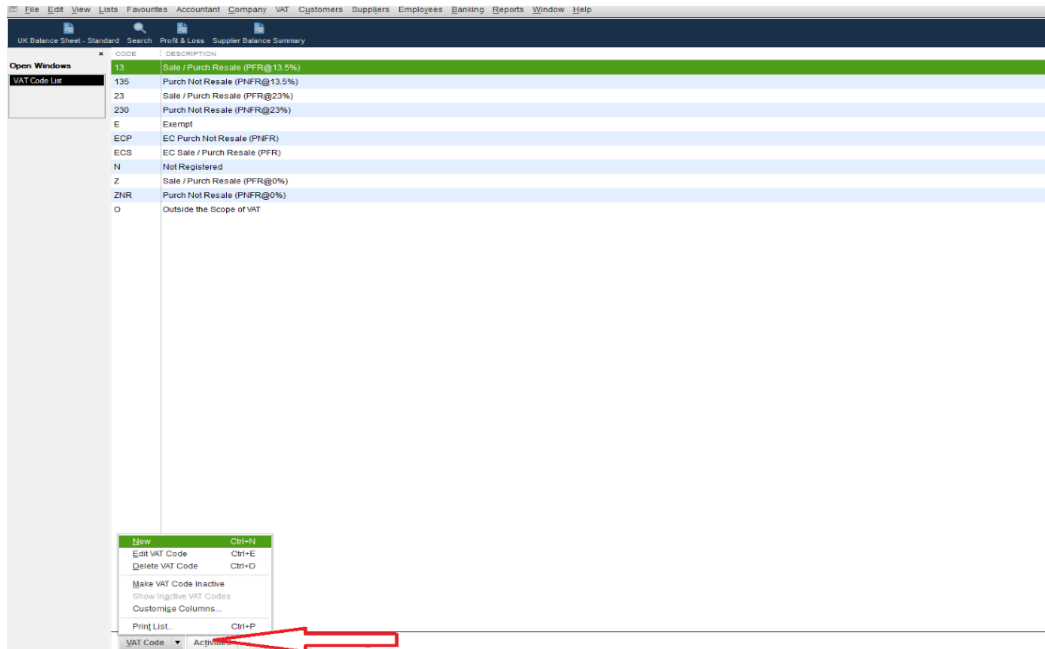


## STEP 5: ADD VAT CODE

- 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 9%” in “VAT item for Purchases” drop down menu.
- Select “COVID SALES 9%” in “VAT item for Purchases” drop down menu.

The screenshot shows the 'New VAT Code' dialog box in QuickBooks Desktop. The 'VAT Code' field contains 'R9'. The 'Description' field contains 'Resale 9%'. The 'Taxable' radio button is selected. Under 'TAXABLE INFORMATION', 'VAT Item for Purchases' is set to 'COVID PFR 9%' and 'VAT Item for Sales' is set to 'COVID Sales 9%'. Buttons for 'OK', 'Cancel', and 'Next' are visible on the right.

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

- Fill in relevant fields as outlined below
- Select “COVID PNFR 9%” in “VAT item for Purchases” drop down menu.

The screenshot shows the 'New VAT Code' dialog box in QuickBooks Desktop. The 'VAT Code' field contains 'N9'. The 'Description' field contains 'Non Resale 9%'. The 'Taxable' radio button is selected. Under 'TAXABLE INFORMATION', 'VAT Item for Purchases' is set to 'COVID PNFR 9%' and 'VAT Item for Sales' is empty. Buttons for 'OK', 'Cancel', and 'Next' are visible on the right.