

PAXTON LIVE CHANGES

HMRC VAT REPORT



To enable the production of the VAT report for HMRC you will now be required to enter some further information on Payment bookings for lines subject to VAT.

Any lines that have a VAT code of 1 or 2 will require extra information to be entered in the grid.

* Money account	BK-056-610	Brancaster curr acc		
* Payment reference	Wickes			* Effective date
				13/03/2024
* Total	500.00	Total inc. VAT	500.00	* Document
				M:\Upload\ .. V
* Reference 1	CCTV Camera			<input type="checkbox"/> VAT number on receipt?
Reference 2		Station	056	Project code
Comment	Payment			

A/C^	Account name	Value	VAT	Station^	Project code^	Reference 2	Supp ^
3160	Maint & renewals equip	500.00	1	056			Wick

Clear
Confirm
VAT
Exit

The extra fields can be accessed by using the horizontal scroll bar.

- Supplier** This field is mandatory. Enter the name of the supplier.
- VAT Reg No** This field is mandatory.
- Goods supplied** This field is mandatory. Enter a description of the goods supplied.
- To** This field is optional for lines that are subject to VAT.
If applicable enter the correct information.

The information entered in the Reference 1 field is also used on the HMRC VAT report. If you have any questions on what to enter into these new fields then please speak to your Group Treasurer.