BOOKING VAT RECEIVED FROM HEAD OFFICE

When you are paid the VAT that you are owed and it's in your bank account you will need to book the following transaction:-

INPUTS > RECEIPT

Money account	Select the bank account the money was paid into				
Receipt reference	Enter a reference that appears on your bank statement				
Total	Total amount you have been paid				
Reference 1	Enter some information regarding the payment, e.g. VAT Sep 23				
Ref 2 & Comment	Optional and used to record any additional information				
Station	This will default to your station code				
Effective date	This is the date it was paid into your bank				
Document	Optional, select an uploaded document if relevant				

Analysis Grid

A/C	Manually enter 9355 and it will enter VAT payable in the Account name
Value	Enter the same as the total field at the top of the screen
VAT	Make sure this is set to VAT code 8 (0%)
Station	This will default to your station code after clicking on Confirm

Click on Confirm and then if nothing is missing or incorrect click on Record to save the transaction.

								0
* Money accou	Int BK-00	1-610	Bass Point curr	acc				
* Receipt refer	ence VATBR	VATBPSep23 * Effective date 16/10/2023						
* Total 520.00		Total in	Total inc. VAT 520.00			ent		
* Reference 1 VAT Sep 23								
Reference 2		Station	Station 001			Project code		
Comment								
A/C^	Account nam	ne	Value	VAT	Station [^]	Project code [*]	Reference 2	^
9355	55 VAT payable		520.00	8	001			
]							
								~
Clear	Confir	m	Store			VAT	Exit	

Example of the Receipt screen

National Coastwatch Institution

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