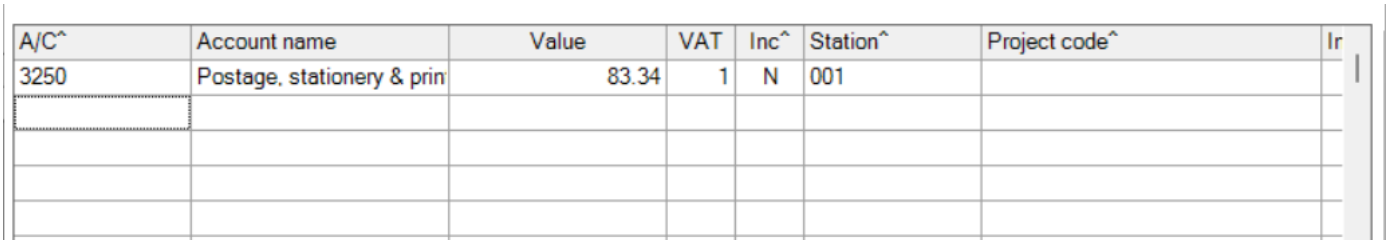
VAT OVERRIDE

If you find that the VAT is different on your invoice to the calculated VAT in Paxton then you can override the VAT amount so it agrees with your paperwork.

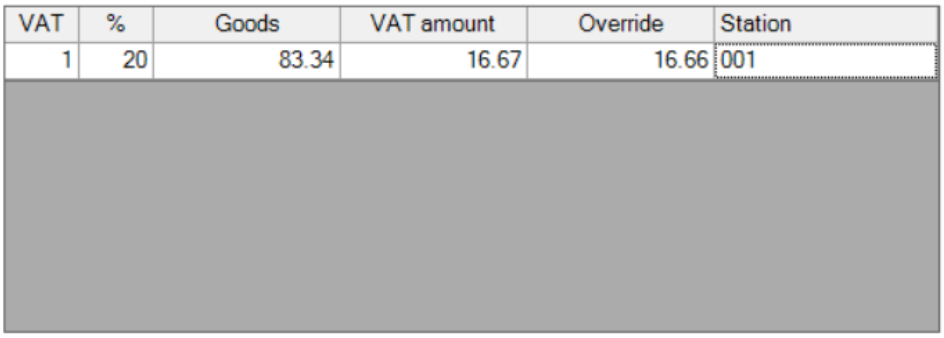
For example if you have an invoice for £100 inc VAT then Paxton would automatically calculate the VAT, £16.67 in this case. If your supplier has calculated the VAT differently then you would need to enter a VAT override.

Right click in the 'Inc' column against the line and change the Y to N and enter the VAT exclusive amount (so it matches your invoice):-



A/C^	Account name	Value	VAT	Inc^	Station^	Project code^	Ir
3250	Postage, stationery & prin	83.34	1	N	001		

Click on the VAT button and enter the correct VAT figure in the Override column



VAT	%	Goods	VAT amount	Override	Station
1	20	83.34	16.67	16.66	001

The Goods value plus the VAT override figure should equal the total of the invoice. Click on Confirm and Record.