

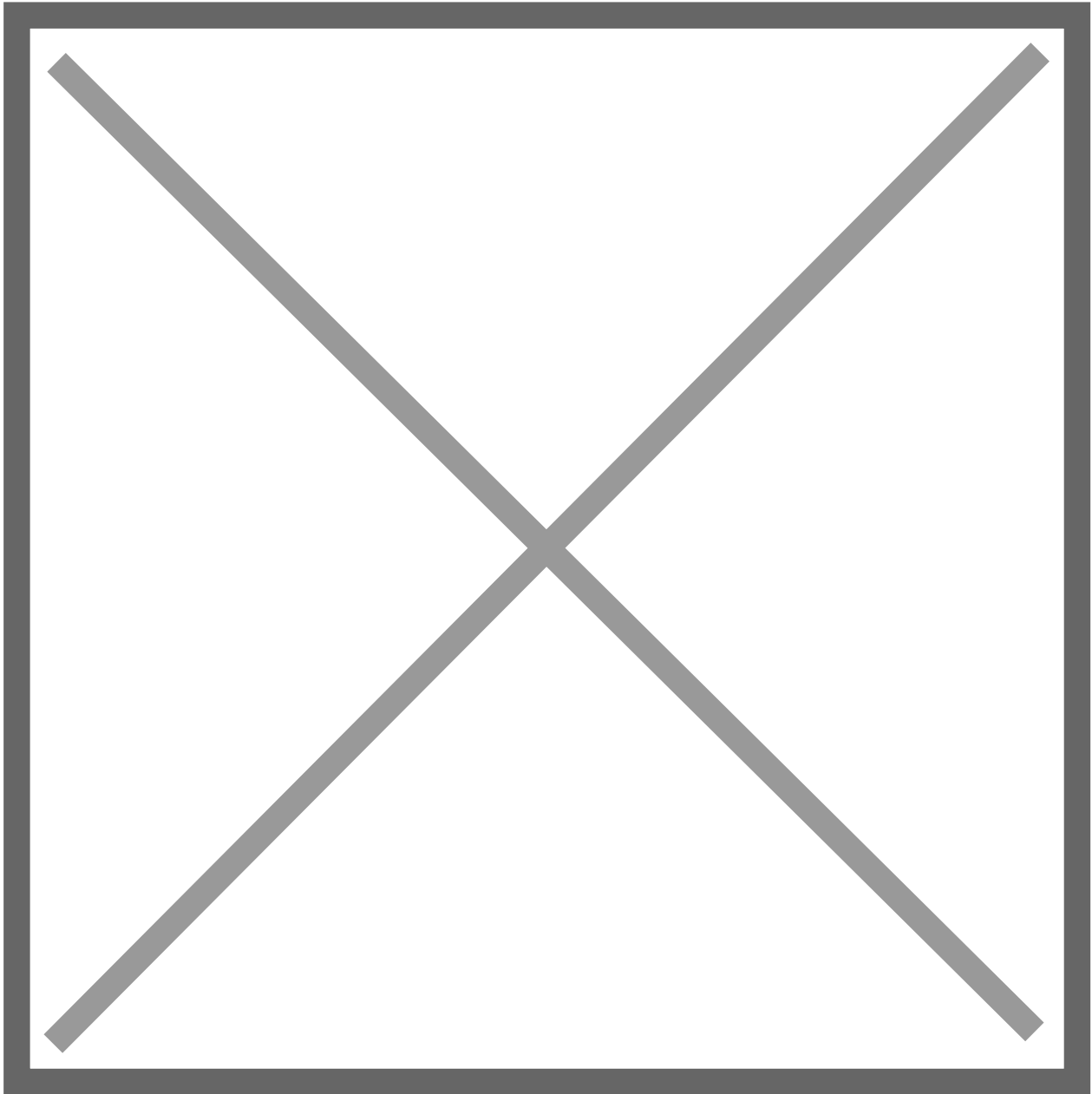
VAT / GST Type Tables Manuals

The reason for VAT tables is to make it easy when analyzing the VAT report.

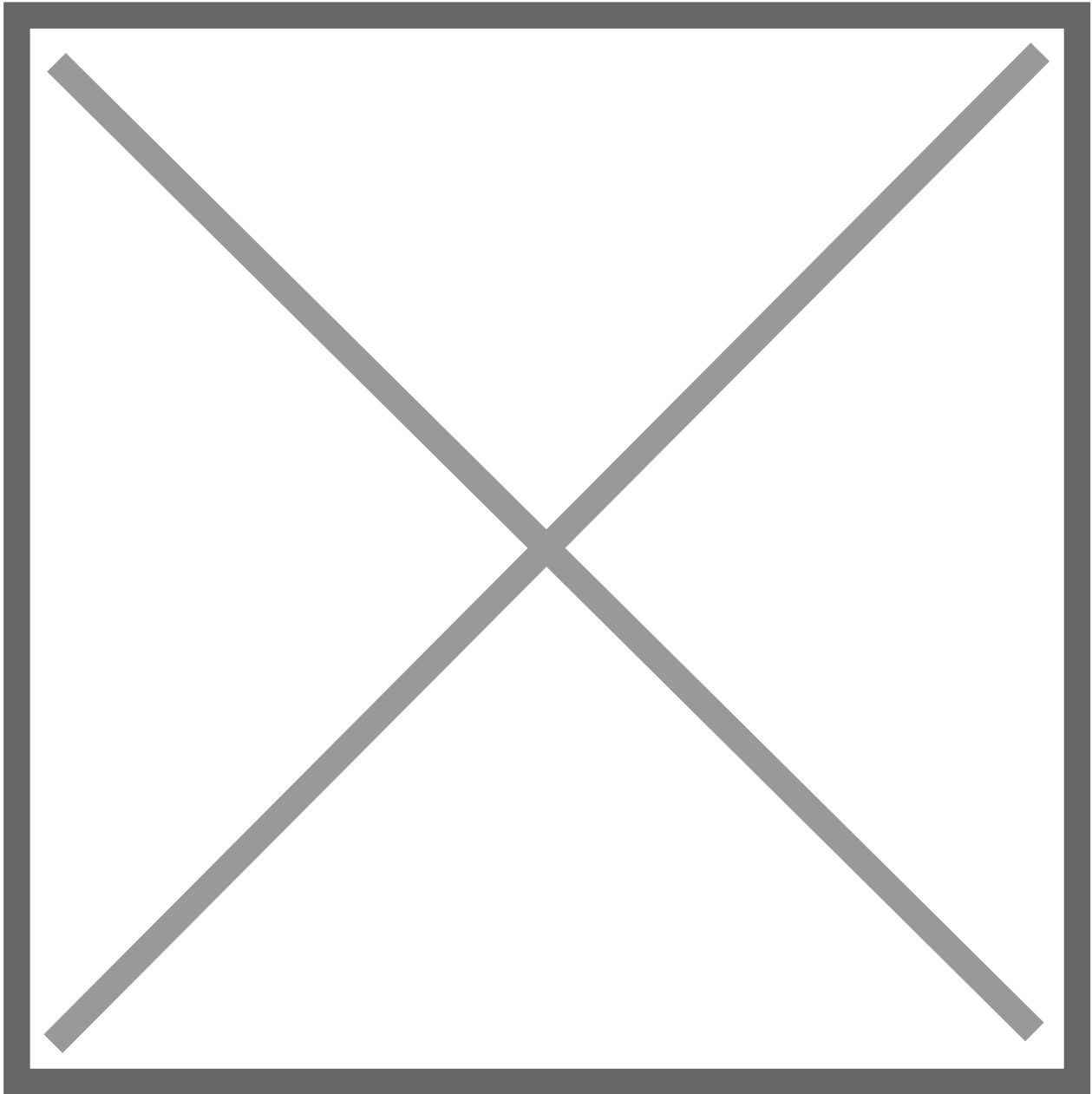
Descriptions of the various VAT types can be edited to suit your wording preference and to make it easier for staff to identify which table apply to respective documents.

Go to System Configuration>General> VAT Tables

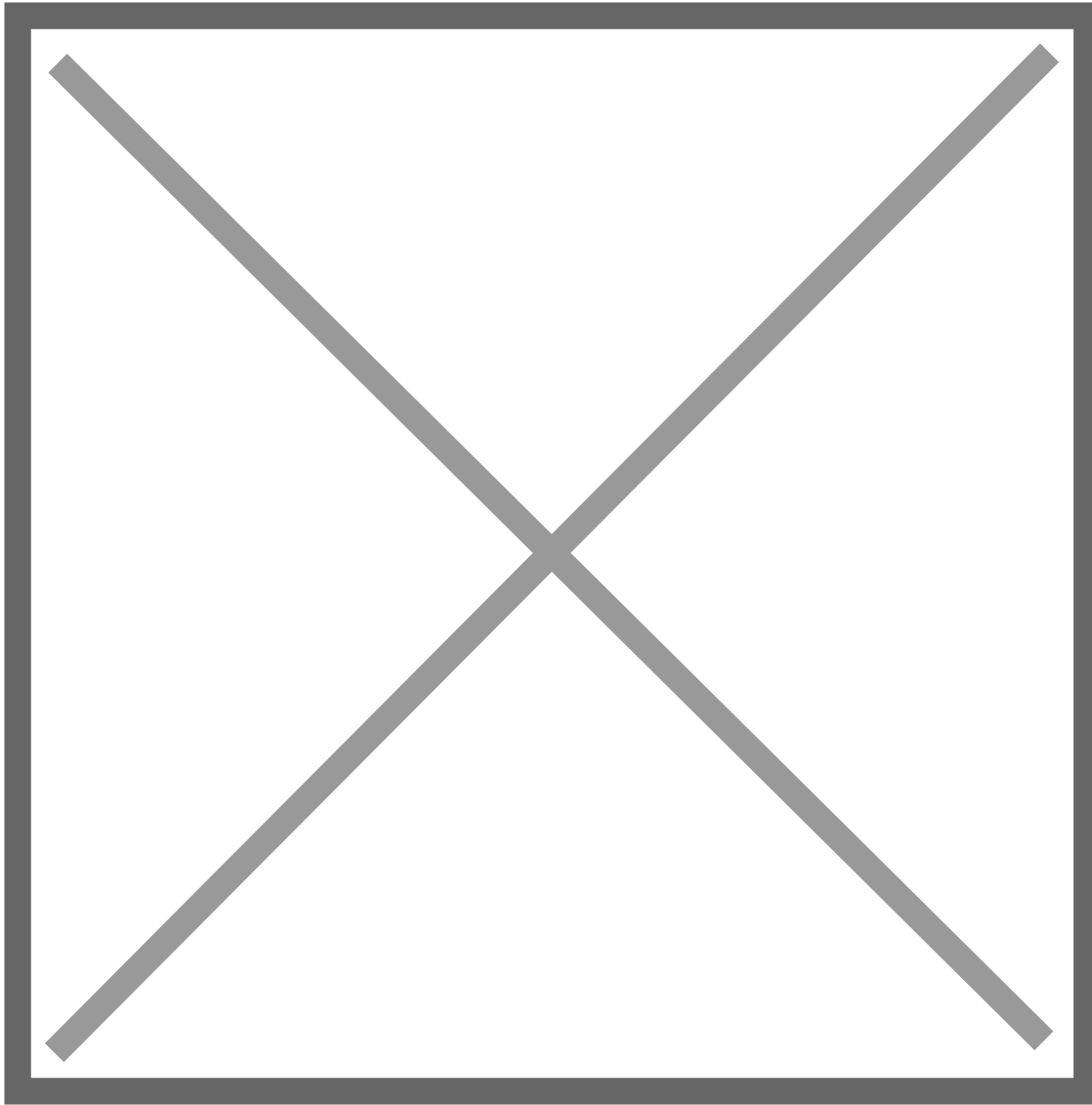
Click on VAT Tables and search



A list of added Vat Types will be displayed



Double click on the specific table you wish to amend



VAT Code: This is the code of the VAT type.

This can be edited.

VAT Description: You can click on this field to amend the description to suit your personal preference.

Percentage: This is the VAT percentage applicable in South Africa. If you are in another country, you need to change this percentage to that which applies in that country.

Tick the respective boxes that you wish this VAT type to appear on.

In the case above General Journal

Debtors Journal Transaction and Invoice.

VAT Types - Upon the processing of documents, where vat is required, the drop-down menu will show the relevant VAT Type options.

When a block is ticked, the associated VAT table option will be displayed on the drop-down menu of the Vat Type field when processing the respective documents.

If you do not want this VAT table to be an option on the drop-down, un-tick the block and the VAT option will not be displayed when processing the document.

In this way the ticks can be effectively used to avoid staff from unknowingly choosing the incorrect VAT type when processing a specific document or transaction, thereby eliminating confusion on the VAT report.

INV VAT	Used for debtors (Customer) invoices
DISC VAT	Debtors: Used on discounts to Debtors
CRD VAT	Used for credit notes to your customers
GRV VAT	Used for purchase orders from your suppliers
CASHBOOK VAT	Used when processing cashbook transactions, e.g. Rent
RTS VAT	Used for returns to supplier
Capital VAT	Used for Capital expenditure
No VAT	Used when processing a no VAT Transaction
EXP VAT	Used when processing VAT Exempt transaction
DIS VAT	Creditors: Used on discounts to creditors
IMPORT	Used when importing Goods
Add	Allows you to create a new VAT Table.
Amend	Allows you to View or Edit the currently selected VAT Table.

Revision #3

Created 17 July 2023 22:56:00 by Paige

Updated 13 August 2024 08:21:47 by Paige