

VAT Health Check (v6.5)

This program checks the system for any anomalies that could cause issues when running the VAT Return.

It is recommended that the Health Check is run as soon as it is available to check and correct any issues.

After the initial run it is suggested that the health check is run periodically to ensure there are no new issues as a result of any system changes you may have made.

VAT Health Check

From the System Management, Housekeeping menu, Ledgers select "VAT Health Check".

Note - if the option is not visible on the menu it will be necessary to run "Update Menu System" program from the Housekeeping, File Utilities menu with all users off the system.

A Summary screen will be displayed initially showing each step and the status.

Details for a step listed can be viewed using F6 Details.

Step	Description	Result
1	Company Control General	PASS
2	Company Control Accounts - A/c Numbers	PASS
3	Company Control Accounts - VAT Codes	PASS
4	VAT Rates. EU/Non EU Sales/Purchase	PASS
5	Nominal - Standard Journals	PASS
6	Cashbook - Standing Orders	PASS
7	Advisory - Customer Check	PASS
8	Advisory - Supplier Check	PASS

Items marked as "FAIL" need to be addressed prior to running a VAT Return.

Items marked "CHECK" should be reviewed but are not mandatory to change.

Steps

Step 1 - Company Control General

Have the following fields been populated in the Company Control File Maintenance, General tab, General section?

- Country Code e.g. U.K.
- Base Country e.g. GB

General - Amend

Currency Code/Decimal Place: GBP DP 2 Type: Live

VAT Breakdown Analysis: Right Clear goldview list: No

Euro Currency Code: EUR

Country Code: U.K. Base Country eg. GB: GB

Retain Text Copy Invoices: Yes

Electronic Catalogue Link: Yes PPD inc. Sett. Breakdown? Yes

Create Customers in POS or WSJ: No Postcode on Separate line? No

Invoice Stationery Type: Portrait (GOLD)

FAX Acknowledgement Default: Yes Default FAX Cover: []

Print Header Parameters: No SMS Sender ID: []

Invoices Use XML Formatting: No Skip Record Counts? No

Process Batch Programs From Nominal Poster: No

Ignore Qty Decimals on Invoice: No

Document Posting Sequence: Date Descending

OK Cancel

Step 2 - Company Control Accounts - A/c Numbers

Have Nominal Accounts been setup in Company Control File Maintenance, Accounts, Account Numbers?

- VAT Outputs - Sales VAT Account
- VAT Inputs - Purchase VAT Account
- VAT Control Account – this is the VAT Due/Owing Account

Account Numbers - Amend

Depot Accounting:	No	Profit and Loss:	2860100
Sales Control:	1850100	Stock Accrual:	268010*
VAT Outputs:	2470100	Stock Adjustment:	479902*
Input Bank Nominal:	1950100	Serial Stock Adj A/C:	479852*
Sales Discount:	534404*	Average Rounding:	479912*
Purchase Control:	2150100	Depreciation:	4392011
VAT Inputs:	2460100	Nom Accru/Prepayment:	2680600
Output Bank Nominal:	1950100	Net Assets (P & L):	2860100
Purchase Discount:	6004041	Deposit Control:	2058080
Bank Charges:	5844041	Parts Prepayment:	1930300
Delivery Charge:	475012*	Beet Control Account:	[]
Suspense Account:	8888888	VAT Control Account:	2480100
WIP Control Account:	1800101		
Cash Nominal Account:	[]		

OK Cancel

Step 3 - Company Control Accounts - VAT Codes

Have valid VAT Codes been entered for the following VAT Categories in Company Control File Maintenance, Accounts, VAT Rates?

- UK Default VAT Code
- UK Zero VAT Code
- Margin Scheme VAT Code
- VAT Code for Credit Charge

Standard	Rate	Type
Rate 1:	20.0	Vatable
Rate 2:	0.0	EU Sales / Purchases
Rate 3:	0.0	Non EU Sales / Purchases
Rate 4:	5.0	Vatable
Rate 5:	0.0	Exempt
Rate 6:	0.0	Out of scope
Rate 7:	17.5	Vatable
Rate 8:	20.0	Vatable
Rate 9:	0.0	Zero

Old VAT Code: 7

Has the number of months per VAT Return and the Start Month been set in Company Control File Maintenance, Accounts, VAT Rates?

- VAT Return Months
- VAT Return Start

Once set, the VAT Return Months/Start should not be changed.

Step 4 - VAT Rates - EU/Non EU Sales/Purchase

For companies selling or purchasing outside of the UK.

Has a VAT Code been set up for "EU Sales / Purchases"

Has a VAT Code been set up for "Non EU Sales / Purchases"

These are set up in Company Control File Maintenance, Accounts, VAT Rates.

Step 5 - Nominal - Standard Journals

Have all Standard Journals been allocated a valid VAT code if any entries refer to VAT Inputs or Outputs?

These can be checked in Nominal Ledger, Posting, Standard Journal Maintenance.

If VAT is applicable to the journal, the VAT nominal account needs to be specified as a separate line and an appropriate VAT code assigned.

Standard Journal Maintenance STD002

Header Details Journals Comment

Nominal	Description	Debit	Credit
5604041	INSURANCE	5000.00	
1950100	BANK CURRENT ACCOUNT		6000.00
2460100	VAT INPUT TAX	1000.00	
Totals		6000.00	6000.00

Insert Amend Delete List Qck Upd

Step 6 - Cash Book - Standing Orders

Have all Cash Book Standing Orders been allocated a valid VAT code? Once the standing order has been posted the VAT rate cannot be changed.

These can be checked in Cash Book, Standing Order Maintenance.

Standing Order Maintenance - Amend Mode

Details Payments

Identity: ELEC

Destination Ledger: Purchase

Payment Direction: Payment

Ledger No: 1107 Heat & Light Supplies

Total Amount(VAT Inc): 17616.00

First Payment amount: 734.00

Last Payment amount: 734.00

All other Payments: 734.00

DDR type:

DDR Reference 1:

DDR Reference 2:

VAT Code for Payments: 9

VAT Amount: 0.00

VAT Amount: 0.00

VAT Amount: 0.00

OK Cancel

Step 7 – Customer Check - Advisory

Customers set with Apply VAT 'Yes' are reported in the advisory section if there is no country code set or no VAT number at all.

It is recommended that the country code is set on all accounts, however this is not mandatory so therefore these are listed only as Advisory.

Step 8 – Supplier Check –Advisory

Suppliers with a missing or invalid VAT number/country code are listed in this section.

It is recommended that the country code is set on all accounts, however this is not mandatory so therefore these are listed only as Advisory.