# 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.

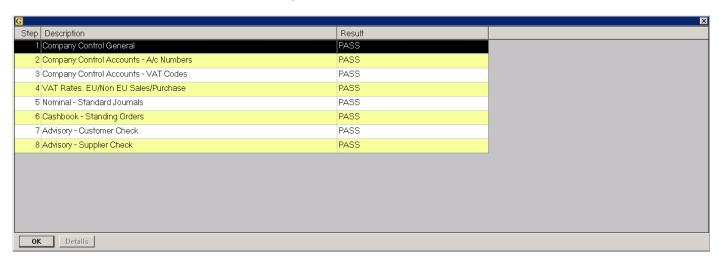
After the initial run it is suggested that the health check is run periodically to ensure there are no new issues as a result of any system changes you may have made.

#### **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.



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

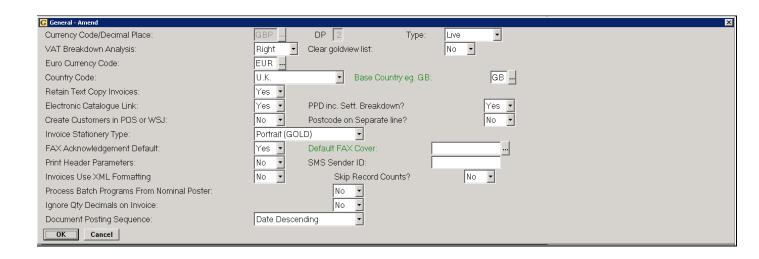
Items marked "CHECK" should be reviewed but are not mandatory to change.

# **Steps**

#### **Step 1 - Company Control General**

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

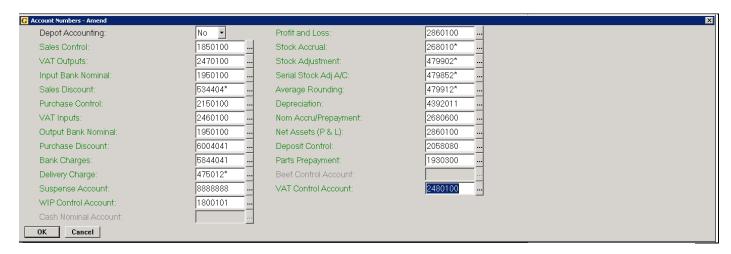
- Country Code e.g. U.K.
- Base Country e.g. GB



### Step 2 - Company Control Accounts - A/c Numbers

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

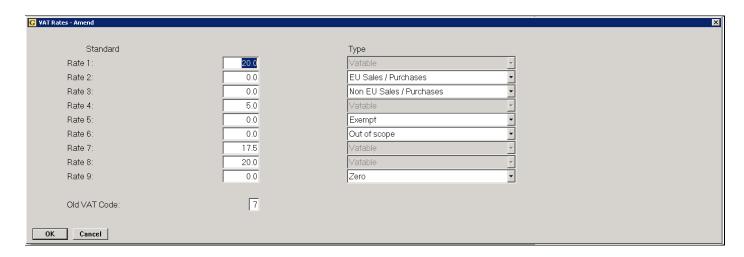
- VAT Outputs Sales VAT Account
- VAT Inputs Purchase VAT Account
- VAT Control Account this is the VAT Due/Owing Account



#### 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



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

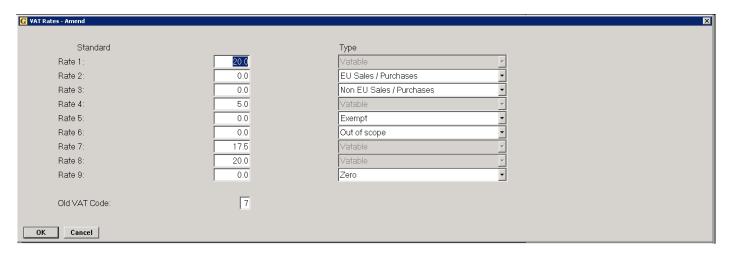
Once set, the VAT Return Months/Start should not be changed.

## 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.

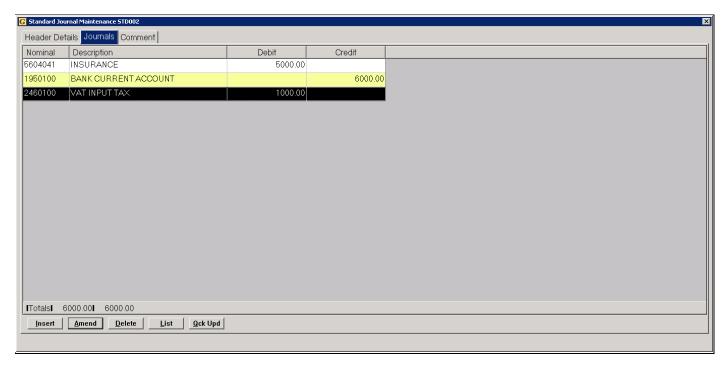


#### Step 5 - Nominal - Standard Journals

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.

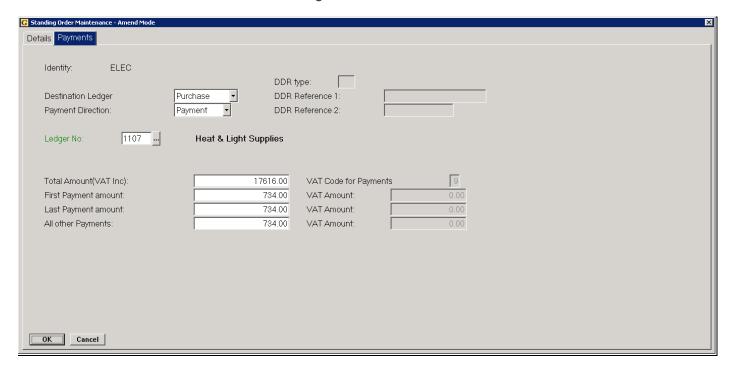
If VAT is applicable to the journal, the VAT nominal account needs to be specified as a separate line and an appropriate VAT code assigned.



## **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.





## 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.