Processing invoices that contain other taxes as well as VAT

Occasionally, an invoice may show another form of tax other than VAT such as Insurance Premium Tax (IPT), import duty, foreign taxes or Airport Tax. These taxes should not be included in the VAT Control Amount box and that should be entered as 0.00.

Other invoices will be looked at in more detail on AP 2 and AP 4 courses.

For example, if an invoice is received for insurance for £300 plus IPT of £15, in the 'Invoice Line' screen, the value of the invoice should be shown as £315, with 0.00 in the VAT Control Amount. On the Lines tab the Tax name should be shown as NO UK VAT and the VAT amount of zero entered into the VAT Control Amount box.