



# VAT Only Invoices

You may receive an invoice that is only for VAT e.g. as the VAT has been omitted from the initial invoice and you have agreed to pay the VAT to the supplier separately.

**Please Note:** You can not match a VAT only invoice back to a Purchase Order.

**Pre-Requisite:** original invoice must have been Secondary Invoice Approved. Ensure you obtain the account code that was used for the original invoice.

- a) Enter the invoice line with the supplier information as per a normal invoice, but when you get to the **Invoice Amount** and **VAT Control Amount** the figures will be the amount of the invoice.

Type	PO Number	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	VAT Control Amount	VAT Amount	Discountable Amount	Description	GL Date	Payment
Standard		FURNITURE DIRECT LTD	286779	CAMBRIDGE	07-JAN-2014	VAT ONLY 1E	GBP	500.00	500.00		500	VAT ONLY RE INV ...	07-JAN-2014	07-JAN

- b) Make reference in the **Description** to the original invoice number.
- c) Click on the **Lines** tab and amend the **Type** to **Tax**.
- d) Enter in the amount of VAT into **Net Amount**.
- e) Complete the **Tax Name** field with the tax name that was relevant to the purchase.
- f) Enter the **coding** information that was used for the item the VAT relates to.
- g) **Calculate Tax** and **Actions...1** to validate the invoice in the usual way.
- h) Click on **Holds** tab and the invoice should have a **Secondary Approval** hold.

