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.

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.