


VAT/GST Support

Value Added Taxes (VAT) or Goods & Services Taxes (GST) are consumption taxes collected from your customer and taxes paid to your Vendors.

You can define an unlimited number of VAT Tax Groups to report specific types of Vendors and Customers for tax reporting purposes. Follow these steps to set up VAT and produce the appropriate report(s):



Activate the VAT Tax Feature for the selected company

1. From the Main Menu, select **Admin -> System -> System Settings**
2. Click on the *Set Taxes for VAT/GST* box
3. Save your changes with the Save button 

Configure Individual Sales Taxes

1. Go to **Admin -> Billing -> Sales Taxes**
2. Create (or edit) your tax district where VAT is applied
3. Ensure that the GL Accounts for Tax Collected/Paid are filled in
4. Create (or edit) the Consumption VAT Tax Groups for your individual Sales Taxes for grouping sets of Vendors

Assign the VAT Tax and Group to your Customer

1. Select the VAT Tax and the Group when opening a customer record on the Income -> Customers screen

Assign the VAT Tax and Group to your Vendor

1. Select the VAT Tax and the Group when opening a vendor record on the Expenses -> Vendors screen.
2. Note that Vendors are not required to be in a Group

Print your Tax Reports

1. Sales Tax Reports can be run by date and VAT Tax Group by selecting **Income -> Reports -> Sales Tax Report**