



# **Exchequer Enterprise**

## **Custom User Defined VAT Period-end**

### **User Instructions**

#### **Version 1.2**



## Introduction

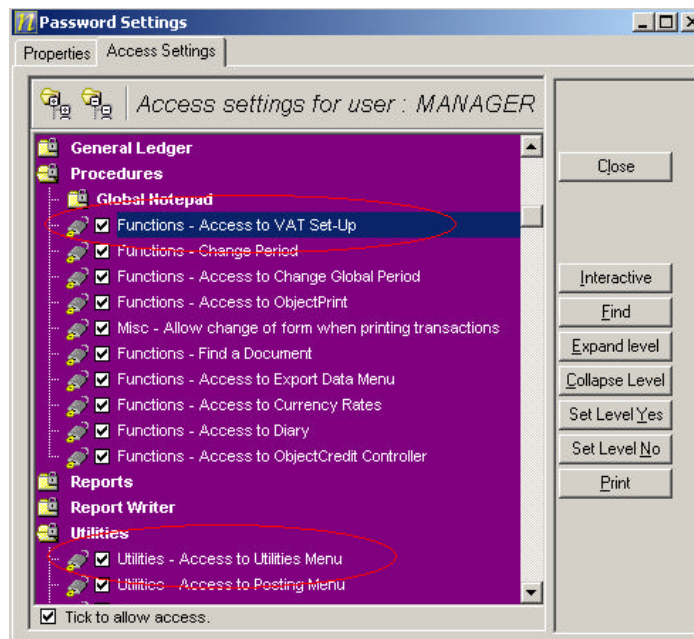
For users who require the facility within Enterprise to specify user defined VAT periods based on a pre-defined dates. Users should also consider the Enterprise user defined period plug-in to work in conjunction with user defined VAT periods.

## Limitations

The following limitations will apply to the Plug-In:-

- This Plug-in will require Enterprise v5.50 or above
- The option of 'Closing the VAT period' and viewing 'Last VAT return date' are managed the VAT period administration screen and are no longer performed from the VAT Set-up Window
- It will be the responsibility of a designated user responsible for VAT to close both the VAT period and the financial period on the same date manually.
- The Plug-in will be outside of the scope of the password security for Enterprise.

For users who do not require access to the user defined VAT plug-in settings, their access may be suppressed using the standard Enterprise password control.





- The Run-time License will not be required.
- The VAT Cash Accounting scheme is not supported.
- The contents of the new VAT table will be outside the scope of the reporting facilities of Enterprise (e.g. Report Writer)



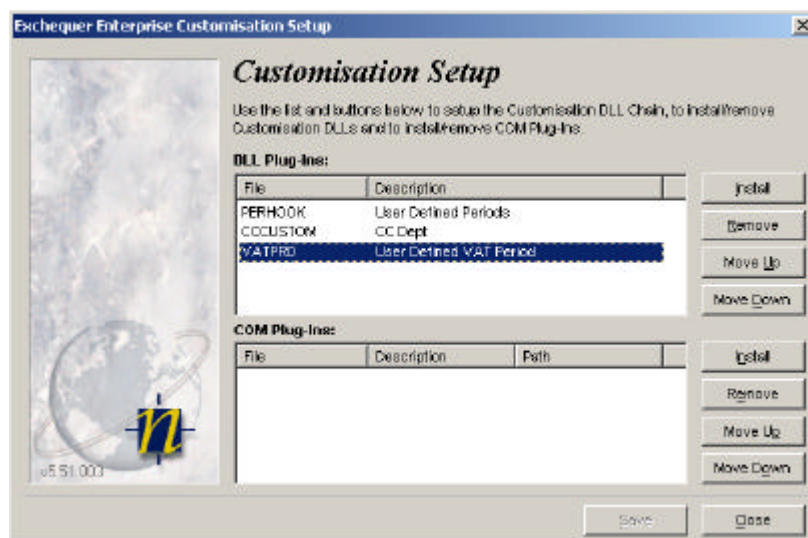
## Installation

The User Defined VAT Plug-In is supplied as the following files:

VATPrd.dll  
VATPer (Folder) containing  
VATOpt.dat  
VATPrd.dat

Copy the VATPrd.dll and Directory VATPer to the root directory of your Enterprise system.

Using EntPlugIn.exe, found at the root of your Enterprise, install VAT Period Plug-In using the install button locating the plug-in file named VATPrd.dll. See example below:



The installation process will automatically create an 'Entcustm.ini' if it does not exist or edit an existing 'Entcustm.ini' inserting the plug-in to the hookchain correctly.

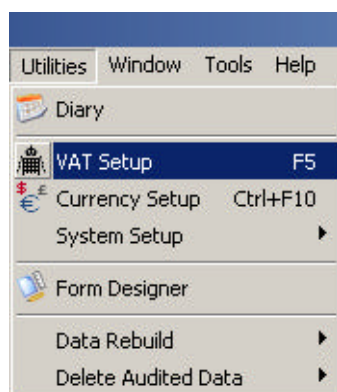


To confirm User Defined VAT Period Plug-In is installed correctly, log into Enterprise and check for the presence of the plug-in by scrolling down from inside the 'Help', 'About' screen.



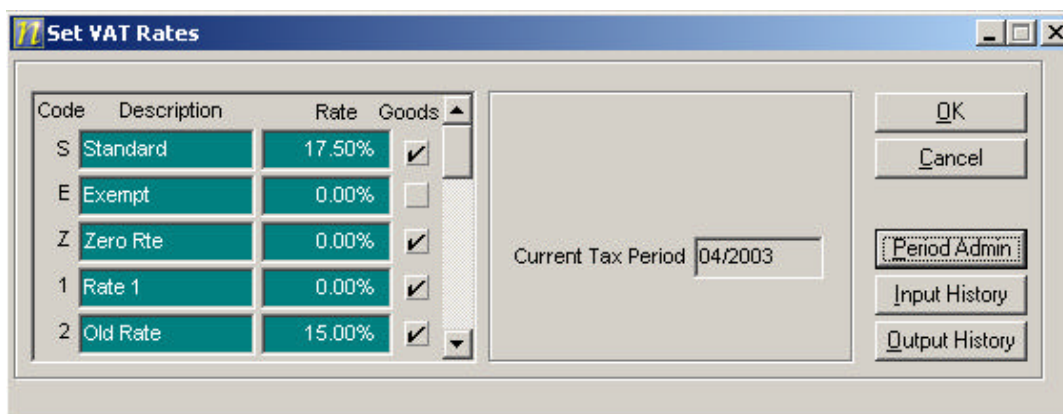
## Set-Up - Introduction of a new VAT Period Table

The VAT Period Administration screen is accessed from 'Utilities' dropdown menu and selecting 'VAT Setup'



## Set VAT Rates

The VAT 'Set VAT Rates' window opens allowing the user to manage the VAT rates and to access the User Defined periods administration screen to specify the VAT periods.



The current tax period displayed represents the VAT period relative to the number of VAT periods set-up for a financial year. In this instance there are four VAT periods set-up, therefore, Tax Period 04/2003 represents the forth quarter of the financial year commencing 2003.



## Input/Output History

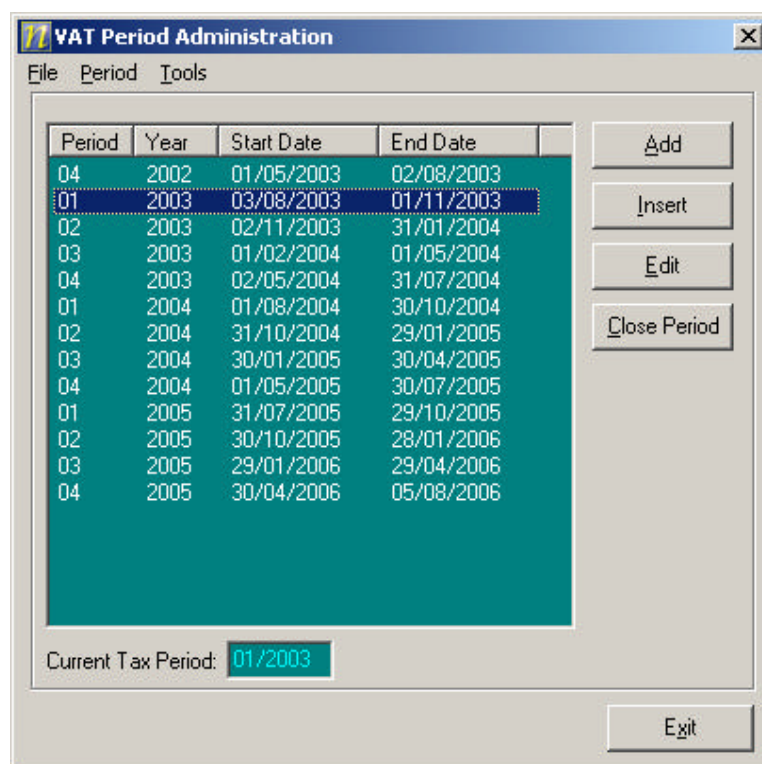
The Input/Output history buttons show a summary of the VAT and Nett values movement by VAT Rate for their respective VAT periods.

A screenshot of a software window titled "VAT History. Consolidatd GBP". The window has two tabs: "Debit/Credit" and "Budget/Variance". The "Debit/Credit" tab is selected. The table below shows VAT and NETT values for two periods: 03/2003 and 04/2003. The table has four columns: Period, VAT, and two columns for NETT. The data is as follows:

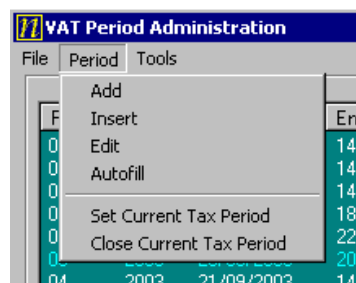
Period	VAT	NETT	
03/2003	GBP14.00-	GBP80.00-	
04/2003	GBP1.75-	GBP10.00-	

## User Defined VAT Period Administration

The Period Administration screen is opened by clicking on the Period Admin button from the 'Set VAT Rates' screen. The following screen is opened.



The VAT periods can be managed using the 'Add', 'Insert', 'Edit' and 'Close Period' buttons from the Administration Screen. These options can also be accessed from the 'Period' dropdown menu.



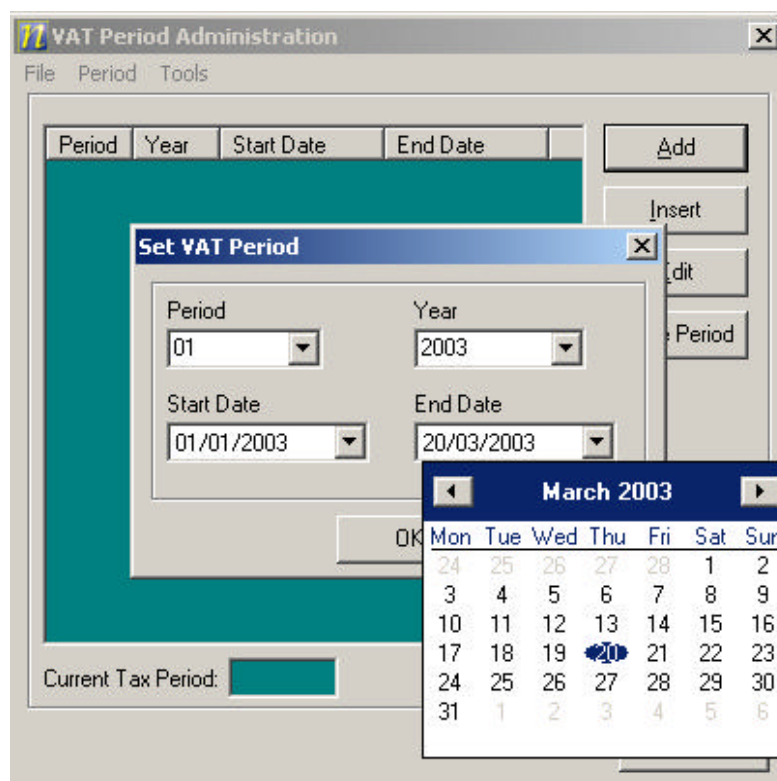


## VAT Periods – Options

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### Add

Used to create a new VAT period start and end date



### Insert

Permits VAT periods to be inserted into an existing table of VAT periods.

**Note:** To be used with caution, as there must be no transactions existing for the VAT period being inserted to. This option should not be required beyond initial VAT period set-up. If transactions do exist, the data must be unposted with the reset VAT option selected and reposted to the correct new period settings.



## Edit

Permits VAT period end dates to be changed that in turn modifies the start date of the next period automatically.

**Note:** To be used with caution, as there must be no transactions existing for the VAT period being modified. This option should not be required beyond initial VAT period set-up. If transactions do exist, the data must be unposted with the reset VAT option selected and reposted to the correct new period settings.

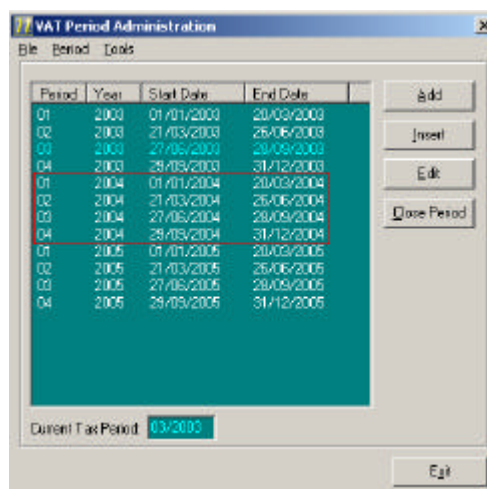
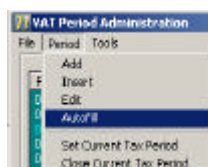
## Warning

The use of either the 'Insert' or 'Edit' buttons to enter or modify user defined VAT periods whilst transactions exist for their respective VAT periods may lead to incorrect VAT reporting. This may require corrective measures to correct posted transactions in Enterprise and to ensure a accurate VAT declaration is submitted to HM Customs and Excise.

These options should only be used by authorised personnel who are responsible for VAT within their organisation. Please seek expert advice from your Exchequer provider if changes need to be made to the user defined VAT period table.

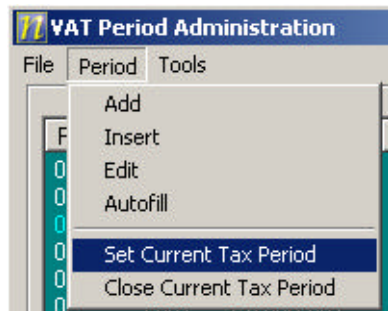
## Autofill

Provided a complete year of user defined VAT periods exists in the VAT Period Administration table, will automatically add the same user defined VAT periods for the next financial year.



## Set Current Tax Period

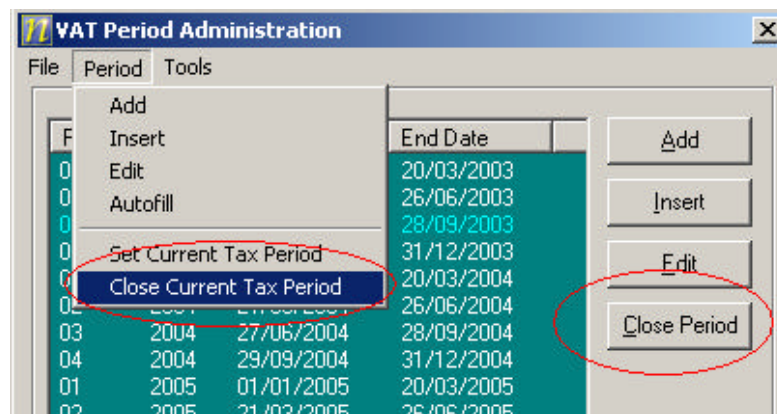
Will set the current (open) Tax period to the period selected from the VAT Period Administration.



**Note:** This option may be used to reopen a closed VAT period. This option should be used under controlled conditions only. It may be used for the purpose of correcting an entry for a VAT period recently closed but not yet submitted to HM Customs and Excise.

## Close Current Tax Period

Closes the current VAT period and will set the next VAT period as open.



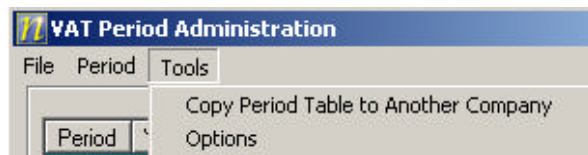
Closing the current VAT period will stop transactions with a transaction date for the closed user defined VAT period from posting to the closed VAT period. Any transactions with a transaction date belonging to the closed user defined VAT period will be forced into the current VAT period and marked with an asterisk denoting an out of period transaction.

## Tools

The VAT table supports multiple companies from the Multi-Company Manager of Enterprise.

Using the Tools option a User Defined VAT period table can easily be copied to another Enterprise company.

From the 'Tools' dropdown menu select 'Copy Period Table to Another Company'

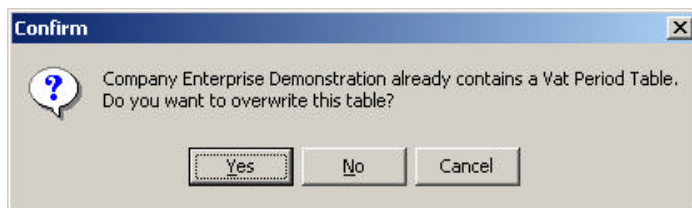


From the 'Copy table to' screen select a company to copy to from the dropdown list of available Enterprise companies



The copy function will create the VATprd folder for the target company and copy the data files containing the user defined VAT period settings.

If the target company already has a user defined VAT period table the following message is returned and you are invited to overwrite it as appropriate.



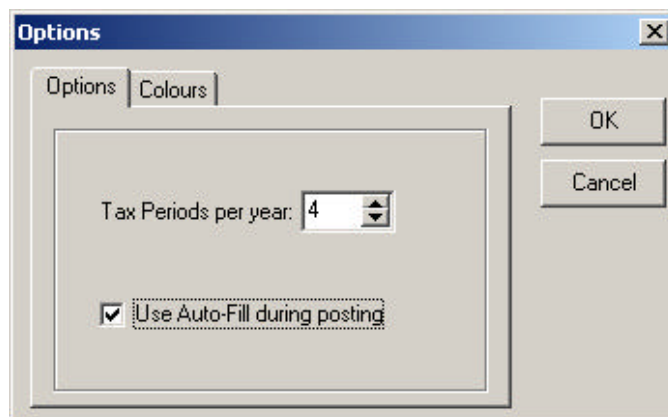
The following message appears if the User defined VAT period table is copied successfully. Click on OK to complete the copy



## Options

### Tax Periods per year

The options screen allows you to specify the number of Tax periods for the financial accounting year. Typically user will enter 12 for those submitting monthly VAT returns or 4 for quarterly returns.

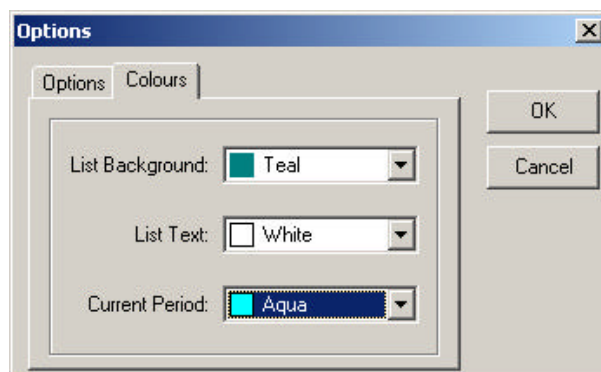


### Use Auto-Fill during posting

This option if set, automatically creates a VAT period as transactions are posted from the Enterprise daybooks. The VAT period created will be based on the previous years user defined VAT periods. This option may be used by companies who have user defined VAT periods that remain static for each year.

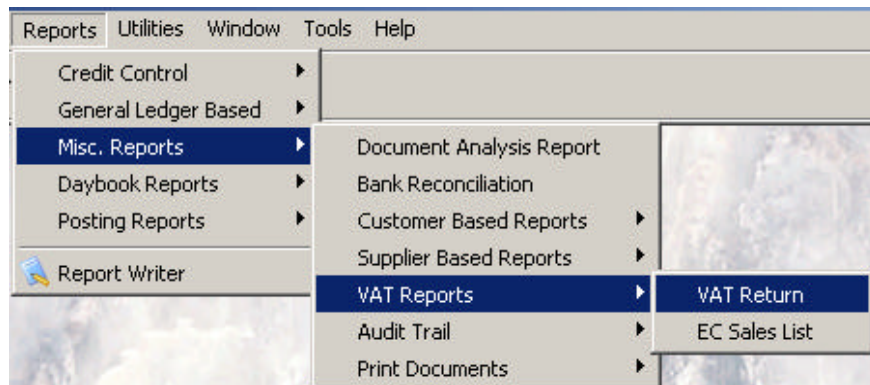
## Colours

The Tools, Colours screen can be used to customise the user defined VAT period table to the operators preference.



## VAT Reporting

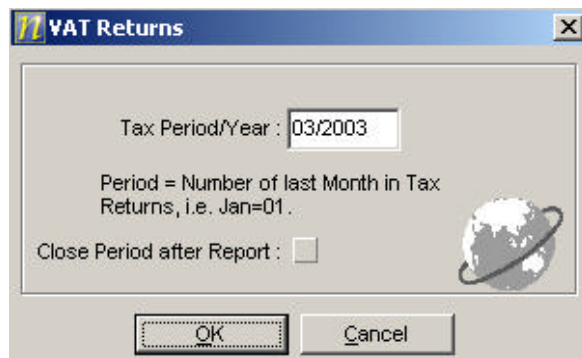
The VAT report is run from 'Reports' dropdown menu selecting 'Misc Reports', 'VAT Reports', 'VAT Return'



VAT reports can be run for any valid VAT period.

For example, this document shows the user defined VAT periods to be set-up as quarterly by setting the number of Tax periods per year to 4 from the Enterprise 'Tools', 'Options' menu choice. Therefore, the Tax Period/Year is shown as 03/2003 representing quarter 3 for the financial year commencing 2003.

Closed reports may be printed by changing the Tax Period/Year to any VAT period required.



### Close Period after Report

This option is disabled for users of the user defined VAT period plug-in and therefore will have no effect. The user defined VAT periods can only be closed from the User Defined VAT period Administration described earlier in this document.



The VAT report is produced for the selected user defined VAT period, noting the period end date in the header of the report.

Value Added Tax Return for 3/2003, (Period End Date : 28/09/2003)

*	Our Ref	Your Ref	Date	Per Yr	Ac No.	A/D	Net	VAT	Gross	Adj
<b>Inputs</b>										
<b>Standard 17.50% Goods</b>										
*	PI000001		28/02/2003	02/2003	MISC01		10.00-	1.75-	11.75-	No
*	PI000002		20/04/2003	04/2003	MISC01		10.00-	1.75-	11.75-	No
*	PI000003		28/06/2003	06/2003	MISC01		10.00-	1.75-	11.75-	No
	PI000004		27/06/2003	06/2003	MISC01		10.00-	1.75-	11.75-	No
	PI000005		28/06/2003	06/2003	MISC01		10.00-	1.75-	11.75-	No
	PI000006		18/08/2003	08/2003	MISC01		10.00-	1.75-	11.75-	No
	PI000007		27/08/2003	08/2003	MISC01		10.00-	1.75-	11.75-	No
	PI000008		28/09/2003	09/2003	MISC01		10.00-	1.75-	11.75-	No
<b>Standard 17.50% Goods</b>										
<b>Total In-period trans :</b>							<b>50.00-</b>	<b>8.75-</b>	<b>58.75-</b>	
<b>*Out of period trans ...:</b>							<b>30.00-</b>	<b>5.25-</b>	<b>35.25-</b>	
<b>Inputs</b>										
<b>Total In-period trans :</b>							<b>50.00-</b>	<b>8.75-</b>	<b>58.75-</b>	
<b>*Out of period trans ...:</b>							<b>30.00-</b>	<b>5.25-</b>	<b>35.25-</b>	
<b>Outputs</b>										
<b>Standard 17.50% Goods</b>										
*	SIN00001		27/02/2003	02/2003	CASH01		20.00	3.50	23.50	No
*	SIN00002		20/04/2003	04/2003	CASH01		20.00	3.50	23.50	No
*	SIN00003		26/06/2003	06/2003	CASH01		20.00	3.50	23.50	No
	SIN00004		27/06/2003	06/2003	CASH01		20.00	3.50	23.50	No
	SIN00005		28/08/2003	08/2003	CASH01		20.00	3.50	23.50	No