


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 -> Setup Admin -> Company Add/Update** and select the company to edit
2. Click on the *Check to Treat Taxes as VAT Taxes* box
3. Save your changes with the Save button 

Configure Individual Sales Taxes

1. Go to **Admin -> Setup 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 from the drop down list in the Customer New/Edit screen

Assign the VAT Tax and Group to your Vendor

1. Select the VAT Tax and the Group from the dropdown list in the Vendor New/Edit screen. **Contacts -> Vendors -> Edit Vendor**
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 **Billing -> Reports -> Sales Tax Report**

For more detail about VAT visit the free NolaPro Video Library

1. <http://nolapro.com/training>
2. Select the "vat taxes" topic (top left column under **basics**)