

# SCHOOLS FINANCIAL SERVICES

## FMS6 Procedure Note 42

### VAT Returns – VAT Automation for FMS6 Schools

Kent schools that use FMS6 are reimbursed their VAT each month / quarter by exporting their VAT returns from FMS6 and uploading them to the KCC VAT for Schools system. Payment is then made through the Advances system.

Schools do not have to keep a paper copy of their VAT Full Reports but will be required to print the VAT Submittal reports for authorisation and retention for 7 years.

***Kent County Council is registered for VAT under registration no: GB 204 2691 91 and all schools are included in this registration. Please refer to the [VAT Manual on KELSI](#) (School Finance – Returns and Monitoring – VAT and income tax) for full information on processing VAT entries.***

This procedure should be completed on the first working day of each month. **Please ensure that no invoices are processed on FMS6 until both the Period is closed and the VAT Submittal Report has been printed.**

#### **THE PROCEDURE MUST BE COMPLETED IN THE ORDER GIVEN BELOW**

Please note that a new **folder** must be created in Excel to save your monthly VAT reports for audit and the following process

1. Print the VAT Full Report (on screen)
2. Check VAT Actual and VAT Memo Amounts on the VAT Full Report
3. Print the VAT Submittal Report (this closes the VAT period on FMS6)
4. Close the Current Period
5. Complete the Certification on the VAT Submittal Report
6. Reprint the VAT Full Report and export to disk
7. Resave the VAT Full Report in Microsoft Excel, selecting the file format "Microsoft Excel 97-2003 Workbook"
8. Upload the VAT Full Report to KCC VAT For Schools System

#### **Stage 1 – Print the VAT Full Report**

**ENSURE THAT NO OTHER USERS ARE LOGGED ON TO FMS6** before you print the VAT reports

- ☐ **Reports**
- ☐ **General Ledger**
- ☐ **VAT**
- ☐ **VAT Reports**
- ☐ Select **Add (+)** Button *at the right, to add a new VAT Period*
- ☐ Select **VAT Full Report**
- ☐ Select **Print** Button

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## **Stage 2 – Check VAT Actual and VAT Memo Amounts on the VAT Full Report**

For VAT codes where VAT has been paid, ie, codes G and H, (or VAT has been collected, ie, VAT codes 2 and 8) two types of VAT amount will be given for each transaction:

- VAT Actual £ - the total VAT paid for the invoice posted to FMS6
- VAT Memo £ - the VAT automatically calculated by FMS6 for each line of the invoice

VAT Code	Date	Ledger Code	Trans. Type	Transaction Reference	Description	Supplier/Debtor	Outputs Net	Inputs Net	VAT Actual	VAT Memo
H	01/11/2013	E19-01	IP	carol	testing	Alpha Plumbing Service	0.00	240.00	48.00	48.00
H	01/11/2013	E19-01	IP	tester invoice		Alpha Plumbing Service	0.00	500.00	100.00	100.00
Total for Memo VAT:									148.00	
Total for VAT Code H:									148.00	

You must check the subtotals for these VAT Codes to ensure that both the VAT Actual & VAT Memo amounts agree (a difference of 20p or less is acceptable as this allows for penny variances on individual invoices).

If the totals match (or the difference is 20p or less) close the screen and continue with Stage 3. **If the difference is 21p or more**, go to the separate document Procedure Note 43 'VAT Returns – VAT Tolerances Correction', to make any corrections necessary.

## **Stage 3 – Print the VAT Submittal Report**

- ☐ Reports
- ☐ General Ledger
- ☐ VAT
- ☐ VAT Reports
- ☐ Select **Add (+)** Button *at the right, to add a new VAT Period*
- ☐ Tag VAT Submittal Report
- ☐ Select **Print** Button
- ☐ Select **Yes** the report did print successfully

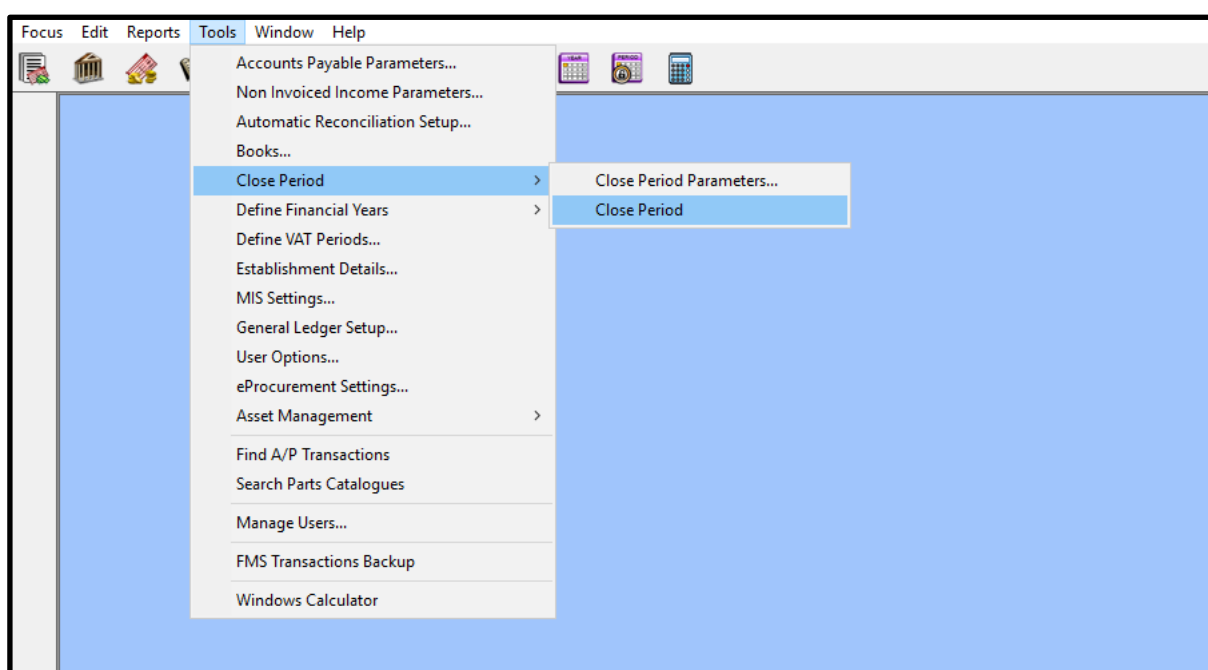
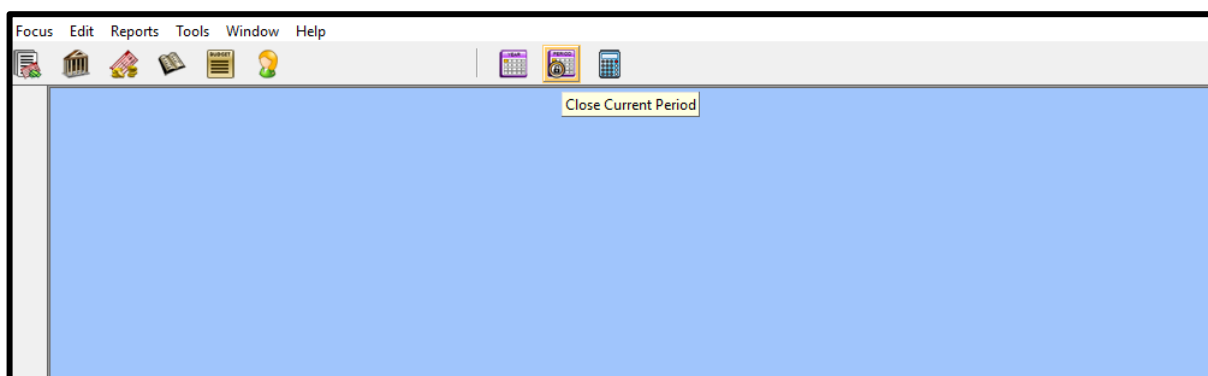
Please ensure that the stages are followed as detailed in this procedure note, and that the Submittal report and Full VAT report are printed straight after one another. If a delay occurs between these two processes, then it could result in the reimbursement total on your advance not matching FMS6.

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## **Stage 4 – Close the Current Period**

The Current Period may now be closed (this cannot be used to close March, you will need to perform a Preliminary Close, please refer to the Closedown Pack).

The period can be closed by either selecting the 'Close Current Period' button on the Application Bar (as shown in the first screen shot), or, by selecting **Tools**, then **Close Period**, and then **Close Period** (as shown in the second screen shot).



## **Stage 5 – Complete the Certification on the VAT Submittal Report**

Please ask the Headteacher or another authorised signatory to sign and date the VAT Report.

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## **Stage 6 – Reprint the VAT Full Report and Export to Disk**

- ❑ **Reports**
- ❑ **General Ledger**
- ❑ **VAT**
- ❑ **VAT Reports**
- ❑ Select **Print** Button *at the right hand side* (to print the current month)
- ❑ Select **VAT Full Report**
- ❑ Select **Print** Button
- ❑ Select **Export to Disk** Button *top right hand corner*
- ❑ Ensure **Main Body** is chosen
- ❑ Select **Format** Excel 4.0
- ❑ Select **OK**
- ❑ Save the file in the folder set up for VAT returns

The file name must be: DFE no (4 digit only), school name, month of VAT report.

e.g., 1234 Bishops Terrace April 22

- ❑ Please ensure there are no apostrophes in the file name, e.g. a file named 1234 Bishop's Terrace April 22 will not validate
- ❑ Close window in FMS6

## **Stage 7 – Resave the VAT Full Report in Microsoft Excel**

- ❑ Open Microsoft Excel
- ❑ Open the file that has just been saved (need to scroll through directories and select appropriate months file)
- ❑ Select **File** from the top menu bar
- ❑ Select **Save As**
- ❑ **Save** the file using the same file name
- ❑ Select **Yes** to "Do you want to replace the existing file?" (**the VAT for Schools System cannot use the file unless it has been OPENED AND SAVED in Excel**)
- ❑ **Note:** If you are using Excel 2007 or Excel 2010, when you click "Save As", please choose the file format "Microsoft Excel 97-2003 Workbook"
- ❑ Close Microsoft Excel

**Note:** If the Excel software has been updated since the last time you exported a VAT file you may have a problem when trying to resave the VAT full report at this stage. If so, see the instructions to change the Trust Center settings on page 8.

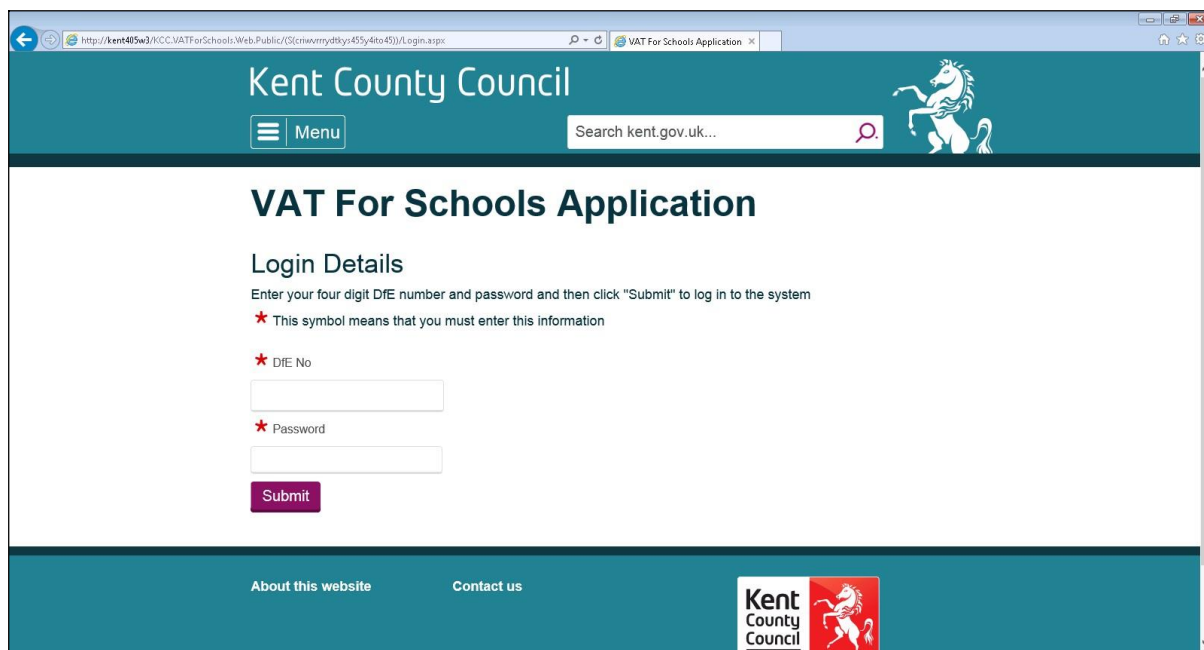
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## **Stage 8 – Upload VAT Full Report to KCC VAT for Schools System**

Use the link below to access the system:

<https://webapps.kent.gov.uk/Kcc.vatforschools.web.public/login.aspx>

The login screen will look as follows:



The screenshot shows a web browser window displaying the Kent County Council VAT For Schools Application login page. The page has a teal header with the Kent County Council logo and a search bar. Below the header, the title "VAT For Schools Application" is displayed. Underneath, the "Login Details" section instructs users to enter their four-digit DfE number and password, followed by a "Submit" button. The page also includes a footer with links to "About this website" and "Contact us", and the Kent County Council logo.

Kent County Council

Menu

Search kent.gov.uk...

### VAT For Schools Application

#### Login Details

Enter your four digit DfE number and password and then click "Submit" to log in to the system

★ This symbol means that you must enter this information

★ DfE No

★ Password

Submit

About this website Contact us

Kent County Council

Login using the school's details, ie, the 4-digit DfE number and the VAT for Schools password (please be aware that the password is case sensitive).

Select **Submit**

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The next screen will show the school name:

The screenshot shows the Kent County Council website header with the title 'VAT For Schools Application' and a sub-header 'Confirmation'. Below this, a message states: 'Please ensure that your school details are correct before selecting 'Continue''. The 'DfE Nc' field is populated with 'Name: 2247'. At the bottom of the form are two buttons: 'Cancel' and 'Continue'. The footer includes links for 'About this website' and 'Contact us', the Kent County Council logo, and the copyright notice '© Kent County Council'.

If the details are correct select **Continue**

The next screen will display the File Upload History:

The screenshot shows the Kent County Council website header with the title 'VAT For Schools Application' and a sub-header 'File Upload History'. Below this, a message states: 'The following files have been uploaded in the previous 12 months :'. A table lists the uploaded files with columns: 'Uploaded', 'Filename', 'VAT period', 'To', and 'Status'. The table contains seven rows of data. Below the table, there is a 'File Upload' section with instructions: 'Use the 'Browse' button to select the Full VAT Report that you would like to upload. Then select the period (month/year) that the Full VAT Report relates to. To submit this file to KCC, press the 'Upload' button after confirming the statements below.' The 'Upload file' section includes a file input field with a 'Browse...' button. Below this are two sections for selecting the 'Period From' and 'Period To', each with 'Month' and 'Year' dropdown menus and a '(Month/Year)' label. At the bottom, there are two checkboxes for confirming the expenditure and income recorded in the file, and a statement: 'By clicking on the 'Upload' button you are confirming your agreement with the statements above.'

Uploaded	Filename	VAT period	To	Status
14/01/2015	VAT test 1.xls			File Uploaded By School - Awaiting Validation
14/01/2015	VAT test 2.xls			File Uploaded By School - Awaiting Validation
20/10/2014	Dec2014Dec2014amen.xls			File Uploaded By School - Awaiting Validation
20/10/2014	Nov2014Nov2014amen.xls			File Uploaded By School - Awaiting Validation
17/10/2014	Jan2014Jan2014amen.xls			File Uploaded By School - Awaiting Validation
17/10/2014	Feb2014Feb2014amen.xls			File Uploaded By School - Awaiting Validation
17/10/2014	Sep2014Sep2014amen.xls			File Uploaded By School - Awaiting Validation

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To upload the VAT Full Report:

- ❑ Select **Browse** (scroll through the directories to find the folder for VAT returns)
- ❑ Select the report to be uploaded (only one month at a time can be uploaded)
- ❑ Using the drop down arrows select the month and year of the VAT Report (both **Period From** and **Period To** need to be completed, i.e., April 2022 to April 2022)
- ❑ Tick the two certification boxes
- ❑ Enter name of the person uploading the VAT Report
- ❑ Select **Upload**

The screenshot shows a web browser window with the URL [http://kent485w3/KCC.VATForSchools/Web/Public/\(S\(cnwmydydly45454to45\)\)/Upload.aspx](http://kent485w3/KCC.VATForSchools/Web/Public/(S(cnwmydydly45454to45))/Upload.aspx). The page title is "VAT For Schools Application". At the top, there is a status bar showing "11/02/2014 2127Oct2013Oct2013orig.xls" and a message "File Rejected Due To Validation Errors".

The main heading is "File Upload". Below it, instructions state: "Use the 'Browse' button to select the Full VAT Report that you would like to upload. Then select the period (month/year) that the Full VAT Report relates to. To submit this file to KCC, press the 'Upload' button after confirming the statements below."

The "Upload file" section includes a text input field and a "Browse..." button.

There are two "Period" selection sections, each with a red star icon and the label "Period From" and "Period To". Each section has "Month" and "Year" dropdown menus and a "(Month/Year)" label.

Below the period selection, there are two checkboxes for certification:

- ☐ I certify that expenditure and income recorded in this file have been properly incurred on establishment activities, and that supporting information is available within the records maintained at this establishment, and I claim repayment of the net amount of VAT incurred.
- ☐ I confirm that I have printed a VAT Submittal Report from my SIMS FMS system. I have checked the figures on this VAT Full Report to its Submittal Report and they are the same.

A confirmation statement reads: "By clicking on the 'Upload' button you are confirming your agreement with the statements above."

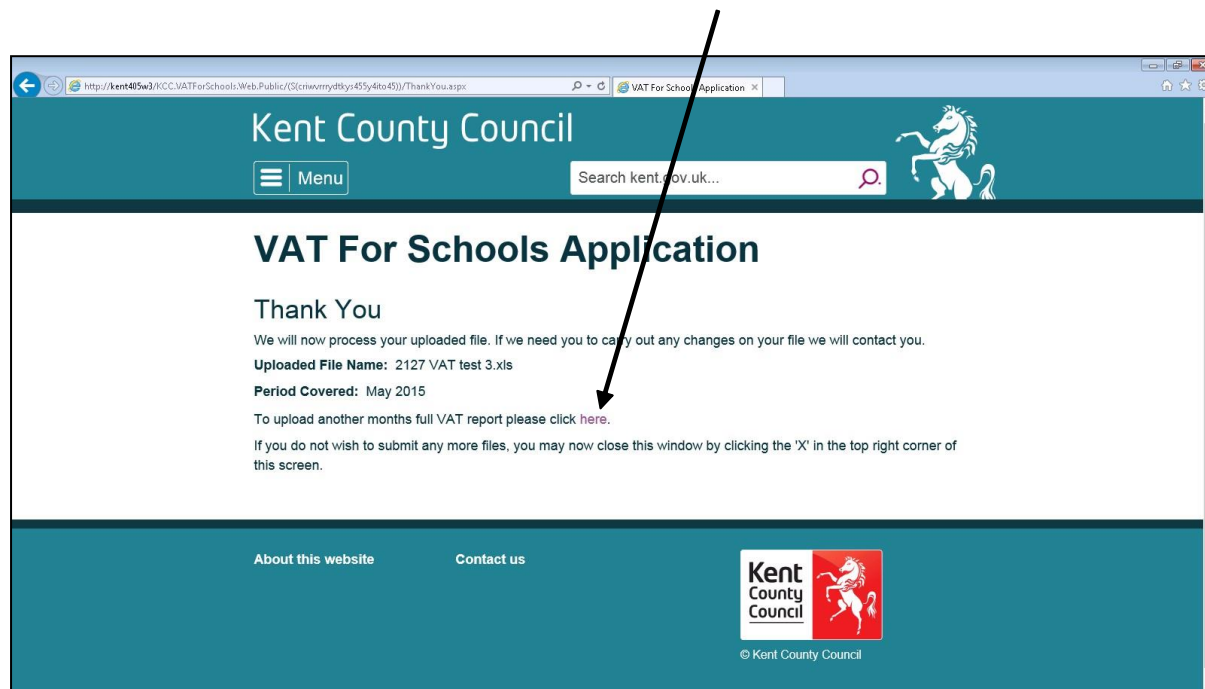
Below this, there is a red star icon and the label "Certifying Person Name", followed by a text input field.

At the bottom of the form are two buttons: "Cancel" and "Upload".

The footer of the page is teal and contains links for "About this website" and "Contact us", the Kent County Council logo, and the text "© Kent County Council".

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We recommend that you check that the file has validated. To do this, select the option to upload another file. You will need to select the hyperlink where it reads:



“To upload another month’s full VAT report click [here](#).”

This link will take you back to the File Upload History. If the file is correct the message will read “File Validated – Awaiting APSA and GL Exports”.

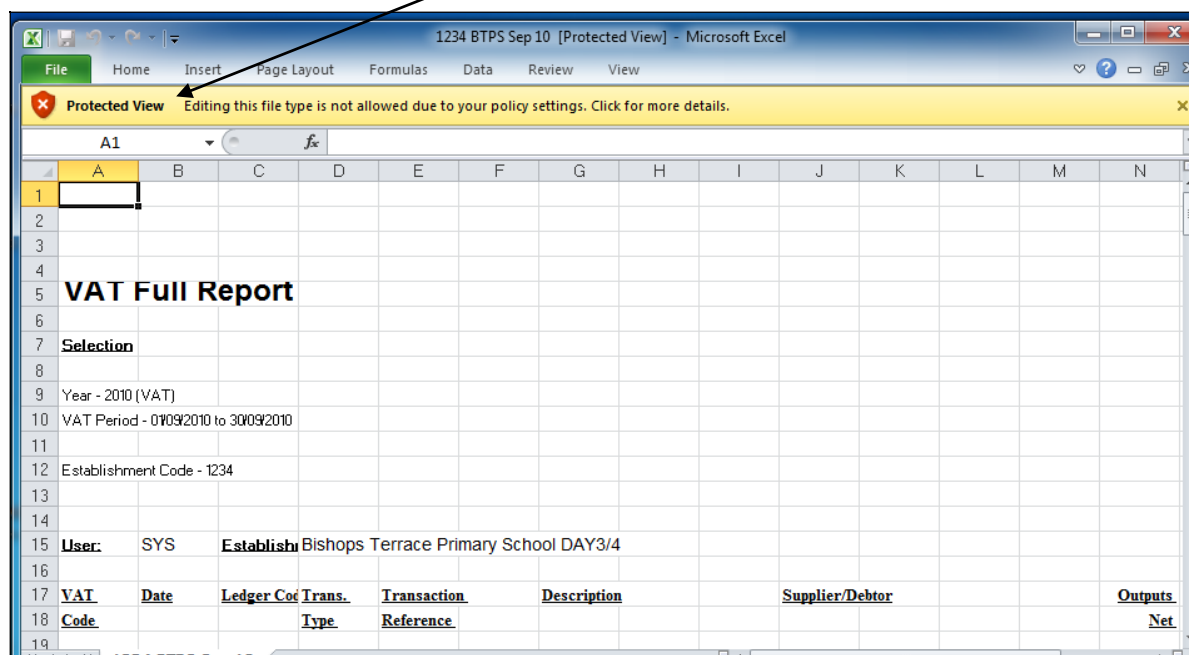
If the file is incorrect the message will read “File Rejected Due to Validation Errors”. You will need to contact **Schools Financial Services** on **03301 651 001** to clarify the error.



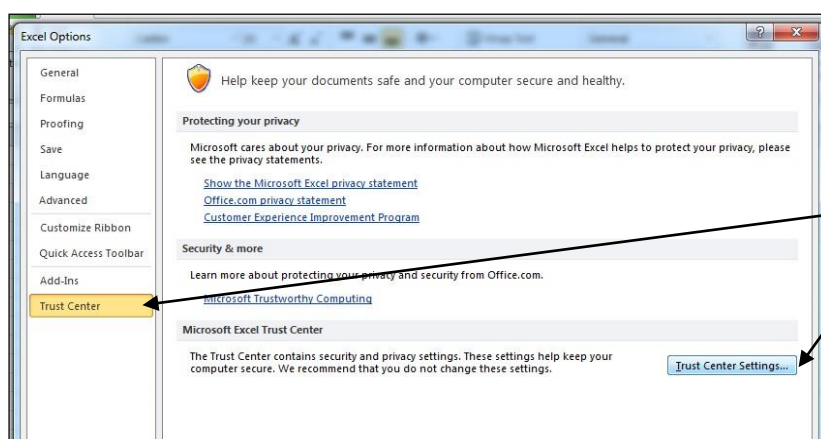
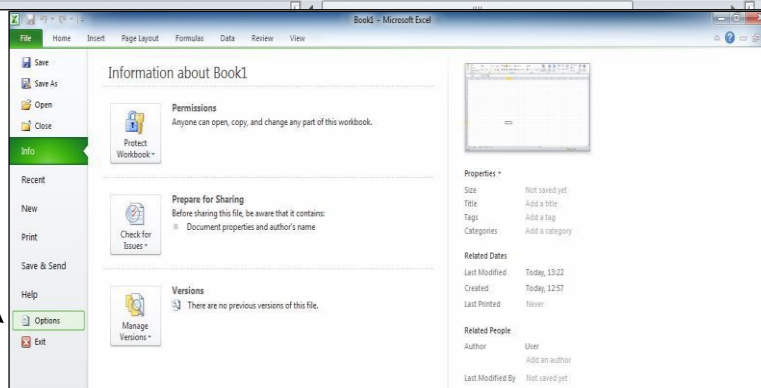
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## To Change the Trust Center Settings in Excel (see note at Stage 7)

If the Excel software has been updated, when you open the saved VAT Full Report it may not let you resave as it says “Protected View. Editing this file type is not allowed due to your policy settings .....



If this is the case select **File** and **Options**

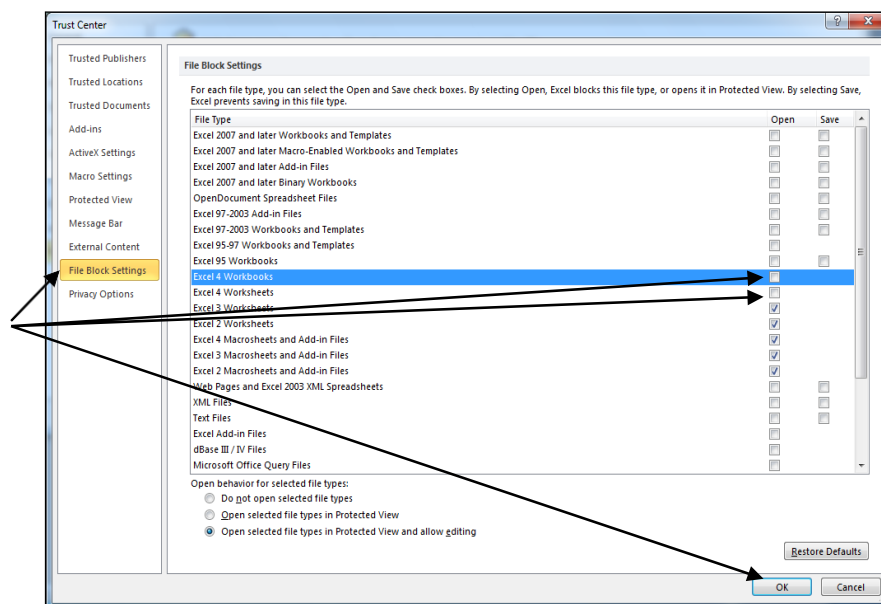


At the **Excel Options** screen select **Trust Center** in the menu on left and the blue **Trust Center Settings** button on the right

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At the **Trust Center** screen select **File Block Settings** in the menu on the left. Remove the blue ticks from the **Open** box beside the **Excel 4 Workbooks** and **Excel 4 Worksheets**

Select **OK** at the **Trust Centre** screen and **OK** at the **Excel Options** Screen



When you reopen the saved VAT Full Report it may show the warning message “File error: data may have been lost” but selecting OK should cause no problem.

You will now be able to **resave** the full report as file type **Excel 97-2003 Workbook** and continue from Stage 7 of the VAT Automation procedure above.

For any further assistance please contact the helpdesk on **03301 651 001** or email [schoolsfinancialservices@theeducationpeople.org](mailto:schoolsfinancialservices@theeducationpeople.org)