

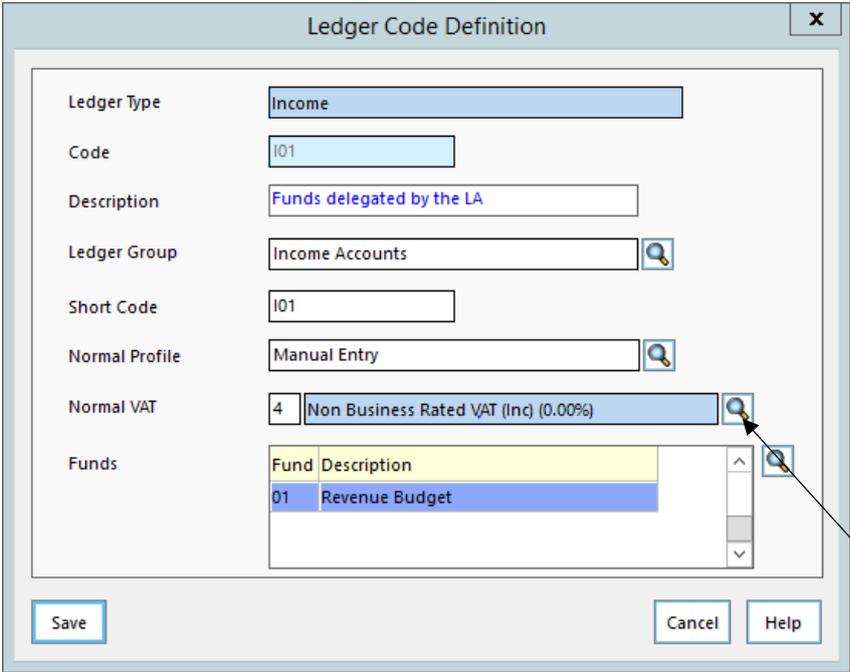
# FMS6 Procedure Note 56

## To Change Default VAT Codes On Delegated Budget Income Codes

Last updated: October 2024

To ensure that the correct VAT code is used when coding Delegated Budget Income from the Statement of Accounts:

- **Tools**
- **General Ledger Set-Up**
- Select Tab **5: Ledger Codes**



Ledger Code Definition

Ledger Type: Income

Code: I01

Description: Funds delegated by the LA

Ledger Group: Income Accounts

Short Code: I01

Normal Profile: Manual Entry

Normal VAT: 4 Non Business Rated VAT (Inc) (0.00%)

Fund	Description
01	Revenue Budget

Buttons: Save, Cancel, Help

- Highlight Ledger Code **I01 Funds delegated by the LA**
- Select the **Edit** (*pencil*) Button
- Check that Normal VAT is **4 Non Business Rated VAT**
- If it is incorrect select the **Focus** (*Spyglass*) Button at the right of the Normal VAT box

- Select **4 Non Business Rated VAT**
- Press **Select**
- Select the **Save** Button
- Select the **Save** Button

Repeat this for ledger codes I02, I03, I04, I05, I18 and I18C. These should all be **4 Non Business Rated VAT**.

The VAT Manual on KELSI (Policies and Guidance – Finance Guidance & Policies – VAT and Income Tax – Schools’ VAT Manual) contains a section listing the VAT indicators for specific areas of income (currently Appendix 3 in the VAT manual (2020 version)).

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