

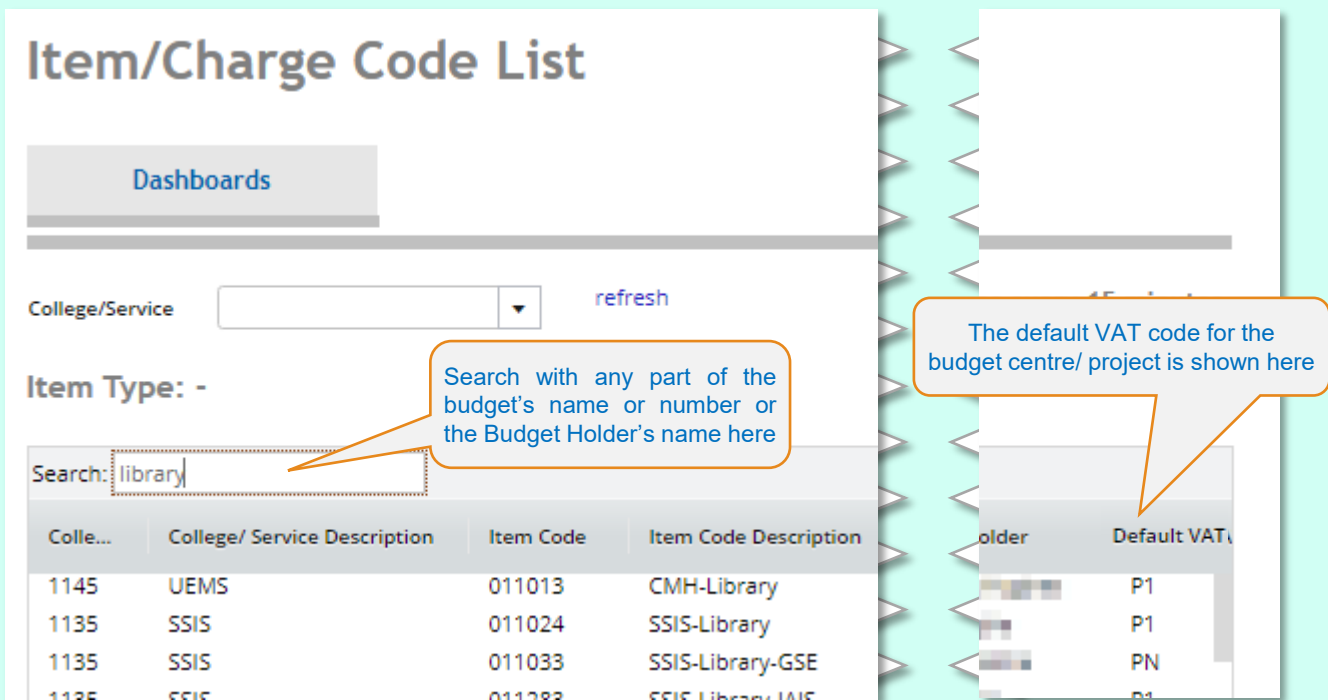
AMEND VAT CODE ON T&E CLAIM

The VAT code is set to OS (Outside Scope) by default for all expense and purchase card matching claims created in the [My Travel and Expense](#) function in T1.

If a different VAT code should be used (for example there is a UK VAT receipt for the transaction or a reverse charges arrangement is in place), then it can be amended **before** the claim is sent for approval.

If unsure which VAT code to use, leave the default as OS or contact VAT@exeter.ac.uk for advice.

1 To find the default VAT code for each budget centre/project, use the [T1 Item Code Dashboard](#)



Item/Charge Code List

Dashboards

College/Service refresh

Item Type: -

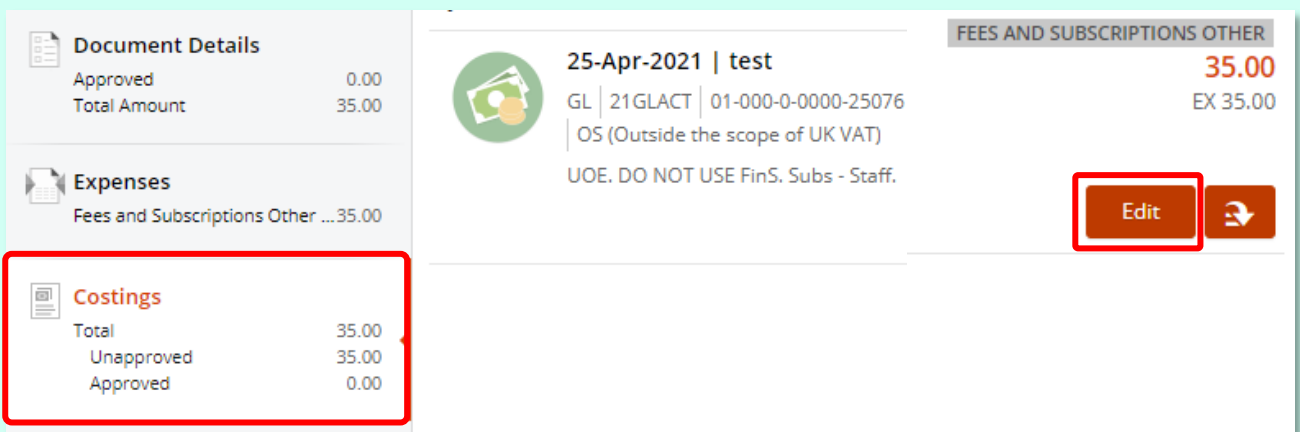
Search: library

Search with any part of the budget's name or number or the Budget Holder's name here

Colle...	College/ Service Description	Item Code	Item Code Description	holder	Default VAT
1145	UEMS	011013	CMH-Library		P1
1135	SSIS	011024	SSIS-Library		P1
1135	SSIS	011033	SSIS-Library-GSE		PN
1135	SSIS	011033	SSIS-Library-IAIS		P1

The default VAT code for the budget centre/ project is shown here

2 Once the correct VAT code is known, click on the Costings tab and select 'Edit' on the line to be amended:



Document Details

Approved 0.00
Total Amount 35.00

Expenses

Fees and Subscriptions Other ...35.00

Costings

Total 35.00
Unapproved 35.00
Approved 0.00

25-Apr-2021 | test

GL | 21GLACT | 01-000-0-0000-25076
OS (Outside the scope of UK VAT)
UOE. DO NOT USE FinS. Subs - Staff.

FEES AND SUBSCRIPTIONS OTHER 35.00
EX 35.00

Edit

3 Select the required rate from the drop-down list in the 'VAT Rate Code' field. Then 'Save' the change. Do not amend any other fields here.

The screenshot displays a software interface with several sections. On the left, there are three summary sections: 'Document Details' showing 'Approved' (0.00) and 'Total Amount' (35.00); 'Expenses' showing 'Fees and Subscriptions Other ...' (35.00); and 'Costings' showing 'Total' (35.00), 'Unapproved' (35.00), and 'Approved' (0.00). Below these is an 'Attachments' section with '0 Attachments'. The main area is titled 'Details' and contains several fields: 'Ledger Code' (GL (21 GLACT)), 'Account' (01-000-0-0000-25076 (Subs - Staff)), 'VAT Type' (Inclusive), 'VAT Rate Code' (OS), 'VAT Rate Amount' (0.000000), and 'Exclusive Amount' (35.00). A red box highlights the 'VAT Rate Code' dropdown menu, which is open to show a list of options: EXS (EU - Exempt Serv), NA (Not Applicable), OS (Outside the scop), P1 (Standard Rate - f), P2 (Reduced Rate - P), PC (EU Goods - Stanc), PN (Standard Rate - f), and PNR (Reduced Rate - N). Another red box highlights a 'Save' button in the top right corner. Other fields in the 'Details' section include 'Amount' (35), 'Line Details (Fees and Subs)', 'Line Additional Information', 'Nominal Code' (FEESUBS (Fees/subs other)), 'Project or GL' (TEGENERAL (T&E GL Codes)), 'Processing Group' (21PGACT (20/21 Actuals PGrp)), 'Exch Rate Table' (SPOT (Spot Rate)), and 'Exch Rate Date'.

4 Repeat Steps 2 and 3 for any other lines on the claim that need to be amended, then 'Submit' for approval once all changes have been made.

5 Use the 'Approval History' field to see if the claim needs to be checked by the VAT team:

The screenshot shows the 'Approval History' section of the software interface. It features a '0 Attachments' section at the top. Below it, the 'Approval History' section is highlighted with a red box. The 'Approval History' section contains a list of tasks: 'Make a Request' (Alison Ball), 'Claimant Review Exp' (Alison Ball), 'VAT Review' (VAT Pool), 'Approve Expenses', 'Notify Approve', and 'End Task'. The 'VAT Review' task is highlighted in yellow.

6 Once the claim has been fully approved and the status has updated to 'Completed', the claim is ready to be matched to the statement.

HELP & SUPPORT

[Other T1 purchase card crib sheets](#)

Tax and VAT advice: VAT@exeter.ac.uk

CONTACT US <https://www.exeter.ac.uk/departments/finance/training/contactus/>