

In order to activate VAT in EX. Please do the follow the procedure mentioned below.

i) First step is to create relevant accounts in chart of accounts.

Goto - SETUP – Chart of accounts

Step 1

- 1) Goto EXPENSES Group – Create New Group called “VAT Purchases” under Expenses
- 2) Goto “VAT Purchases” –Create New – A/c Expense Type – Give name “VAT Purchases 1%” - Save.
- 3) Repeat the same procedure for 4% & 12.5 %

4) Step 2

- 5) Goto EXPENSES Group – Create New Group called “VAT Input” under Expenses
- 6) Goto “VAT Input” – Create New – A/c Expense Type – Give name “VAT Input 1%” - Save.
- 7) Repeat the same procedure for 4% & 12.5

Step 3

- 8) Next Goto – INCOME Group – Create New Group called “VAT Sales” under INCOME.
- 9) Goto “VAT Sales” – Create New – A/c Income Type – Give name “VAT Sales 1%” - Save/
- 10) Repeat the same procedure for 4% & 12.5%

Step 4

- 11) Goto – INCOME Group – Create New Group called “VAT Output” under INCOME.
- 12) Goto “VAT Output” – Create New – A/c Income Type – Give name “VAT Output 1%” – Save.
- 13) Repeat the same procedure for 4% & 12.5%.

Close Chart of Accounts.

Goto – Setup – Register Columns

Step 1

- 14) Goto Sales – New – Create column name “VAT 1%” – Save.
- 15) Repeat the same procedure for 4% & 12.5%

Step 2

- 16) Goto Purchases – New – Create column name “VAT 1%” – Save.
- 17) Repeat the same procedure for 4% & 12.5%

Close Register Columns

Goto – Setup – Charges

18) Step 1

- Create New Charge – Name “VAT 1%” - Select Charge Type “VAT” - Give rate as “1.0” - Select Column in Sales register “VAT 1%” – Select Sales A/c “VAT Output 1%” – Select Column in Purchase Register “VAT1%” – Select Purchase A/c “VAT Input 1%” – Save  
Repeat the same procedure for 4% & 12.5%

Close Charges

After finishing all these steps, we will design the new VAT Purchase & VAT Sales Layouts in Document Designer

Srushti Solutions

Call 4215 8859 / 98400 86335 Email : [info@srushtisolutions.com](mailto:info@srushtisolutions.com) web: [www.srushtisolutions.com](http://www.srushtisolutions.com)