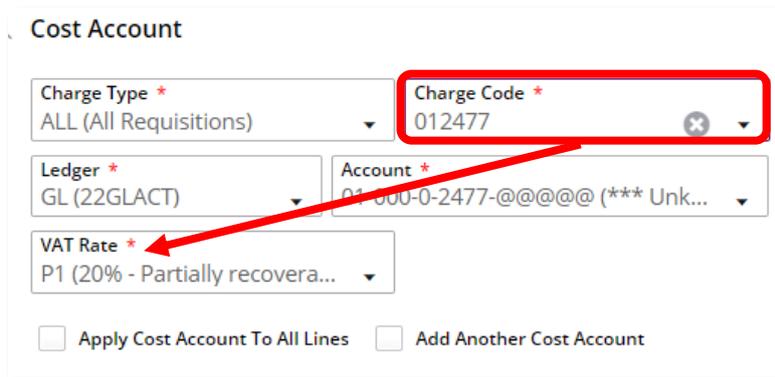


## Apply 12.5% VAT rate in T1

To change the VAT rate for a requisition:

1. Create the requisition as normal in T1.
2. In the **Cost Account** section, enter the charge code for the project or budget centre and the default 20% VAT rate for this code will then be shown.
3. Make a note of the VAT code shown – usually **P1**, **PN** or **S**:



**Cost Account**

Charge Type \*  
ALL (All Requisitions)

Charge Code \*  
012477

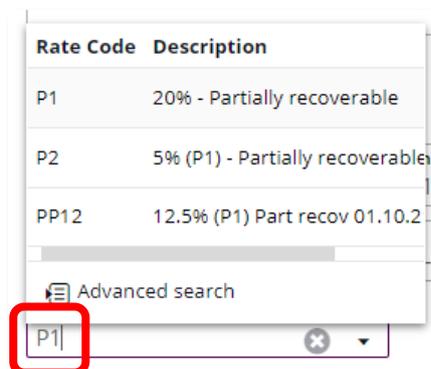
Ledger \*  
GL (22GLACT)

Account \*  
01-000-0-2477-@@@@ (\*\* Unk...

VAT Rate \*  
P1 (20% - Partially recovera...

Apply Cost Account To All Lines  Add Another Cost Account

4. To change the VAT rate, first delete the information in the **VAT Rate** field and start to retype the default rate code – all % options will then be displayed:



Rate Code	Description
P1	20% - Partially recoverable
P2	5% (P1) - Partially recoverable
PP12	12.5% (P1) Part recov 01.10.2

Advanced search

P1

5. Select the 12.5% and **Save** the changes.
6. Complete the remainder of the requisition and submit for approval, as normal.

## To change the VAT rate for an expense claim:

1. Use the [T1 Code Dashboard](#) to find the default VAT rate for the project or budget centre code.
2. Enter the code in the [Search](#) field and the VAT code will be on the right-hand side of the code's line. **Make a note of the code:**

College/Service Description	Item Code	Item Code Description	Budget Centre Description	Budg...	Budget Holder	Default VAT
CEMPS	011225	CEMPS-Teaching Lab -	CEMPS-Teaching Lab - Ge	SRS212		PN

3. Start to create the expense claim, as normal. Once all details are entered, go to the [Costings](#) tab and select [Edit](#):

Processing Summary

Document Details

Approved	0.00
Total Amount	32.99

Allowances

None

Expenses

Marketing and Publicity Total	32.99
-------------------------------	-------

Costings

Total	32.99
Unapproved	32.99
Approved	0.00

Costings

1 dissection.

08-Jun-2021 | test

MARKETING AND PUBLICITY

32.99
EX 32.99

Edit

4. Enter the default VAT code in the [VAT Rate Code](#) field - all % options will then be displayed:

VAT Rate Code

pn

Rate Code	Description
PN	20% - Non recover
PN12	12.5% (PN) Non re
PNR	5% (PN) - Non rec

Advanced search

3. Select the 12.5% and [Save](#) the change.
4. Repeat for all other lines in the claim that also require a 12.5% VAT rate.
5. [Submit](#) when ready for approval, as normal.

To change the VAT rate for a purchase card transaction:

1. Use the [T1 Code Dashboard](#) to find the default VAT rate for the project or budget centre code.
2. Enter the code in the [Search](#) field and the VAT code will be on the right-hand side of the code's line. **Make a note of the code:**

**Item/Charge Code List**

Dashboards

College/Service: [dropdown] refresh

Item Type: -

Search: 011225

College/ Service Description	Item Code	Item Code Description	Budget Centre Description	Budg...	Budget Holder	Default VAT
CEMPS	011225	CEMPS-Teaching Lab -	CEMPS-Teaching Lab - G	SRS212		PN

3. Add the transaction information and attach the receipt, as normal.
4. Click the magnifying glass in the [Dissection VAT Code](#) field:

Dissection Account Number	Dissection Account Description	Supplier Account	Supplier Name	Dissection VAT Code
000000-G-00-0000-0...	*** Unknown ***			S
				S
				S

5. Enter the project/budget centre code's default rate and click [Retrieve](#).
6. Select the 12.5% rate:

**Format Rate Codes (Picklist)**

Format Name 'PCPOST' - Purch Card Posting

Search: PN Retrieve Saved Search

Drag a column header here to group by that column

Rate Code	Description	Rate Amount	Selection Code
PN	20% - Non recoverable	0.200000	\$C
PN12	12.5% (PN) Non recov 01.10.21-31.03.22	0.125000	\$C
PNR	5% (PN) - Non recoverable	0.050000	\$C

7. Complete the remainder of the statement reconciliation and submit for approval, as normal.