

PETTY CASH VAT RECEIPTS

When recording petty cash expenditure if you are processing a receipt with VAT detailed then you will need to populate the VAT registration number of the supplier of the goods which will be listed on the receipt.

If you do not know these details then you will not be able to reclaim the VAT on the expenditure.

If you are not reclaiming VAT (i.e selecting Zero VAT or Beyond the scope) you can tab through this field.

