

GUIDANCE FOR ELECTRONIC VAT RETURN – 4th QUARTER

Introduction

All schools are required to submit their mandatory quarterly VAT return for the period **1st January to 22nd March 2020**. You will not be able to produce this return until **23rd March 2020** as the VAT quarter does not end until the **22nd March 2020**.

Please could you ensure the electronic transfer of the VAT Long Summary is completed and the relevant reports are sent via email as an electronic scan on the **23rd March 2020**.

Schools are required to complete the following:

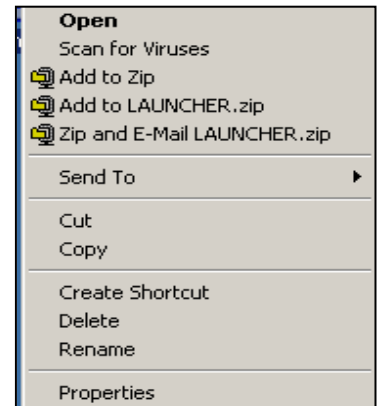
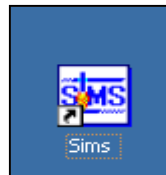
- 1) Print a number of reports – see SHEET attached. This must be carried out before completing the electronic transfer (item 2).
- 2) Electronically transfer the Long Summary Report using AVCO – please see the instructions below.

ELECTRONIC DATA TRANSFER

There are three stages you will need to complete to transfer the VAT file electronically.

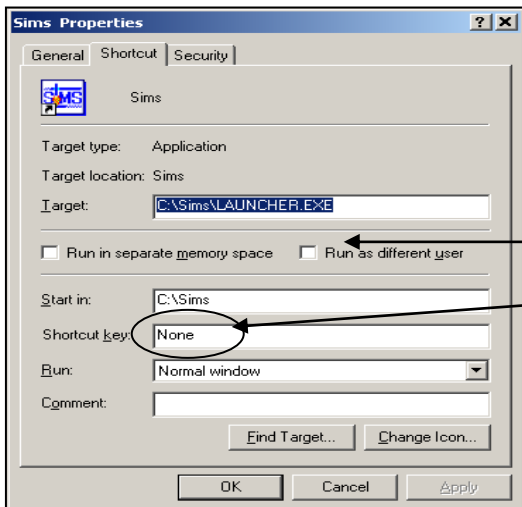
Stage 1 – Locate the SIMS Directory on the schools computer system

From your desktop, **Right click** with your mouse on your **SIMS Launcher** Shortcut Icon



Click on **Properties**

Click on the **Shortcut** Tab and note the Location of your SIMS Directory – this will be shown in both the **Target** area and **Start in:**



SIMS =

Enter the drive letter here.

Click OK

Stage 2 – Copy the VAT Long Summary Report

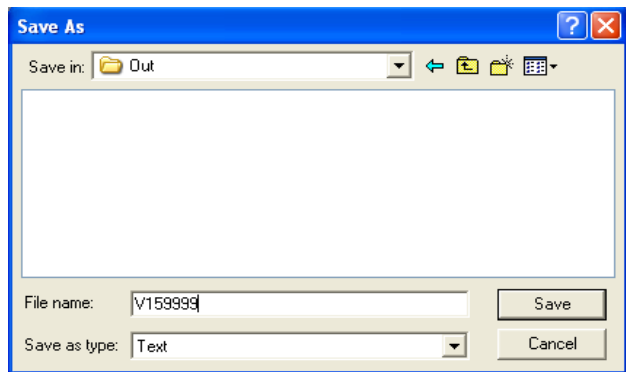
To copy the VAT Long Summary Report

Route: Reports
General Ledger
VAT reports

	Click on the 4th Quarter dates (01/01/20 – 22/03/20)
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1. Click on the **Print** Icon
2. Click on the button to left of report name – VAT Long Summary Report
3. Click on the **LRM4 Format Export** icon
4. In the **Save In** box click on the down arrow icon, then click on the following:

Select the drive (C, D, or S).
(This can be found in Stage 1 where the drive letter was identified)
Then select the **SIMS** Directory
Then select the **Transfer** Directory
Then select the **Out** Directory



5. In the File name box enter **V40XXXX** (e.g. Replace XXXX with your schools DfE Number).

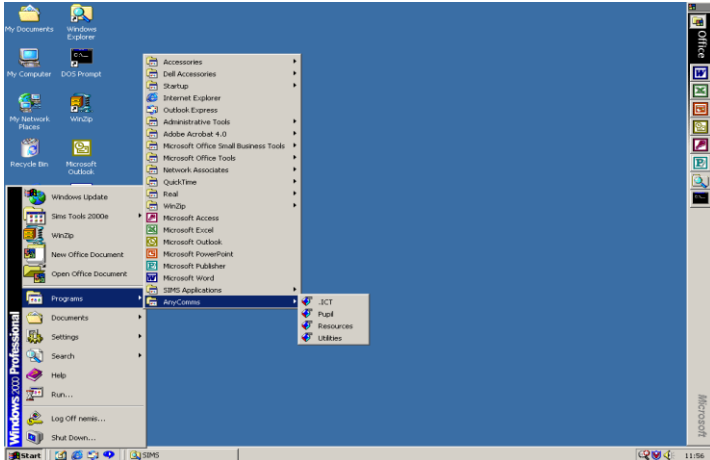
Use only ZERO'S and not the letter O
Type only the last four digits of the school's DfE Number

6. Click on the **Save** button.

STAGE 3 - SENDING THE QUARTERLY VAT FILE VIA AVCO SECURE FILE

The following guidance has been issued to enable you to send the quarterly VAT file via AVCO Secure File Transfer. The procedure looks for files in the relevant Inboxes and Outboxes and sends and receives as necessary.

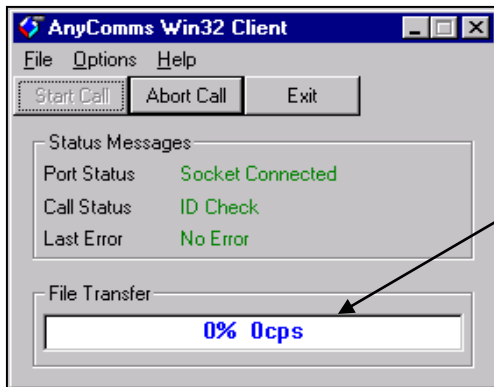
To send the quarterly VAT click on the **Start** button and select the route as shown below.



Route: **Start** button
Programs
AnyComms
Resources

Using the left mouse
button

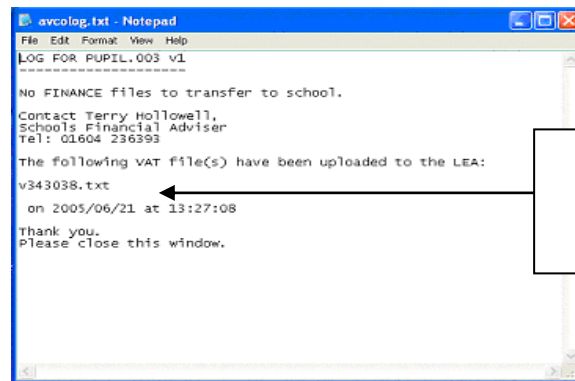
The AVCO software will now automatically detect any relevant quarterly VAT file and send it directly to the local authority.



At this point you can follow the progress of the connection by watching for several visible indicators shown in the port status and the call status.

The progress of the transfer will be displayed here

Once the files have been transferred, you will see a message **similar** to the one displayed below.



y VAT files
nsferred will be
played here

Once you are happy that the relevant information has been transferred then close this window.

This completes the process.