

FMS 6.120

Important Note for Wiltshire Schools

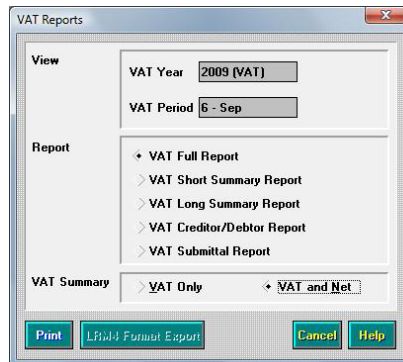
After upgrading to FMS 6.120, users will find that there is now a choice of formats for the full VAT report.


Wiltshire schools produce a monthly VAT report which is sent to the local authority as a Tab Separated File. The correct format of this report must be chosen for compatibility with the LA central system.

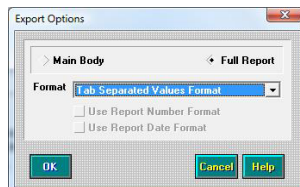
It is essential that users chose the VAT and Net option, note that this is NOT the default option and the selection must be changed before generating the report.

Instructions for the creation of the VAT report

- In FMS select, Reports|General Ledger|VAT Reports
- A listing of existing reports appears, click the + icon to create a report
- In the dialogue box that appears, in the VAT summary section, change the VAT only default selection to **VAT and Net** by clicking on the radio button.



- Click Print to produce the report
- On the report screen, choose the Disk output  icon on the top right of the screen and in the dialogue box, choose full report and Tab Separated Values Format



- Send the file created to the Local Authority in the normal way.