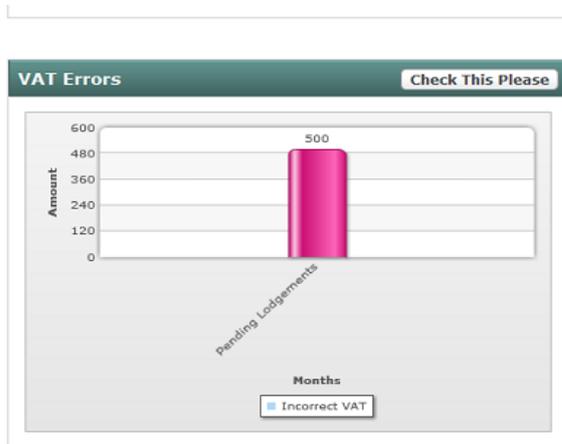


Troubleshooting Vat Errors

Go to **Home** and **Dashboard**, If you have anything appearing in the **Vat Errors** box it means that you have **Debtors income on Account** and you will be unable to close down your vat periods before you have allocated the income to an invoice. Please proceed as follows: click on the **Check This Please** button.



Run this report by either vat period or by date range, and click **Apply** at the bottom of the report

Report box - Google Chrome
https://sortmybooksonline.com/report_accountant_debtorsIncome.html?date_range=this+act+year&mode=vat_period&vat_period_start=12469&vat_period_end=17797

← Back All reports Print Save as PDF Save as Excel

Select range:

Criteria By:
 Date Range
 Vat Period

VAT period:
Jan-Feb 2011

to:
Jan-Feb 2013

Account:

Client:

Job:

Apply Reset

Debtors Income on Accounts

Sample Food Company
Period: from 01/01/2011 to 31/12/2011
VAT Calculation Type: cash

Debtors - Income on Account

Date	Customer	Bank Account	Link To Transaction	Nominal	Invoice No	Slip No	Amount
31/01/2011	BWG Foods	A/B Bank	link	Debtors			500.00
							500.00

Created by SortMyBooks On-Line. www.sortmybooksonline.com

This brings up a list of any transactions that have been put on account, so you need to allocate them to a relevant sales invoice. So in the example above BWG Foods have 500 that has been allocated on account, to allocate the 500 against an invoice go to **Sales** and **Lodgements**,

Sample Food Company Change Gerardine ProXN What's new? Log

Home **Sales** Purchases Accounts Tools

Quotes Invoices **Lodgements** Customers Report Help St

It's great to get paid! Record it here.
 Select the customer, the date and enter the amount of money received - the date selected denotes which unpaid or partially paid invoices for the selected customer you will see.
Important Note! Tick the payment on the left that you want to allocate and then tick the invoice(s) on the right that you want to allocate the payment to. Any overpayment or underpayment will be held over for the next time.
 There are a range of various [How-To's on Lodgements](#) [here](#).
 Payments will not be recorded against an invoice unless allocated properly.

Customer: End Date:

Payments

selected	Date	Type	Ref	Cheque	Total	Unallocated
<input checked="" type="checkbox"/>	31/01/2011	payment			500.00	500.00
					Total Selected:	500.00

Invoices

selected	Invoice No	Sequence	Date	Due	Gross	Amount Due
<input checked="" type="checkbox"/>	36		31/01/2011	31/01/2011	500.00	500.00
<input type="checkbox"/>	29		15/08/2011	15/08/2011	2,169.00	2,169.00
<input type="checkbox"/>	30		16/09/2011	16/09/2011	2,169.00	2,169.00
					4,838.00	4,838.00

I have selected BWG Foods as my Customer, a lodgement for 500.00 shows in the payment section on the left and three outstanding invoices show in the invoice section on the right, I select my payment and then select the invoice I want to allocate it to and then click **Apply payment**.

Once you have cleared all the on account lodgements you should be able to close down your vat periods