## MINSTRY OF FINANCE - VAT DEPARTMENT VAT RETURN WORKSHEET -- CASH ACCOUNITNG



PERIOD: January 1 to March 31 2015

## SUMMARY OF EXEMPT CASH SALES AND PAYMENTS RECEIVED (If you have exempt supplies)

## NOTE:

- i. Please list all payments received for sales made or bills issued during the tax period.
- li. Do not record any transaction for which a payment has not been received yet.
- lii. Do not record amounts on which charged VAT.

Date		Description (or Customer Name)				
	Invoice No.		TIN No.	Amount \$\$	VAT (exempt)	Total
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
_				_		\$0.00
				_		\$0.00

		Total		\$0.00 Where to place on V	\$0.00 <b>VAT return form ==&gt;&gt;</b>	L2	\$0.00	
<=== Place the cursor here to insert additional rows. Rows will be inserted above. See instructions below.								
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	

## How to insert rows.

- 1. <u>Place</u> the cursor directly over the cell number.
- 2. <u>Click</u> on the cell number with the right mouse button (right click).
- 3. A drop down menu will appear.
- 4.  $\underline{\text{Click (select)}}$  on the "Insert" option from the menu. The row will be inserted.

**Double check:** If you inserted rows, please check to make sure that your totals are summing up all rows.