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



PERIOD: January 1 to March 31 2015

SUMMARY OF ZERO-RATED CASH SALES AND PAYMENTS RECEIVED (If you have zero-rated 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 you charged VAT.

Date		Description (or Customer Name)				
	Invoice No.		TIN No.	Amount \$\$	VAT (0%)	Total
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
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							\$0.00			
							\$0.00			
							\$0.00			
							\$0.00			
							\$0.00			
<=== Place the cursor here to insert additional rows. Rows will be inserted above. See instructions below.										
		Total		\$0.00	\$0.00		\$0.00			
	Where to place on VAT return form ==>>			L1						

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.