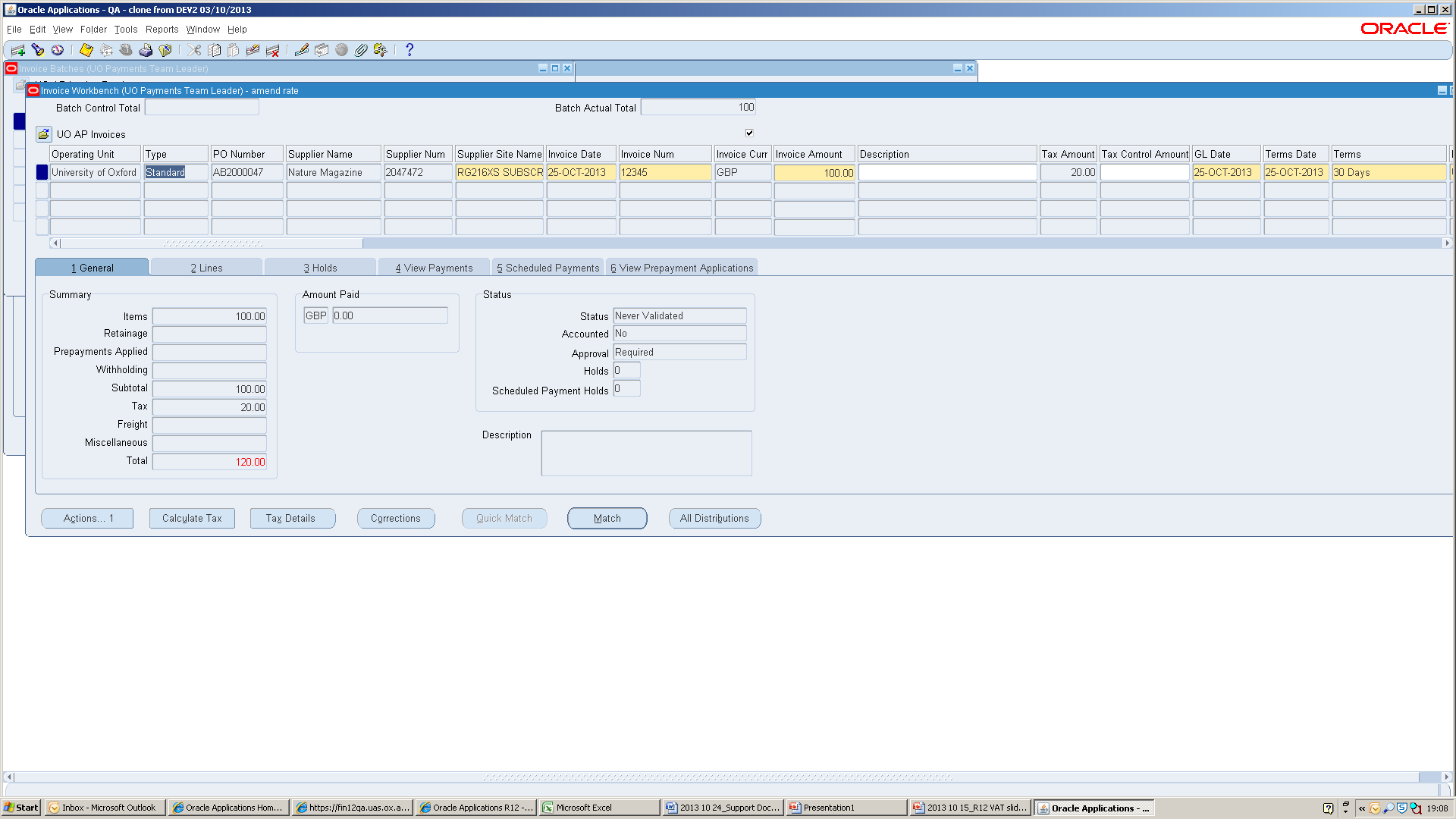
# How to amend the VAT rate when the VAT rate on the invoice does not match the PO

## 1. Check if the invoice is correct

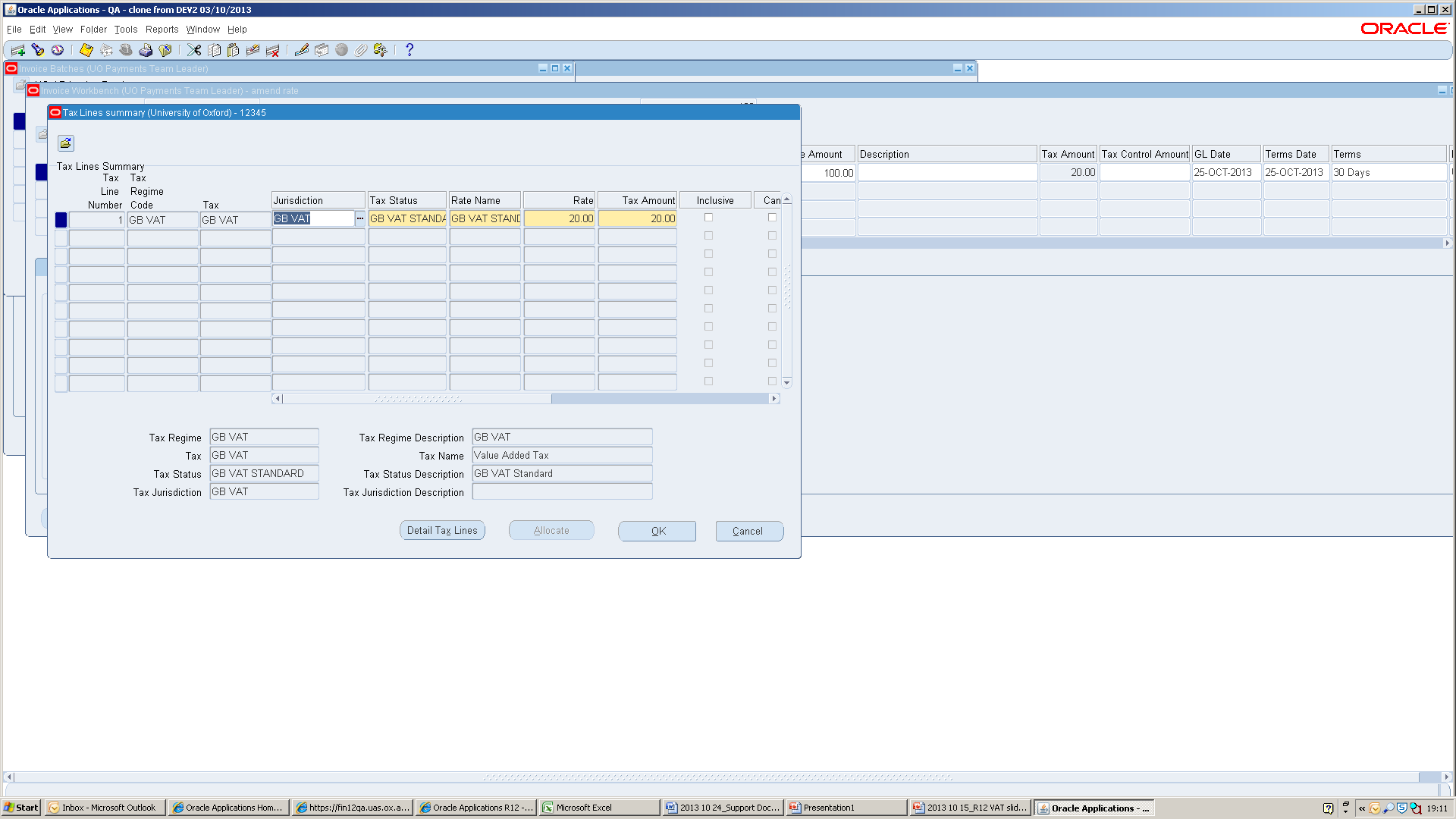
If the VAT *rate* on an invoice from a UK supplier is NOT the same as on the PO, firstly check if there is an obvious reason and that the invoice is correct. If the invoice appears to be incorrect, refer to the [Tax Team](mailto:vatenquiries@admin.ox.ac.uk). You may need to contact the supplier to request a new invoice (and possibly a credit note) if the invoice is incorrect.

## 2. Amend the VAT rate on the transaction

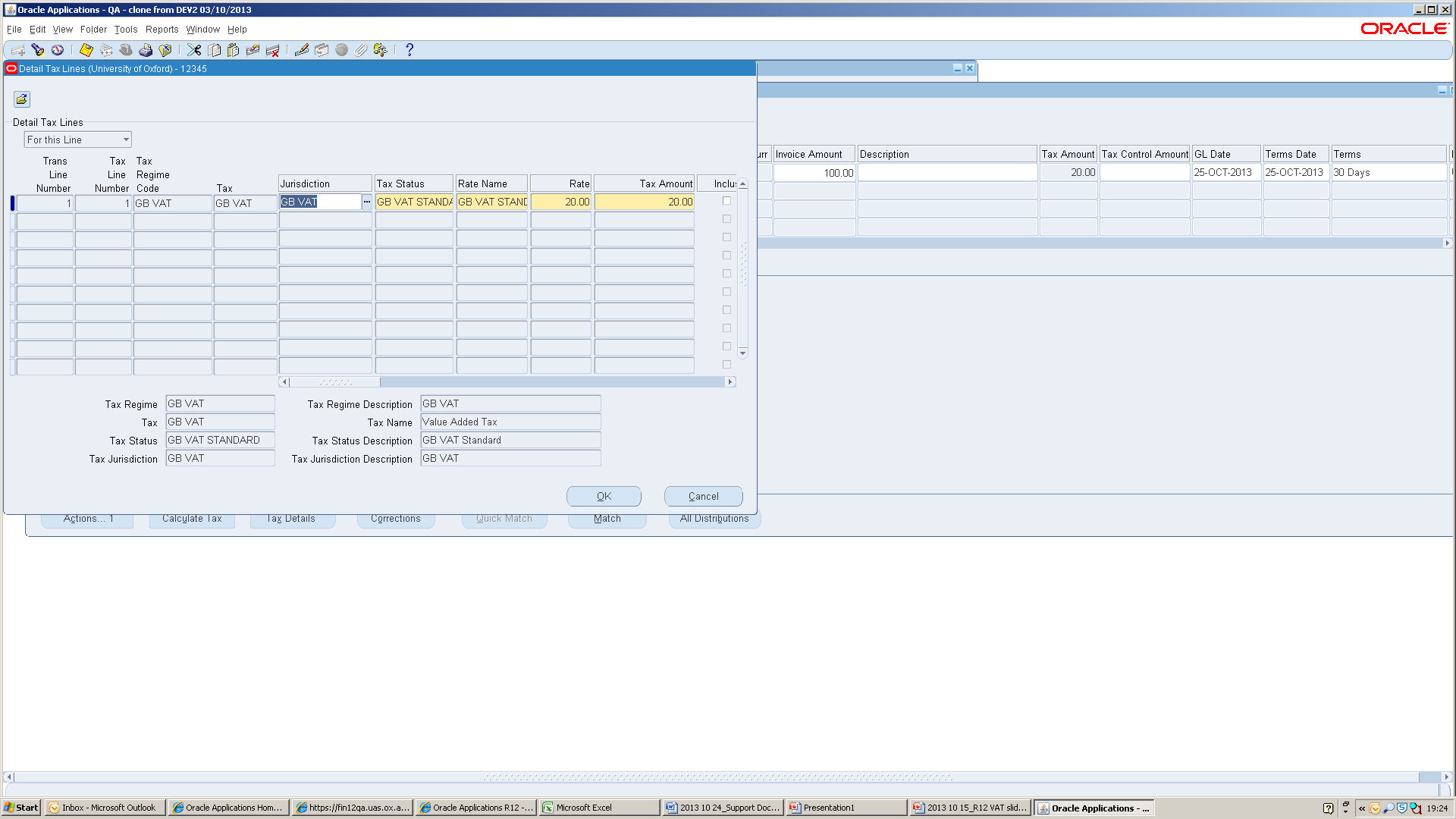
If the invoice is correct (e.g. the PO included 20% VAT but the supplier is not VAT registered so no VAT has been charged), the procedure for amending the difference is as follows:



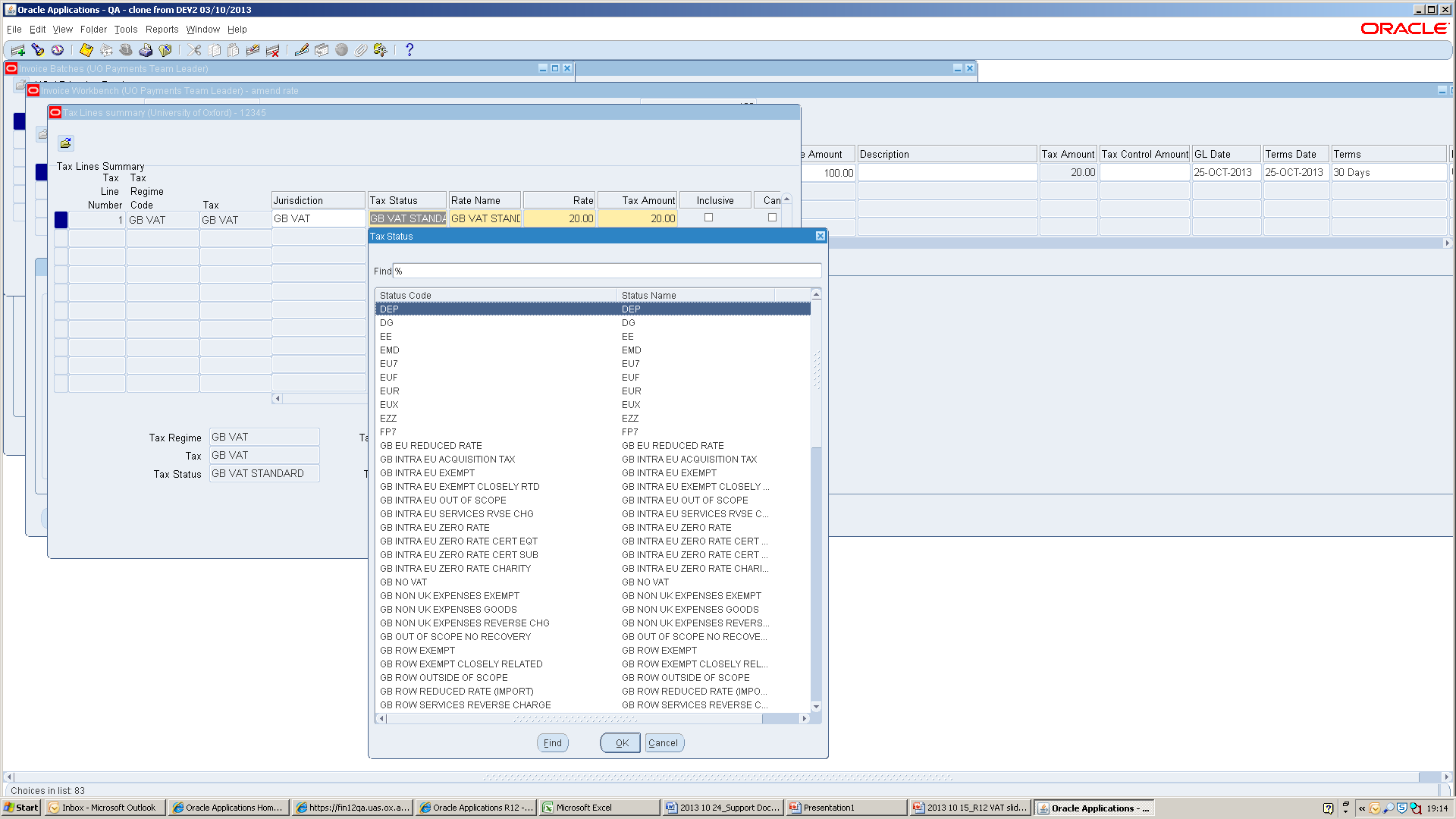
The invoice amount does not match due to the incorrect VAT rate on the PO. Click on ‘Tax Details’.

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Click on the ‘Detailed Tax Lines’ button.



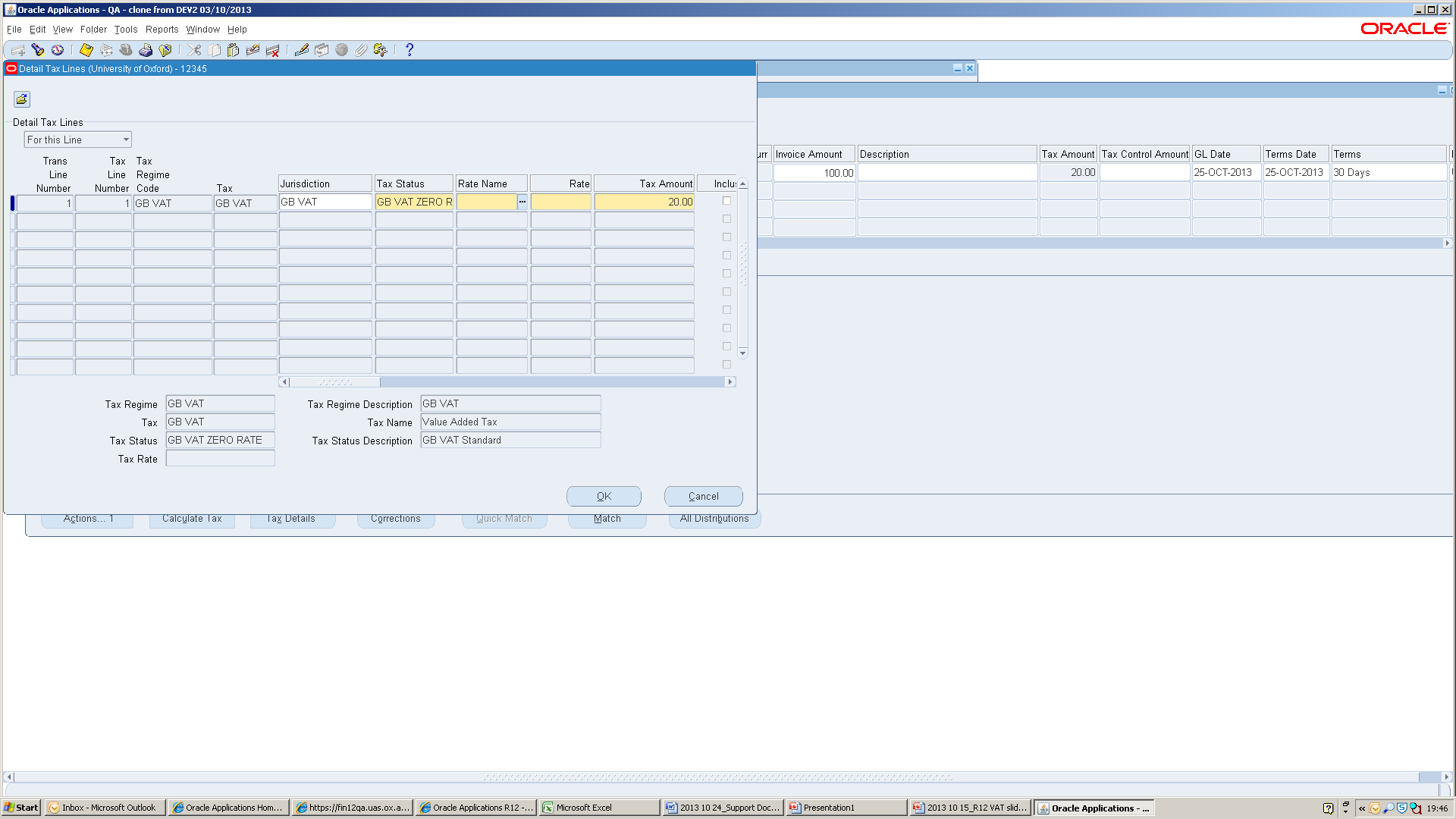
Click the List of Values in the ‘Tax Status’ field.



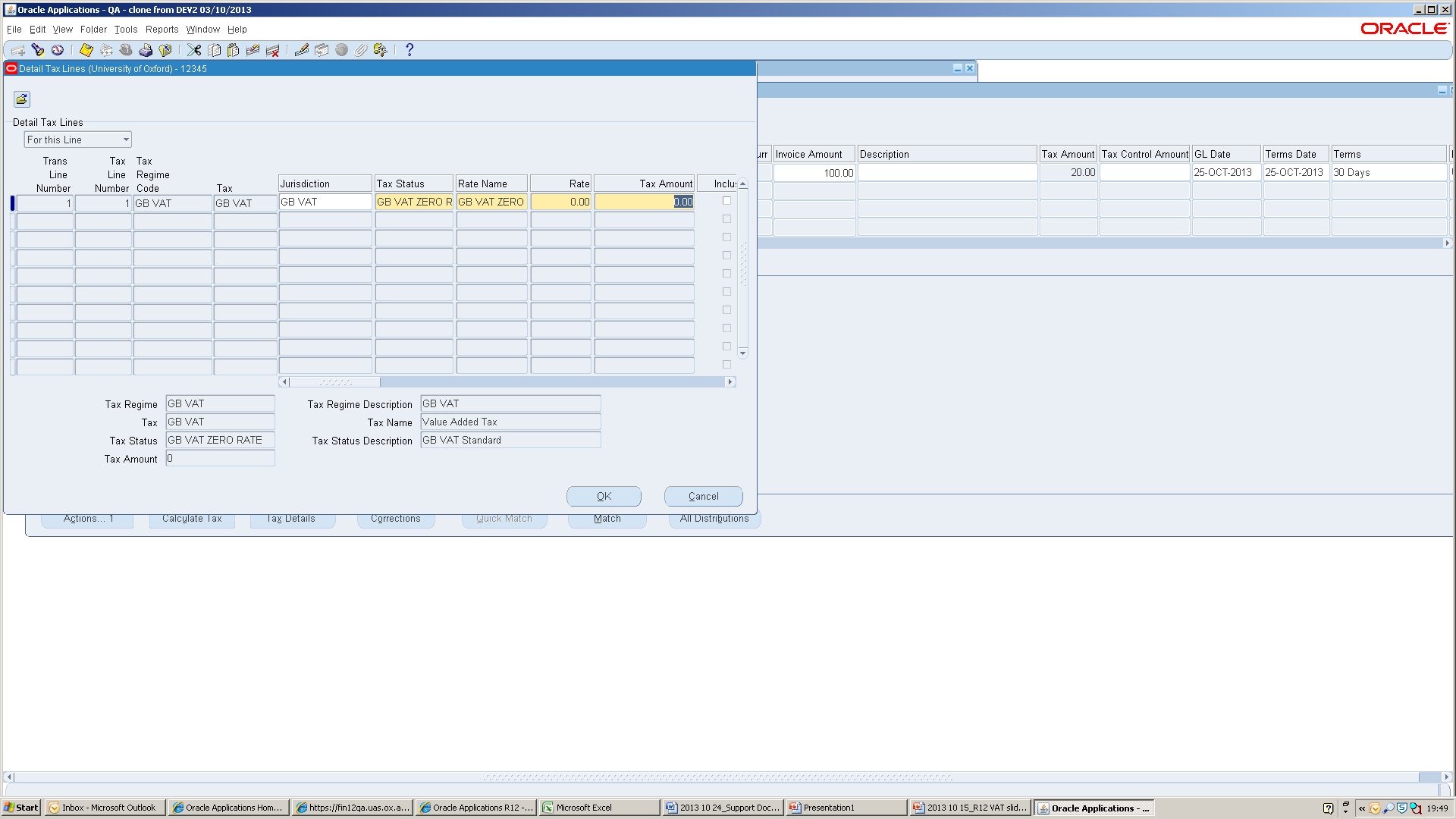
A very long List of Values will appear. You will need to use additional ones to the usual 7 TCC’s used for non-PO matched invoice entry, but only a few are relevant to this process.

The ones which should be used to correct the tax rate are set out below (use the ‘Find’ function and a % wildcard with part of the names below e.g. %VAT ZERO%) – the others can be ignored:

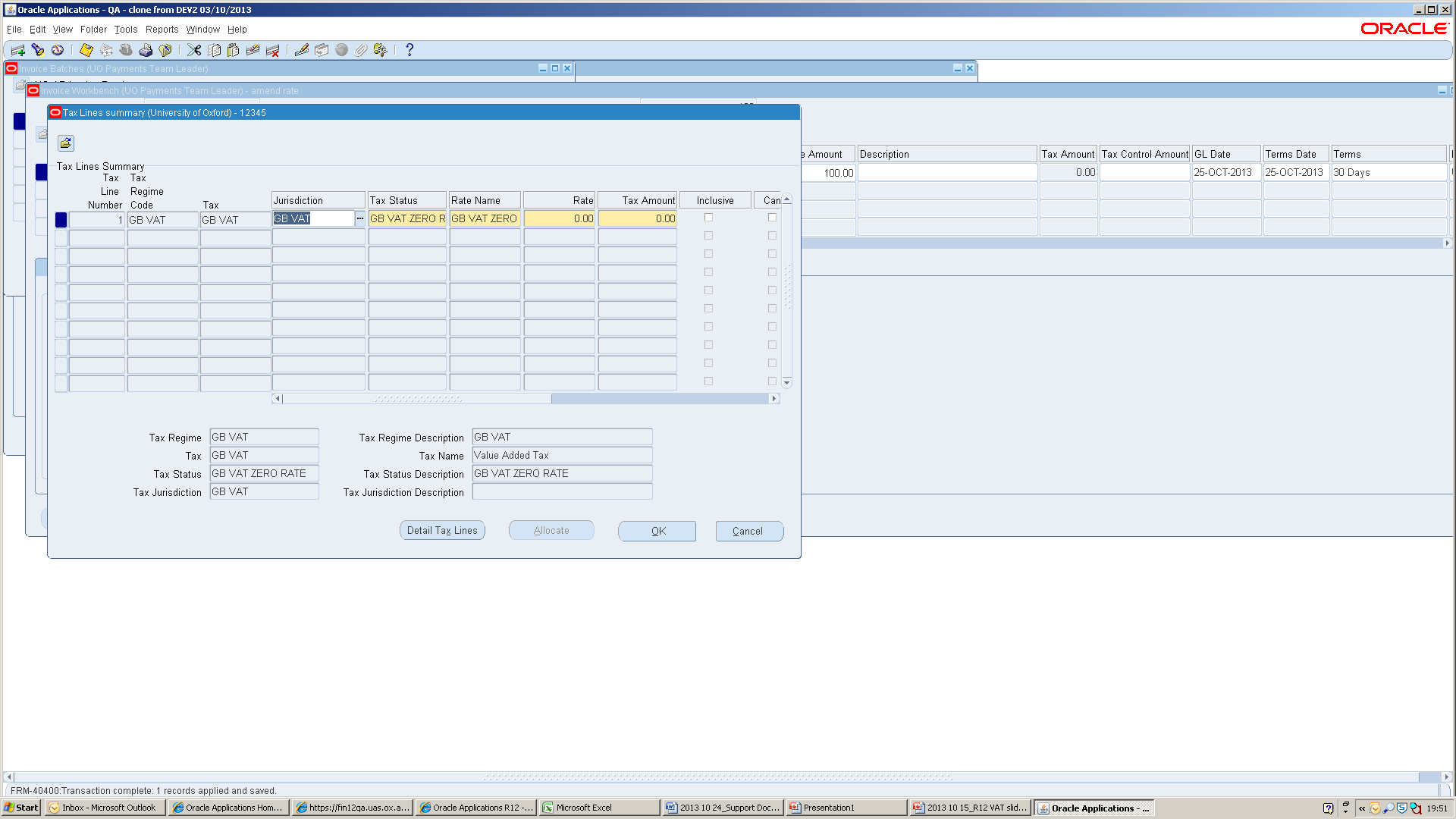
|  |  |
| --- | --- |
| **TAX STATUS** | **WHEN TO USE** |
| GB VAT ZERO RATE | Invoice from UK supplier – no VAT amount – PO showed VAT |
| GB VAT STANDARD | Invoice showing standard rated UK VAT – PO showed no VAT, reduced rate VAT or some kind of offset VAT (reverse charge, acquisition tax or import VAT) |
| GB VAT REDUCED | Invoice showing reduced rated UK VAT – PO showed no VAT, standard rate VAT or some kind of offset VAT (reverse charge, acquisition tax or import VAT) |
| GB VAT INTRA EU ACQUISITION TAX | Invoice for goods from EU supplier – PO showed UK VAT |
| GB ROW STD (IMPORT) | Invoice for goods from non-EU supplier – PO showed UK VAT |
| GB INTRA EU SERVICES RVSE CHG | Invoice for services from EU supplier – PO showed UK VAT |
| GB ROW SERVICES REVERSE CHARGE | Invoice for services from non-EU supplier – PO showed UK VAT |



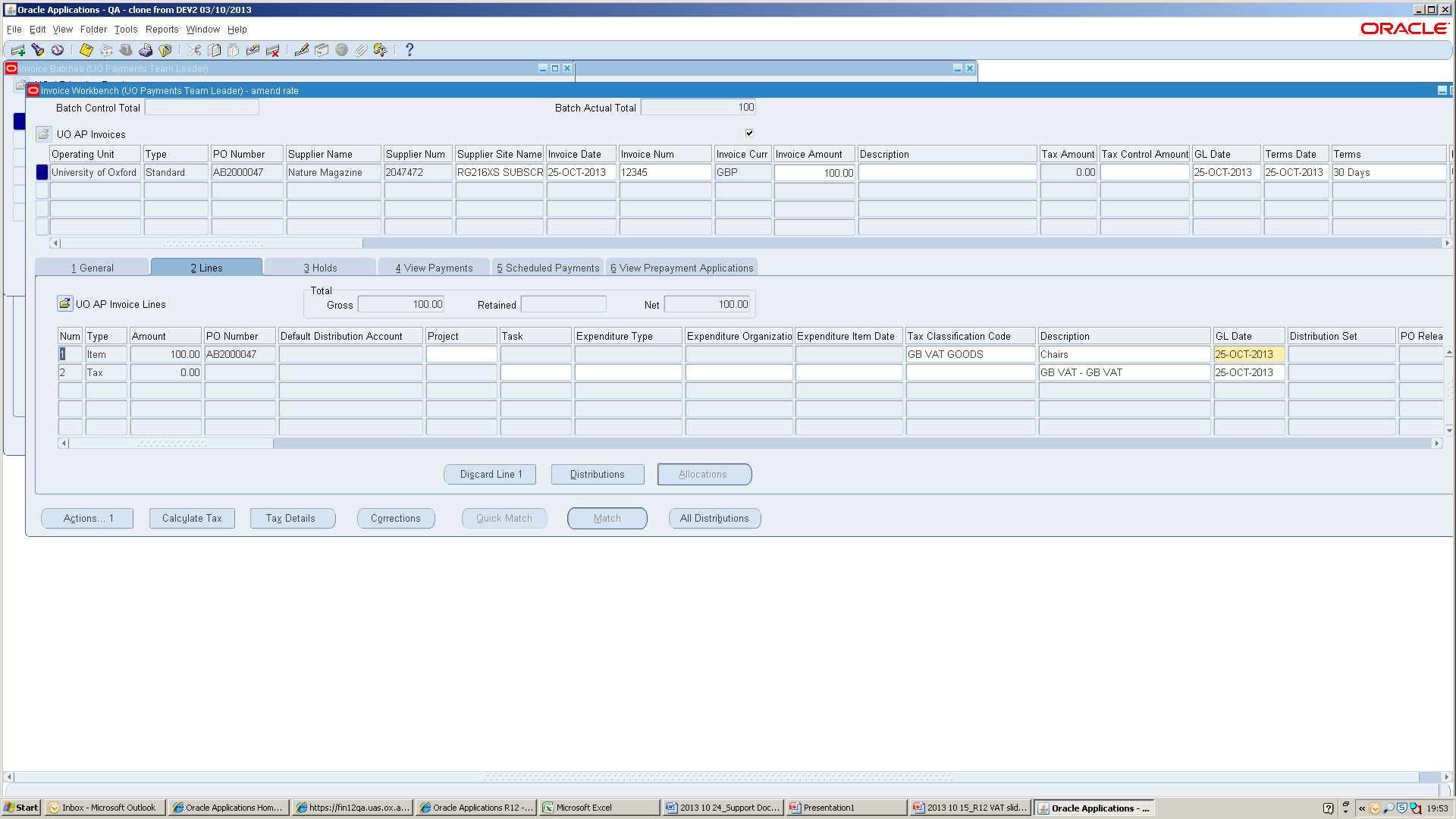
Choose the correct status and then tab into the next box (‘Rate Name’) and just click on the LOV for the correct information to automatically default in. Continue to tab across the next 2 boxes (‘Rate’ and ‘Tax Amount’) for the information to automatically update.



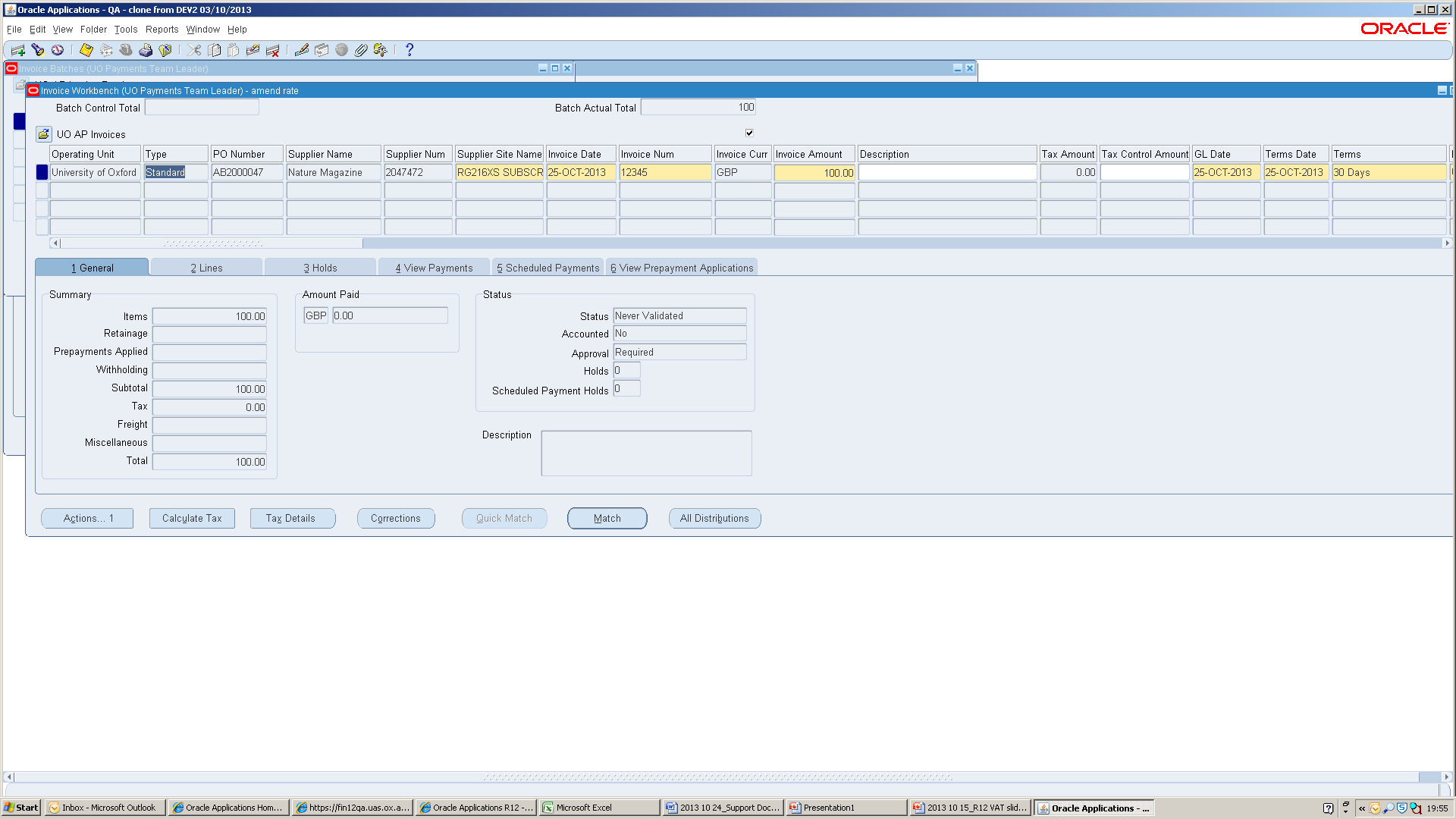
Click on ‘OK’.



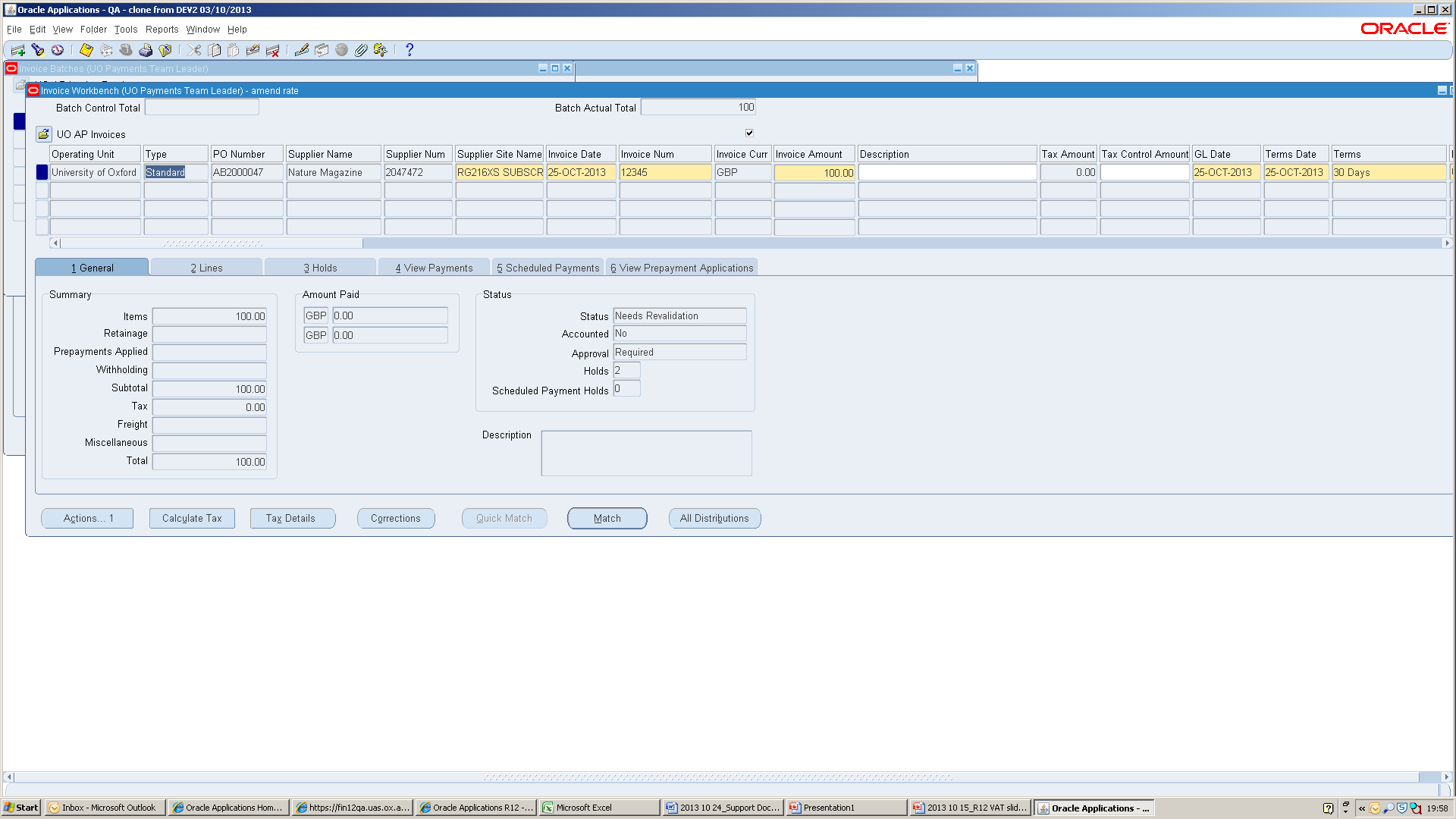
You will return to the ‘Tax Details’ screen where the rate information will have been updated – click ‘OK’.



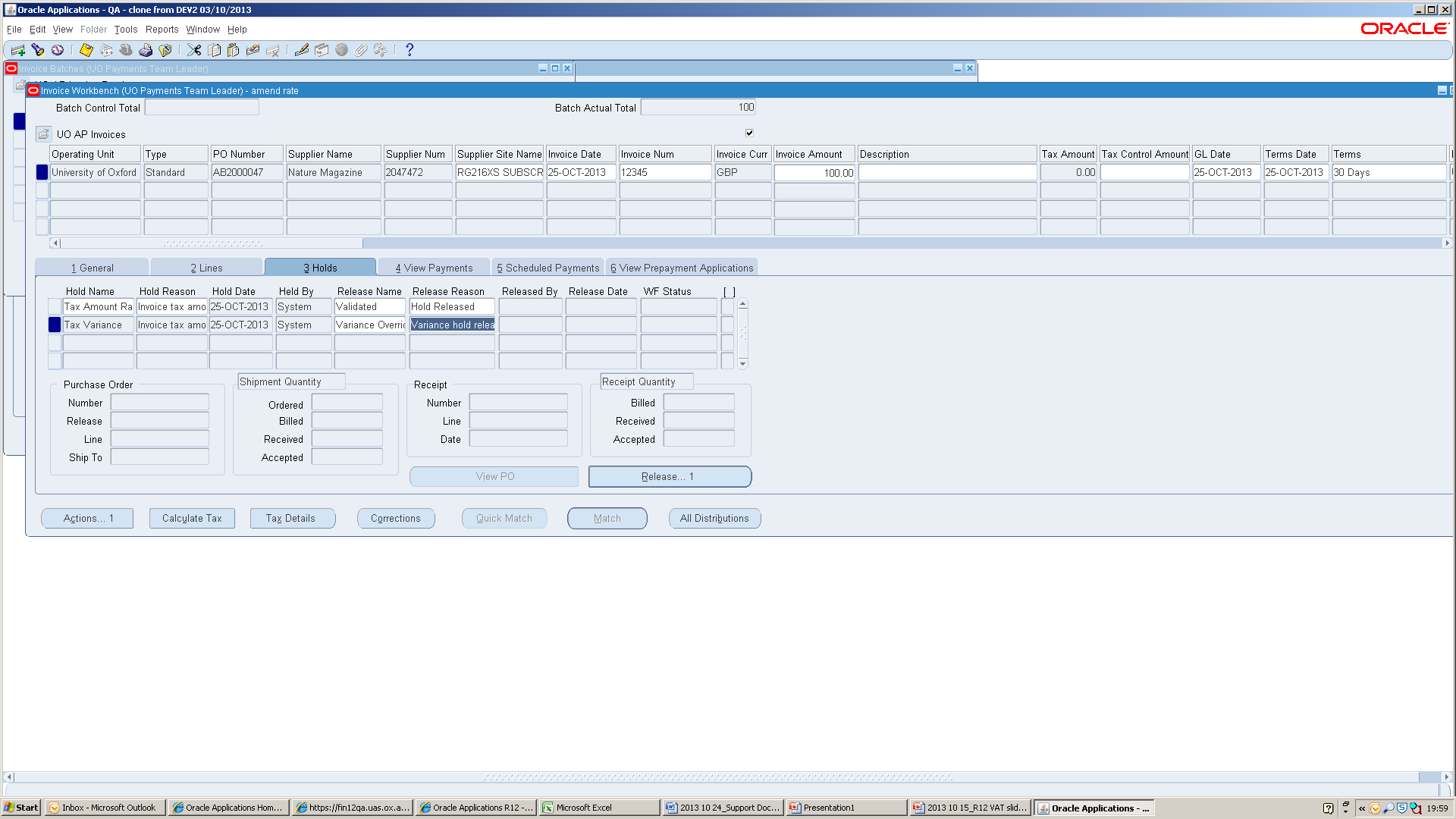
Click the ‘Lines’ tab to see the invoice line has been updated.



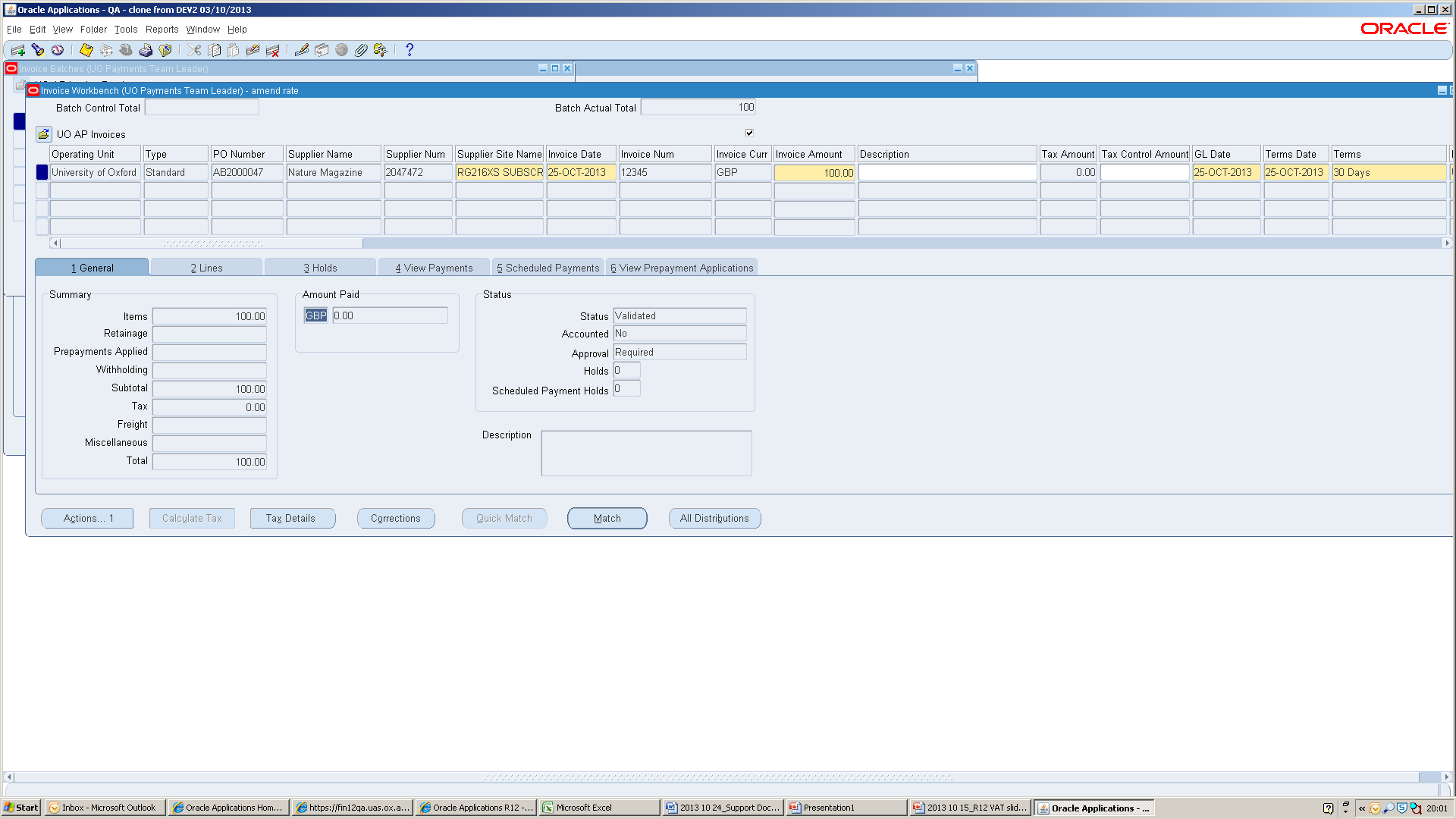
The invoice amount now matches and the invoice can be validated, using the ‘Actions 1’ button.



This process will create holds which can be released using normal procedures.



Once holds are released the invoice can be revalidated



Tax reversals and repostings can be viewed in ‘All Distributions’.

