

Instructions on how to send VAT Returns Electronically

Instructions for VAT in FMS

Please note that paper copies of Submittal Reports must still be sent in the post.

VAT Submittal Report on Paper

Click on: Reports
General Ledger
VAT Reports
Click on + button to right of screen
Place dot against VAT Submittal Report
Print

To obtain a second copy click **NO** on print confirmation and repeat.

VAT Full Report to be sent Electronically

Click on: Reports
General Ledger
VAT Reports
Highlight VAT month you require and click printer icon at right of screen
Place dot against VAT Full Report.
Export to disc option at top right of screen
Place dot against Full Report
Click upside down triangle to right of the format box. This will display all the format types for the report.
Select "Tab Separated Values Format"
Click OK

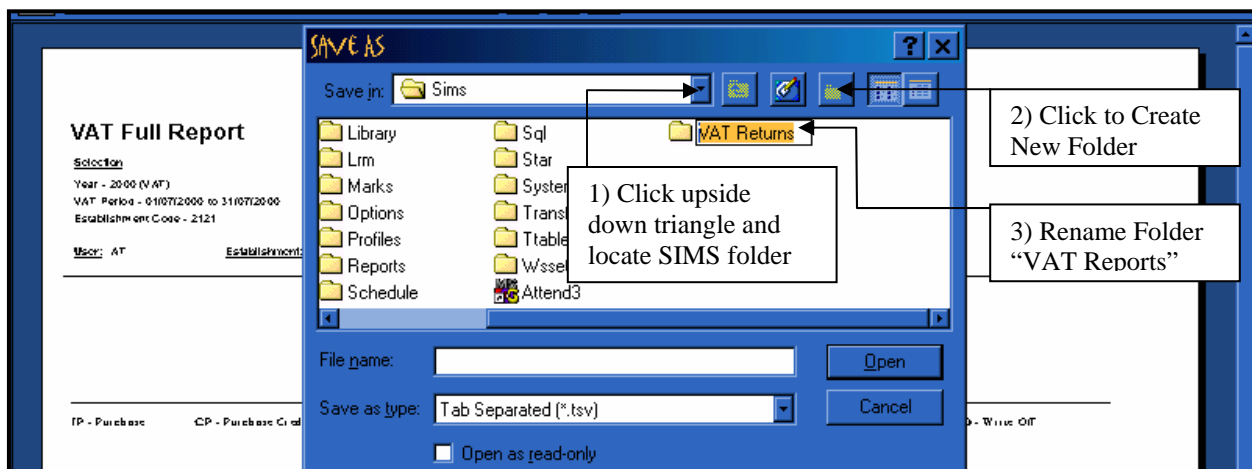
For first time only please follow these instructions.

Click on upside down triangle.
Locate Folder called "Sims" and click into this folder.

(This folder will be on your "C" or "D" and will probably have one of the following file paths).

C: or D:\ Sims Data \ Sims. or
C:\ Sims.

Click "New Folder" Button and rename the Folder VAT Returns – See illustration below



These Instructions should be followed every time.

Open The VAT Returns folder

Click in filename box and save file as "VATXXXPD.TSV" where XXX is the Schools Capitation Number and PD is the Period e.g. April = 01, May = 02.

Click OK

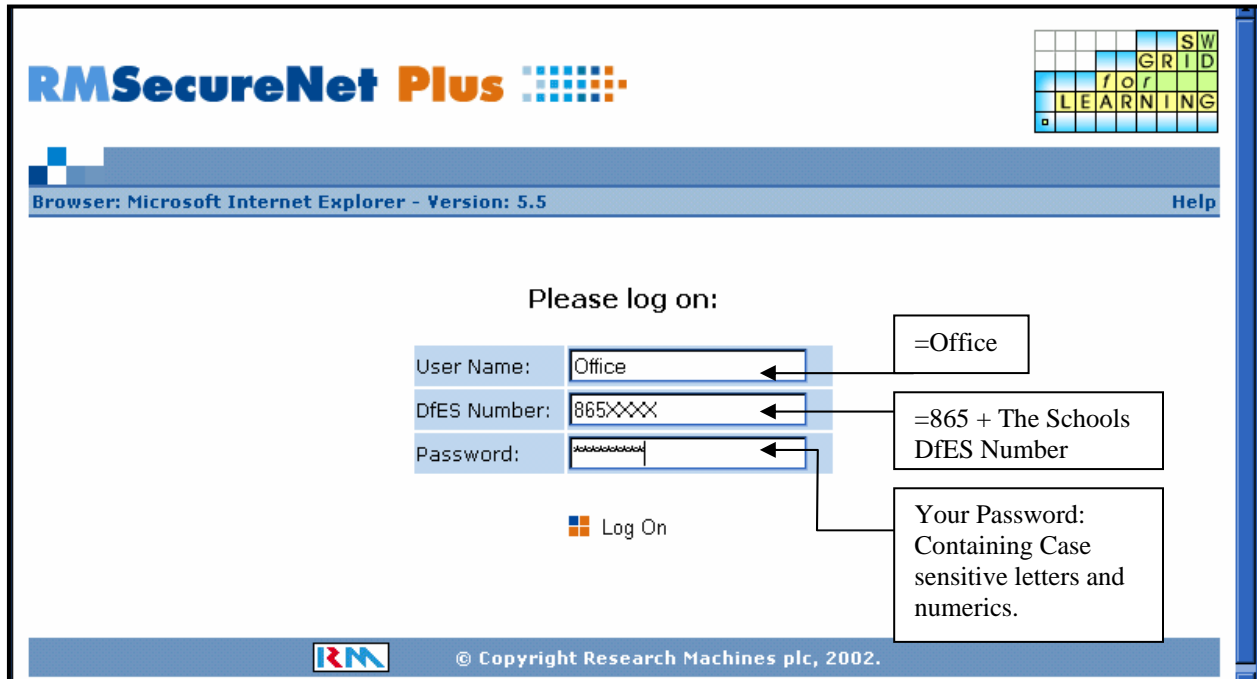
Periods to use for VAT

Month	Period
April	01
May	02
June	03
July	04
August	05
September	06
October	07
November	08
December	09
January	10
February	11
March	12

Instructions for Sending VAT in by Securenet

Click on: Internet Explorer Icon
Enter the Web address <https://securenetplus.swgfl.org.uk>

Enter your User Name, DfES Number and Password. See illustration below.



Select **“Finance Community”** (on the left hand side of screen)
Select **“File Transfer”**
Select **“Upload Files”** tab

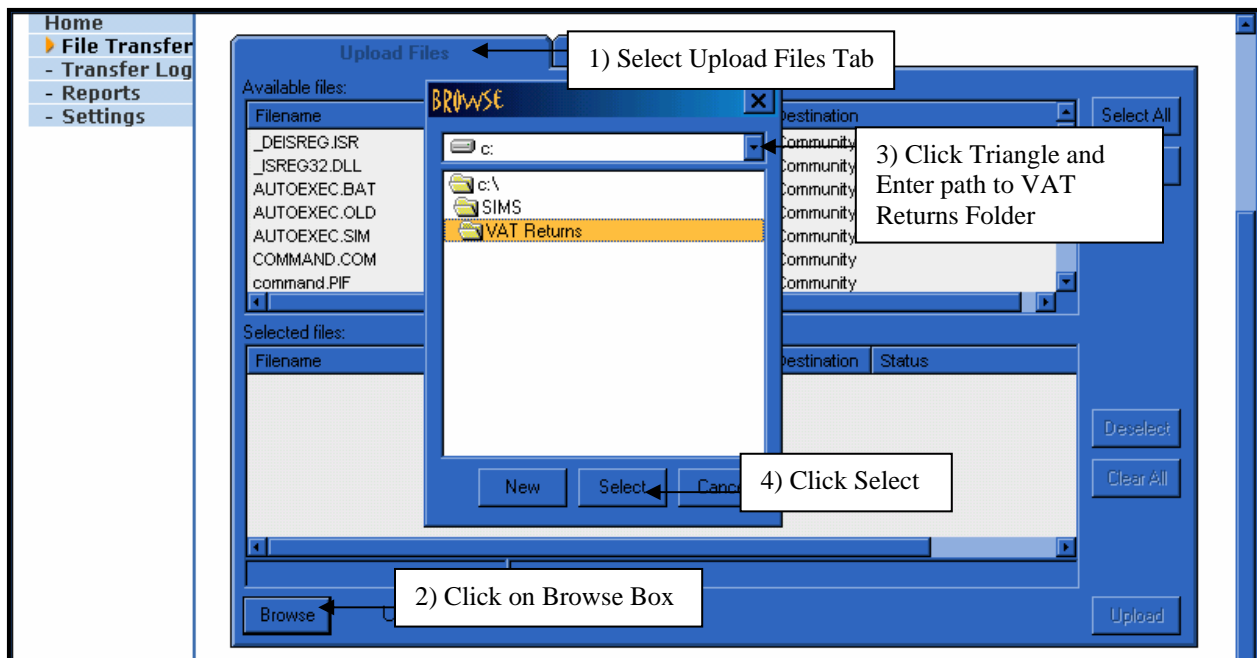
Select the “Browse” Tab in the bottom left hand corner of the screen.

Click on the Upside down Triangle in the Browse box and find the VAT Returns Folder which was created in SIMS. This will follow the same path as before e.g.

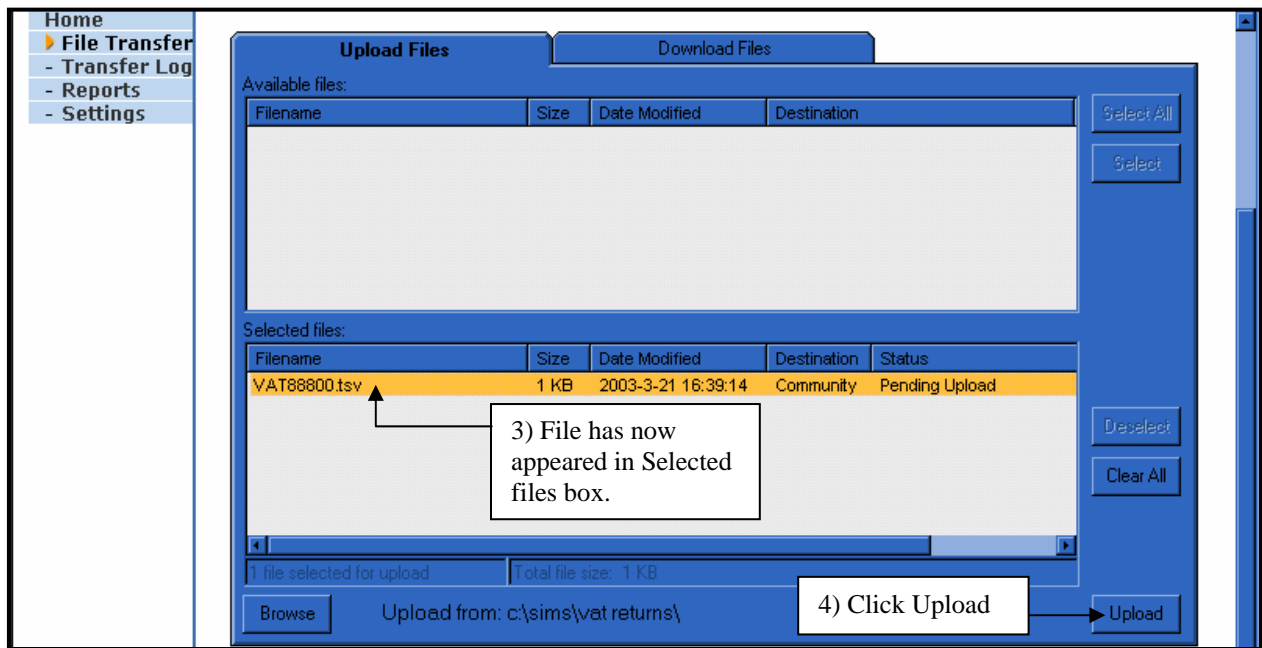
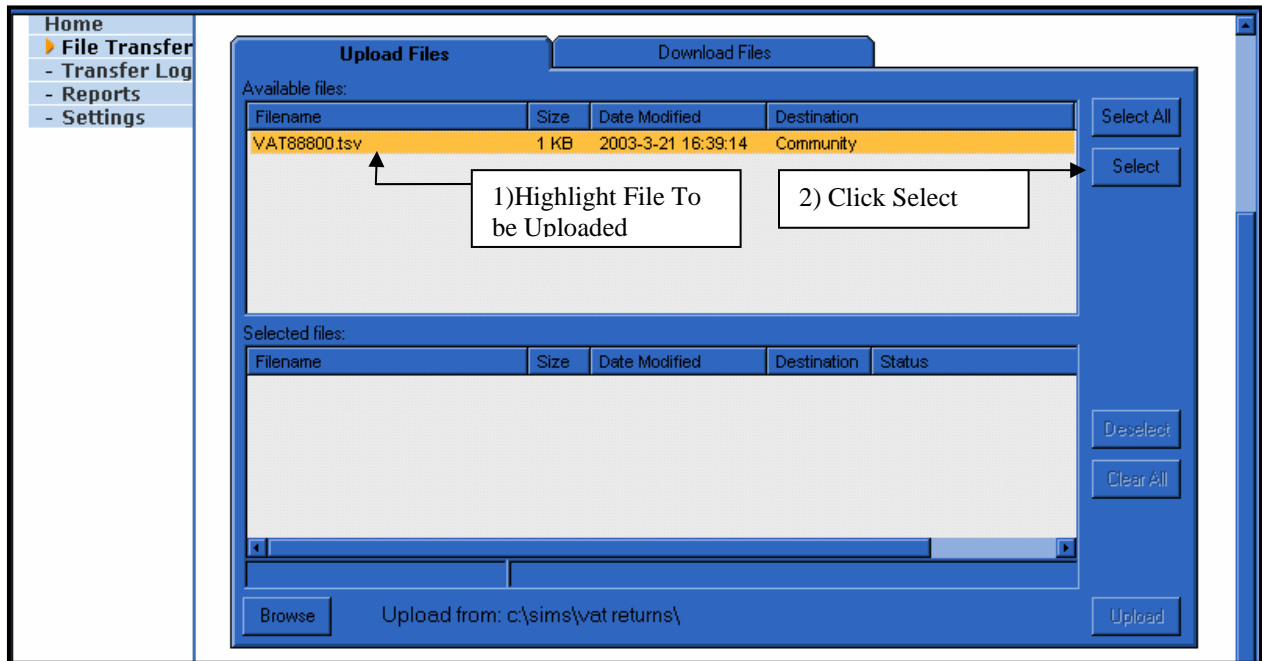
C: or D:\ Sims Data \ Sims \ VAT Returns. or

C:\ Sims \ VAT Returns. See illustration below.

Click Select to show which files are on The VAT Returns Folder.



Highlight the File you want to “Upload” from the “Available Files” box and click Select.
 This will take the file from “Available Files” and put it into “Selected Files” See 2 Illustrations Below.
 Press the Deselect box if you do not want to upload a file once selected.
 Once you have selected the file you want Click “Upload”.



When you select “Upload” the File will be sent electronically to County Hall.

Once an Item has been sent by Securenet, the system will move it from the “VAT Reports” folder and put it into a sub Folder called “Sent Items”. This is useful if you want to find out if the file has definitely been sent.