

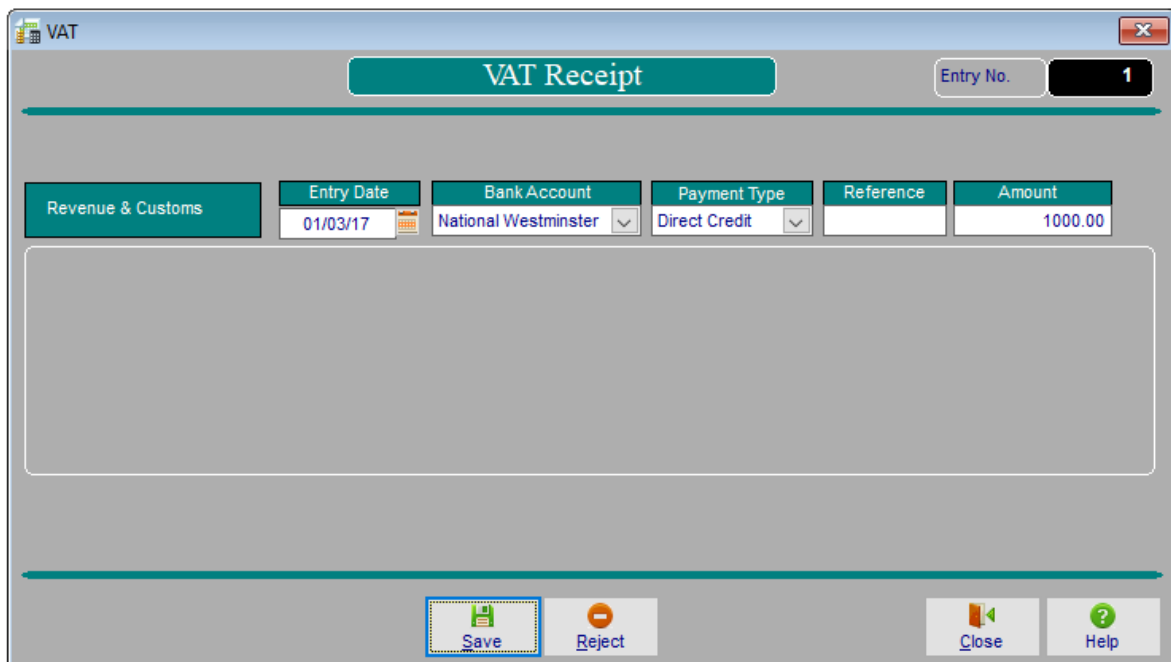
## Entering a VAT Payment or Receipt to Revenue & Customs

Following the submission of a VAT Return, you can record the refund from, or payment to Revenue & Customs in the following way:

Within the **Data Entry** menu, select **VAT Payments/Receipts**.

Choose either VAT Payment or VAT Receipt, and then fill in the details as required.

This will record the entry on the bank reconciliation, and update the Revenue & Customs balance.



The screenshot shows a software window titled "VAT" with a sub-header "VAT Receipt". The window contains a form with the following fields:

Revenue & Customs	Entry Date	Bank Account	Payment Type	Reference	Amount
	01/03/17	National Westminster	Direct Credit		1000.00

At the bottom of the window, there are four buttons: "Save", "Reject", "Close", and "Help". The "Save" button is highlighted with a blue border.