

Tax Classifications for Sales Invoicing

Please note, the different rates of VAT applicable to transactions were only known as 'Tax Codes' in Oracle 11i but are referred to as either 'Tax Classifications' or 'Tax Codes' in Oracle R12

Which Tax Code should I choose?

The table below describes the basic VAT treatment of some of the University's more regular income streams. Please note, the list is not exhaustive and deciding on the correct VAT liability of a transaction is often not straightforward. Responsibility for correctly accounting for VAT on goods and/or services provided by the University rests with the School that makes the supply. You should, therefore, contact the VAT Team within the Finance Directorate, whenever you are unsure of the VAT liability that applies to (tax code to be used on) a University sales invoice

Sales Invoices Issued to UK Customers

What is being provided by UoM?

1. Education & Training	Exempt	Includes undergrad/postgrad courses, workshops, lectures, talks, conferences, vocational training. N.B. Includes catering and other services and goods deemed necessary for the delivery of education; where invoiced separately check with the VAT Team
2. Other Services	Standard Rated	This includes consultancy services, clerical/admin services, general supplies of staff, use of equipment/facilities, catering services, microarray services, MRI Scans, testing & lab services. N.B. If a customer or member of school staff advises VAT should not be charged, always check with the VAT Team before issuing an invoice without VAT
3. Research	Various	Invoices in respect of research should only be issued through projects. Please see the Research VAT Liability Decision Tree.
4. Goods	Standard Rated	Most goods supplied by the University will be vatable at the standard rate. If unsure e.g. whether VAT relief for charitable use may apply, check with the VAT Team before issuing the invoice. Please note, there are special regulations regarding the sale of gold and mobile phones & computer chips. Please consult the VAT Team for further information

Where the University is requesting funding but providing nothing in return

1. Grant Funding	Outside the Scope	Only if freely given. Check with the VAT Team
2. Donations	Outside the Scope	Only if freely given, the donation IE code (1701) must be used. Check with the VAT Team

Sales Invoices Issued to Non-UK Customers

Check with the VAT Team!	VAT Section Website - Forms and Guidance	N.B. Further advice may be found on the Directorate of Finance website under VAT Forms and Guidance' e.g. 'VAT Package...', 'Changes to VAT invoicing rules...', 'Change of VAT Rate...' etc.
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VAT Team Contacts:

Primary Contact: James Gillen (Senior VAT Assistant)

james.gillen@manchester.ac.uk

Tel: 52165

Secondary Contact: June Harris (VAT Manager)

june.harris@manchester.ac.uk

Tel: 52133