26/11/21

**VAT Files**

A reminder to schools to ensure not to export VAT files more than once as this creates duplicate entries in Oracle. If you are unsure if your file has been submitted, check your vat submittal for the month and if it is greyed out you know there is a good chance it has been submitted. Please contact SAT before sending your file again.

**Nil VAT files**

To ensure all VAT files are recorded as being returned, schools will need to email [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) confirming any VAT files that are nil.

**Incorrect Payroll Codes**

We are aware of the issues with payroll codes. Going forward SAT will process journal corrections for those that are against an invalid ledger code e.g., 1A instead of 3621A. These corrections will be reflected in a weekly file schools receive after their monthly Oracle report. Please do not send journals for these corrections as they may be duplicated.

Journals that schools will be required to send to SAT are for payroll costs against the wrong ledger code. Schools will also be required to email [hr@schoolschoice.org](mailto:hr@schoolschoice.org) for HR to update the system.

**Virements**

School virements must be emailed termly to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) for processing. See below for deadlines:

Autumn – Friday 10th December

Spring – Friday 18th February

Summer – Friday 27th May