

| | | | | | | |
|--|--|--|--|--|--|--------|
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |

<<== Place the cursor here to insert additional rows. Rows will be inserted above. See instructions below.

| | | | | |
|-------|--|--------|--------|--------|
| Total | | \$0.00 | \$0.00 | \$0.00 |
|-------|--|--------|--------|--------|

Where to place on VAT return form ==>> L1

How to insert rows.

1. **Place** the cursor directly over the cell number.
2. **Click** on the cell number with the right mouse button (right click).
3. A drop down menu will appear.
4. **Click (select)** on the "Insert" option from the menu. The row will be inserted.

Double check: If you inserted rows, please check to make sure that your totals are summing up all rows.