



How To Add Or Edit A VAT Rate

1. From the 'Settings' menu click 'Configuration'.
2. From the Configuration Editor window, click the 'Tax Codes' tab.
3. Select the tax code you want to amend (ie, T1) and click 'Edit'.
4. Enter the rate to be applied (as a percentage ie, 15) in the Rate text box provided.
5. To save the details of this tax code, click 'OK'.
6. To apply the changes you have made to your current company, click 'Apply' from the configuration menu.
7. To save your changes to your template file click Save when closing the configuration menu.
8. The tax rate has now been changed.
9. This change needs to be processed on 1 December 2008.
10. Any invoices received after this date that relate to prior periods will need to be manually adjusted to correct the VAT to 17.5%.

If you require further guidance please do not hesitate to contact Neil Elsdon on 01793 616284.