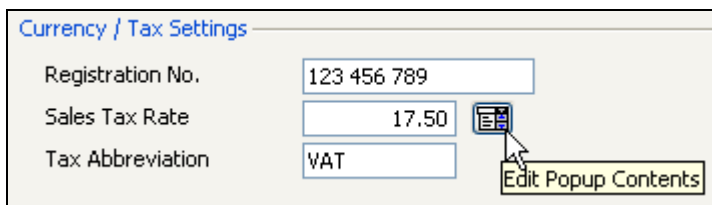


## Changing VAT Rate

### Change VAT in System Setup

This change will apply to all new quotes that are started from now on. The setting does not change anything retrospectively.

1. Go to **Tools > Customise**
2. Click **Company Details**
3. By **Sales Tax Rate** enter the new figure.
4. Then click the **Edit Popup Contents** icon.



Currency / Tax Settings

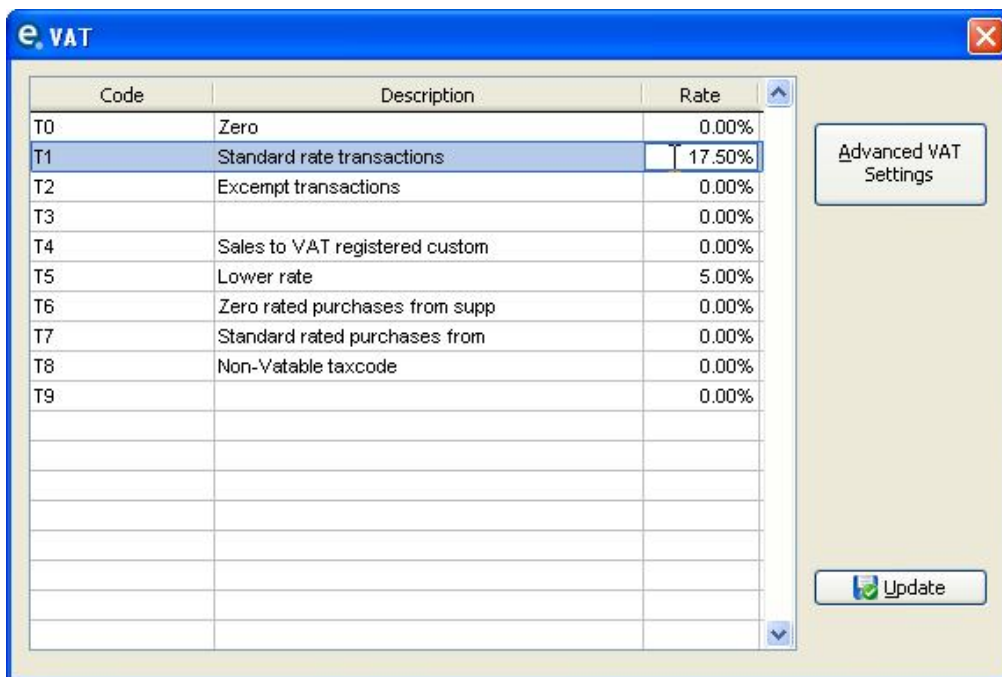
Registration No. 123 456 789

Sales Tax Rate 17.50

Tax Abbreviation VAT

Edit Popup Contents



5. This shows all the VAT rates. The default is T1. Click in the column and type over the new figure. E.g. 15.00% to 17.50%



Code	Description	Rate
T0	Zero	0.00%
T1	Standard rate transactions	17.50%
T2	Exempt transactions	0.00%
T3		0.00%
T4	Sales to VAT registered custom	0.00%
T5	Lower rate	5.00%
T6	Zero rated purchases from supp	0.00%
T7	Standard rated purchases from	0.00%
T8	Non-Vatable taxcode	0.00%
T9		0.00%

Advanced VAT Settings

Update

6. Click  **Update** to save and close the window. And  **Update** to save the customise screen too.

All new quotations that you produce will use this new rate as the default. It will not change the existing quotes or orders that you have; complete the procedure above to change individual products or quotes/orders.

**It is advisable to change to the new rate so your quotations are at 17.50% where they will go over to the new year.**


## Change VAT in Quotes / Orders

All orders have a default VAT rate when they are created as quotations. Therefore existing quotations will have the old VAT rate, and the will not change automatically when you except a quote to a sales order.

It is advisable to display a footer on quotes about the change of VAT rate and the need to reprice if you are not fully invoicing and receiving payment before 31<sup>st</sup> December 2009.

If you have open quotes/orders and need to proceed with the order you will need to change the VAT rate of that order. You can change the VAT rate on a quote and sales order, as long as it has not yet been invoiced, and therefore locked.

### Check this setting first:

- Click **Tools > Customise**
- Click **Pricing** (under Quotations & Pricing)
- Make sure there is no tick in the option "**Don't allow the VAT rate to be changed**"
- Click  **Update** to save and close the window if you make a change.

1. Locate your quote and **right-click** the reference number and select **Open**.
2. Click **Edit**
3. Click in the box at the bottom where the VAT rate is shown, and type in the new value.


<b>Gross Total</b>		£ 8494.67
	0.00%	
<b>Nett</b>		£ 8494.67
VAT%	17.5 %	£ 1337.91
Deposit	0.00%	£ 0.00
<b>Grand Total</b>		£ 9832.58

4. You also need to change the VAT on each product. Click in the box and type in the new value over the top. Repeat for all products as necessary.

### **TIP**

Use **ctrl + c** on the keyboard to copy the new rate and then repeatedly press **ctrl + v** on the keyboard to paste it in for each row.

Watch the VAT recalculate at the bottom as you change each line.

5. Click  **Save** to save the changes.

VAT%	Price Ea.£
17.50%	88.54
17.50%	88.54
17.50%	96.51
17.50%	96.51
17.50%	8124.57
17.50%	362.16
17.50%	101.53
17.50%	177.75
17.50%	165.74
17.50%	154.72
17.50%	3.60
17.50%	328.40
17.50%	222.84
17.50%	104.13
17.50%	845.00

You can mix and match VAT rates using this method, so that some products may be 0% and some may be left at 17.50%



## **Part Invoicing**

When you create part invoices for an order you can specify the value and the VAT rate. Any invoices for December 2009 can be raised as normal with VAT at 15%.

When you raise a part invoice in January 2010 you can change the VAT rate to 17.50% and take the payment accordingly.