

Changing your default VAT rate

You will need to amend your standard VAT rate due to budgetary changes. This will NOT affect any invoices previously raised as the rate is stored against them, but it will affect all jobs that are currently booked and not yet fully invoiced.

In the top left corner of the main all Hire screen you will either see

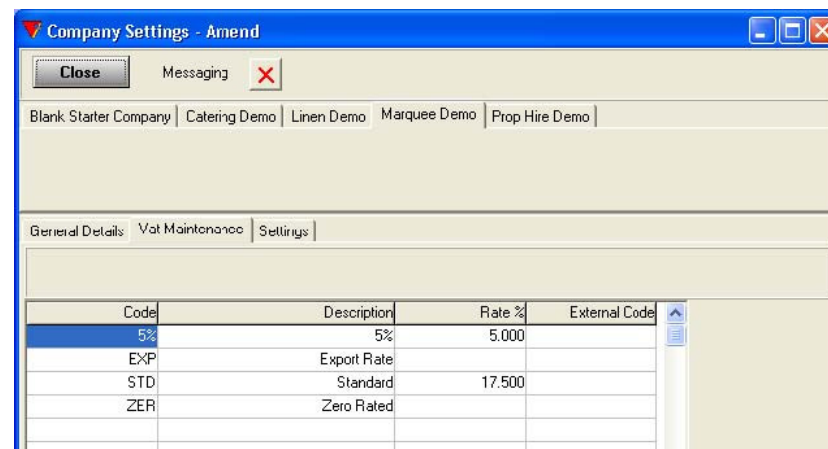
Maintenance
or
System Maintenance

Go to the correct heading below to amend your VAT rate.

MAINTENANCE

Click on Maintenance, then choose System Maintenance and finally Amend Company Settings from the lists that come up.

Select your company from the Tabs at the top and then click on VAT Maintenance.



Where you see the Code STD and a Rate of 15 (or 15.00) change the figure in the Rate column to 17.5. (You may also want to add in a rate of 15% so that you can continue with bookings for 2009 at 15% but default to 17.5% for 2010 onwards.)

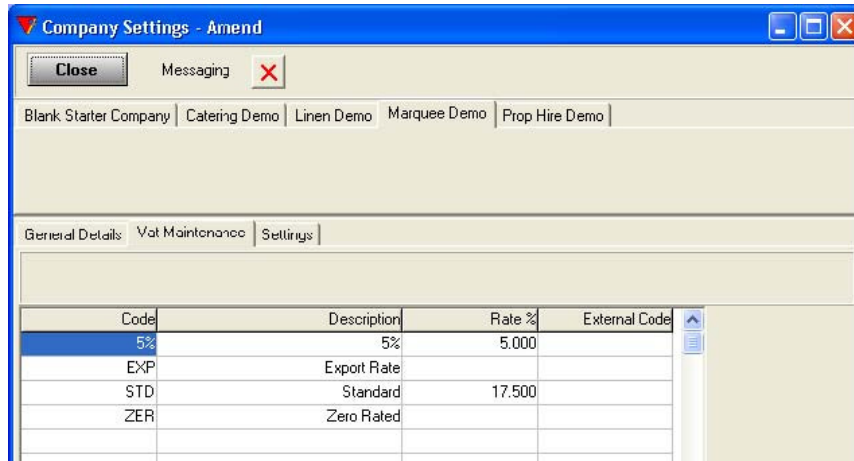
Press the CLOSE button top left.

The change will take effect immediately for new Invoices, but job totals will not change unless you re-process the job. This can be done on a global basis or will be done gradually each time you amend an individual job.

SYSTEM MAINTENANCE

Click on System Maintenance and then Amend Company Names from the lists that come up.

Select your company from the Tabs at the top and then click on VAT Maintenance.



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