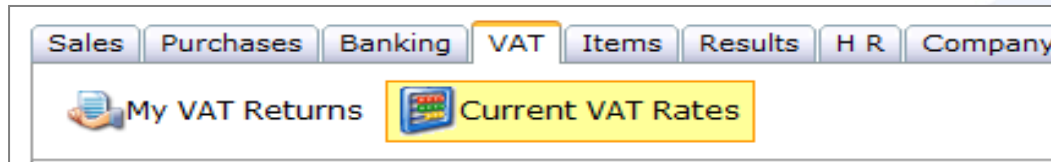


Edit a VAT Rate

To add a new VAT code, press the **VAT** tab then the **Current VAT rates** button.



This will bring up a list of the current VAT rates. Press **Select** next to the desired VAT code.

	Code	Rate	Description	Type	Registered number	Net box	VAT box	
Select	A0	0.00	EC arrival	Arrival	873285887	9	4	New
Select	D0	0.00	EC departure	Departure	873285887	2	4	
Select	I0	0.00	Input - Zero	Zero	873285887	7	4	
Select	I1	17.50	Input - Std	Standard	873285887	7	4	
Select	I2	5.00	Input - Fuel Rate	Special	873285887	7	4	
Select	I3	8.00	Input - 8% Fuel Rate	Special	873285887	7	4	
Select	I4	0.00	Input - Imports	Import	873285887	9	4	
Select	I5	0.00	Input - Duty Import	Special	873285887	7	4	
Select	I7	15.00	Input - old std	Special	873285887	6	1	
Select	I9	0.00	Inputs - Exempt	Exempt	873285887	7	0	
Select	NA	0.00	Not Applicable	Outside scope	873285887	0	0	
Select	O0	0.00	Output - Zero	Zero	873285887	6	1	
Select	O1	17.50	Output - Std	Standard	873285887	6	1	
Select	O4	0.00	Output - Export	Export	873285887	8	1	
Select	O7	15.00	Output - old std	Special	873285887	6	1	
Select	O9	0.00	Output - Exempt	Exempt	873285887	6	1	
Select	OZ	0.00	Output - Zero	Zero	873285887	6	0	

Change the details as required on the right hand side, then press **Insert** to finalise the alterations. Press **Cancel** if you don't want to save the changes.

Code	<input type="text"/>
Input/Output	Output/Sales <input type="button" value="v"/>
Rate	<input type="text"/>
Description	<input type="text"/>
Net box	<input type="text"/>
VAT box	<input type="text"/>
Type	Please select. <input type="button" value="v"/>
Use in Sales	<input type="checkbox"/>
Use in Purchases	<input type="checkbox"/>
VAT registered number	GB 873285887 <input type="button" value="v"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Notes:

Code- Select the unique code for the new VAT rate.

Input/ output- Select whether it is an input (purchases), output (sales) or not applicable.

Rate- Enter the VAT rate.

Description- Enter a description of the VAT rate.

Net box- This is the box on the VAT return that the net amount will go into.

VAT box- This is the box on the VAT return that the VAT will go into.

Type- Select the VAT type from the drop down menu.

Use in Sales- Tick if you want it available in Sales.

Use in Purchases- Tick if you want it available in Purchases.

VAT registered number- Select your VAT registered number from the drop down menu.