

COMPANY OPERATING PROCEDURES				
Changing VAT Rate				
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To Change the U.K. VAT Rate:

Opera UK.

Login

->System Menu

->VAT Processing

Cycle thru all options and alter the Sales and purchasing rate rates

Opera Vandagraph

Login

->System Menu

->VAT Processing

Cycle thru all options and alter the Sales and purchasing rate rates

For both systems double check the VAT rate is being applied correctly on both the purchasing and the Sales.

Check next Invoice produced in both systems.

Viamed.co.uk Web Site.

Sign in as: Admin@viamed.co.uk (capitals are important)

Password: ishooxiz

Click Admin Mode:

Site Manager

Look for Tax Rate, Change to new % Rate

Vandagraph.co.uk Web Site.

Sign in as: Admin@vandagraph.co.uk (capitals are important)

Password: ishooxiz

Click Admin Mode:

Site Manager

Look for Tax Rate, Change to new % Rate

**log out of both web sites and go back in as an end user,
double check the advertisement box, and an of the product pages to ensure the VAT is being applied correctly.**