

1st January 2010 17.5% VAT RATE CHANGES

PLAN:IT
BUSINESS SYSTEMS

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Cashlink Accounts

1. Change VAT Rates

Sales Ledger, after Period End for December 2009

Go to *Default Settings – 4. Vat Codes and Rates.*

Amend all entries at 15% to 17.5% (Press the letter of each VAT code to change).

Purchase Ledger, after Period End for December 2009

Go to *Default Settings – 4. Vat Codes and Rates.*

Amend all entries at 15% to 17.5% (Press the letter of each VAT code to change).

2. Altering VAT amounts on late invoices dated before January 2010

Once an invoice has been entered the question appears "*Is the VAT amount correct?*" Select *N* and make the amendment to the VAT amount as necessary.

Please note these instructions are for Standard VAT Accounting schemes only

- For any other VAT requirements or general information you may need to visit the HMRC website, www.HMRC.gov.uk or call us.
- Please, for a few weeks, check the calculations are correct.
- Document layouts or custom reports normally use the rate automatically. However, all should be checked if you might have a 'fixed' VAT rate typed on to the layout or report.