



SUM-IT
SOFTWARE
For Practical Solutions

How to amend the VAT Rate on your Total Accounts software to handle the new 15% rate from 1st December 2008

It is straightforward to amend the VAT Rate within your Total Accounts Module BUT consideration must be given as to how soon you do this.

Once you have input the majority of purchase invoices dated prior to 1st December 2008 or as soon as you need to raise a sales invoice dated after 30th November 2008 then please do the following:

Go into **Total Configuration** on the Total Options Screen.

Open the **Accounts** red folder then the **VAT Rates** red folder below.

Press **F6** to display both the existing and blank VAT Rate Codes on the right-hand side.

Double-click on VAT Rate Code N1 to open it and change 17.5% to 15%. Then click on the Commit button (this will also alter G1 to 15%).

Now double-click on the next spare VAT Rate Code (N3 or higher) to open it and enter 17.5%. Then click on the Commit button (this will also set up G3 at 17.5%).

Please note:

When entering future invoices and receipts, check carefully the VAT rate levied on the paperwork to determine which VAT Rate to select on the Invoice screen. G1 or N1 will now default to the new 15% Rate but for any old invoices simply select G3 or N3 (if that is now your 17.5% rate code).

Furthermore, when amending invoices dated prior to 1st December 2008, care must be taken to ensure the correct VAT rate is applied before committing any changes.

Total Accounts Invoicing Module

This picks up the default VAT Rates as set in your nominal codes.

Total Contractors Diary Module

All stock and job items use the default VAT Rate set in the nominal code that they are linked with.

If you should have any queries please contact our Software Support lines:

For Users with Gold or Silver Support

call 01844 213003

For Users with Bronze or No Support

call 09065 501086 (calls charged at £1/min)