

## Entirety ACCOUNTS VAT Change from 17.5% to 20%

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Intended release version  
Distribution

Thursday 30<sup>th</sup> September 2010  
Entirety Accounts Versions  
All Entirety Accounts Users

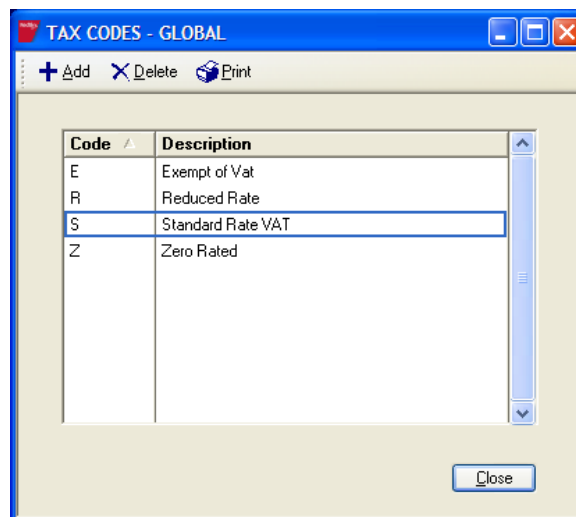
### Overview

As you will be aware, the Chancellor has enforced a change in the rate of Standard Value Added Tax that will take place on Tuesday 4<sup>th</sup> January 2011.

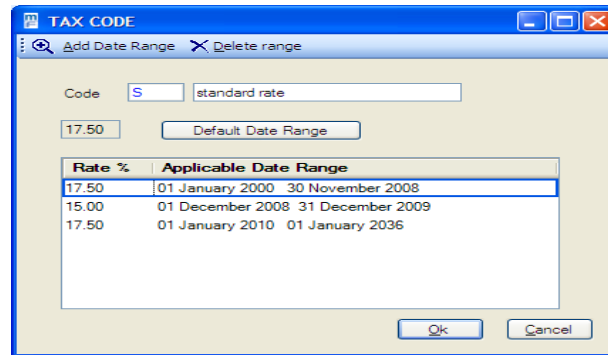
The rate is being changed from 17.5 to 20%.

### Step One – Amending the Tax Codes in Entirety Accounts

1. The tax codes in Entirety Accounts are global – e.g. shared between Sales Ledger, Purchase Ledger and Cashbook. Therefore they only need to be amended in one place to increment the change.
2. Select Sales Ledger, Purchase Ledger or Cashbook.
3. Select **Management**
4. Select **Ledger Set up**
5. Select **Tax Codes**
6. Select the **Standard Tax code** – a screen similar to below will be displayed:-

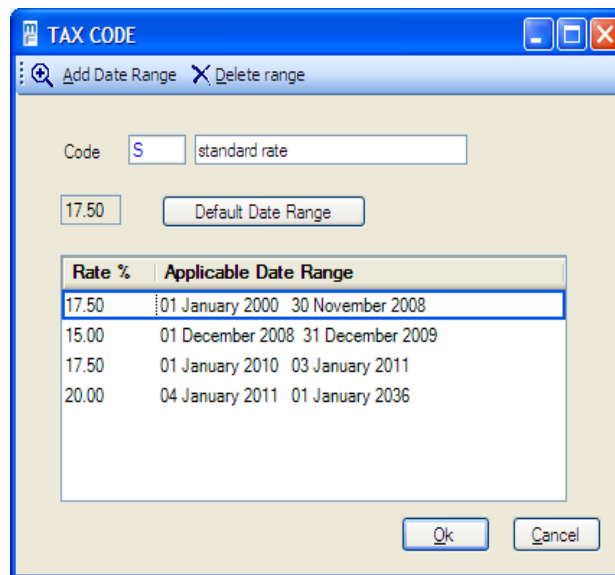


7. Click the Standard rate VAT code
8. A screen similar to below will be displayed:-



8. Click the last entry in the list and change the end date to 03/01/2011 and save
9. Click the Add Date Range
10. Add an entry starting on 04/01/2011 and ending on 01/01/36 with a tax rate of 20%.  
Add a Nominal Code if required. Click OK to save

11. The following screen should then be displayed:-



12. These are the only required changes for ENTIRETY ACCOUNTS.

If you have any problem please call the service desk on 01753 871469 for advice.