



## Irish VAT Changes JANUARY 2012 – 23%

### When to Make The Changes

Once the night audit for the 31<sup>st</sup> December 2011 has been completed, the tax in FidelioXpress can be changed. Please ensure that a backup of the system is completed before any changes are made. The changes outlined below can only be made by Users with Configuration user rights.

### Steps to Make the Change to 23%

1. Log in to FidelioXpress
2. Select the **Setup** module at the bottom of the screen
3. Select the **Department/Currencies** tab at the top of the screen
4. Select **Tax Rates**
5. On the right hand side of the screen select the VAT rate you wish to change, by clicking once on the description – most likely VAT@ 21%
6. A new box appears at the bottom of the screen
7. Click in the box marked **Percent**
8. Change this from 21% to 23%
9. Click on **OK**

Select **Exit** until you return to the main screen

***Your FidelioXpress system can now be used with all new postings at 9% and 23% respectively***