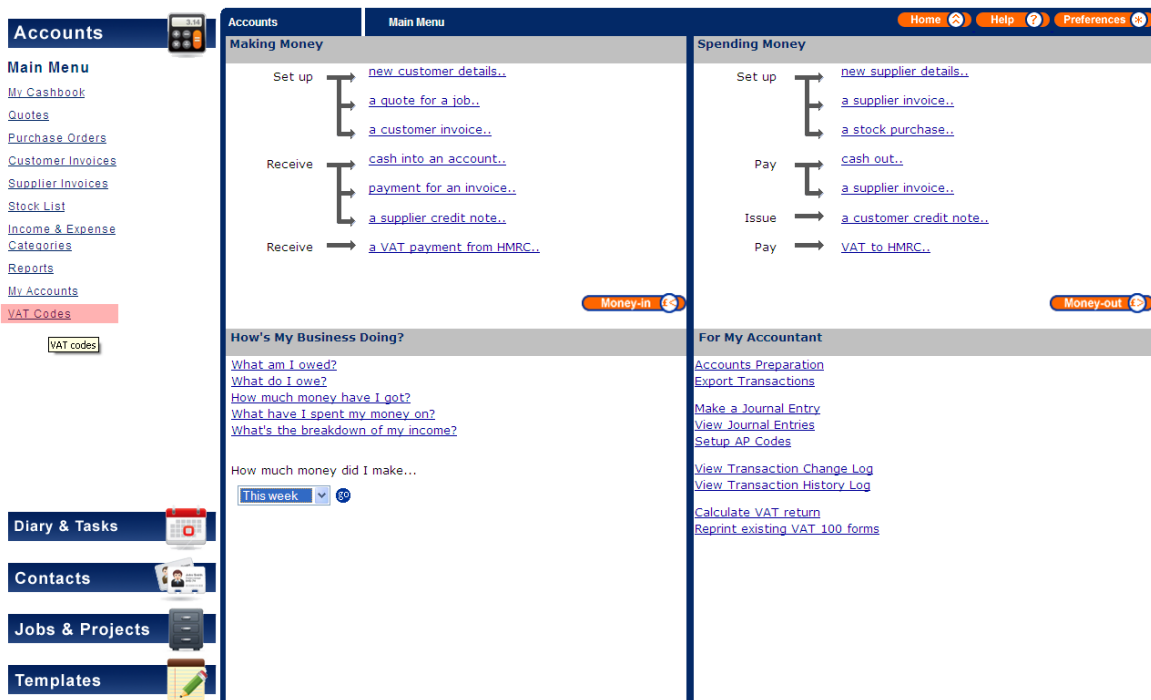


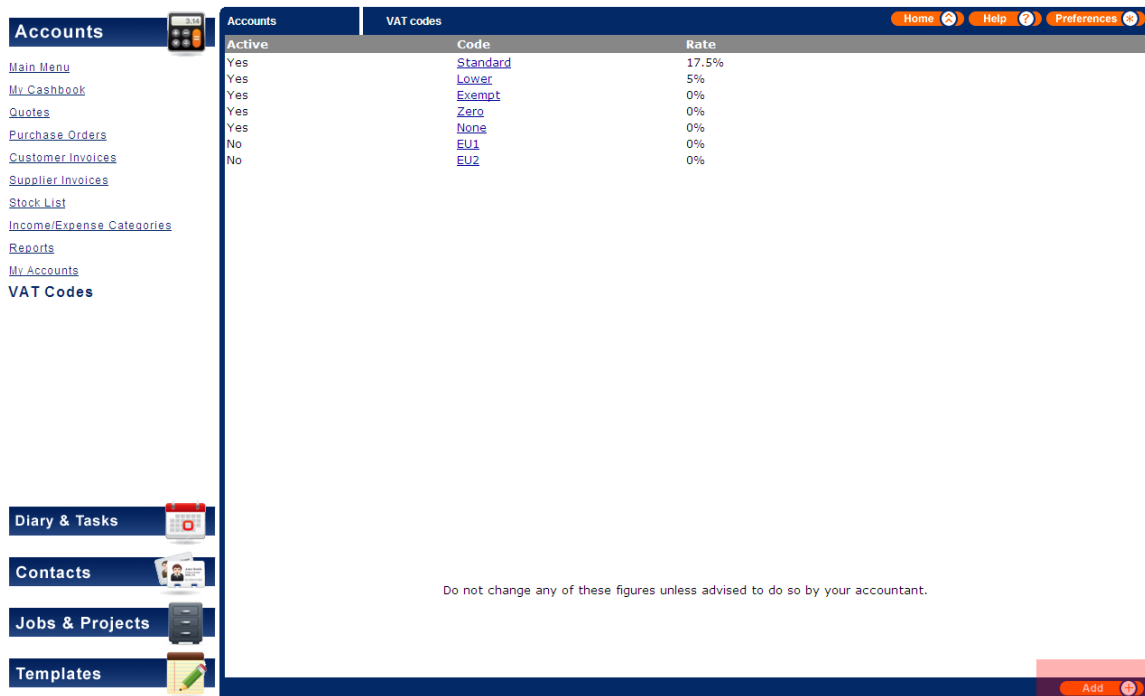
# Adding A New VAT Code

From the homepage select 'Accounts' on the left hand menu



Now select 'VAT Codes'



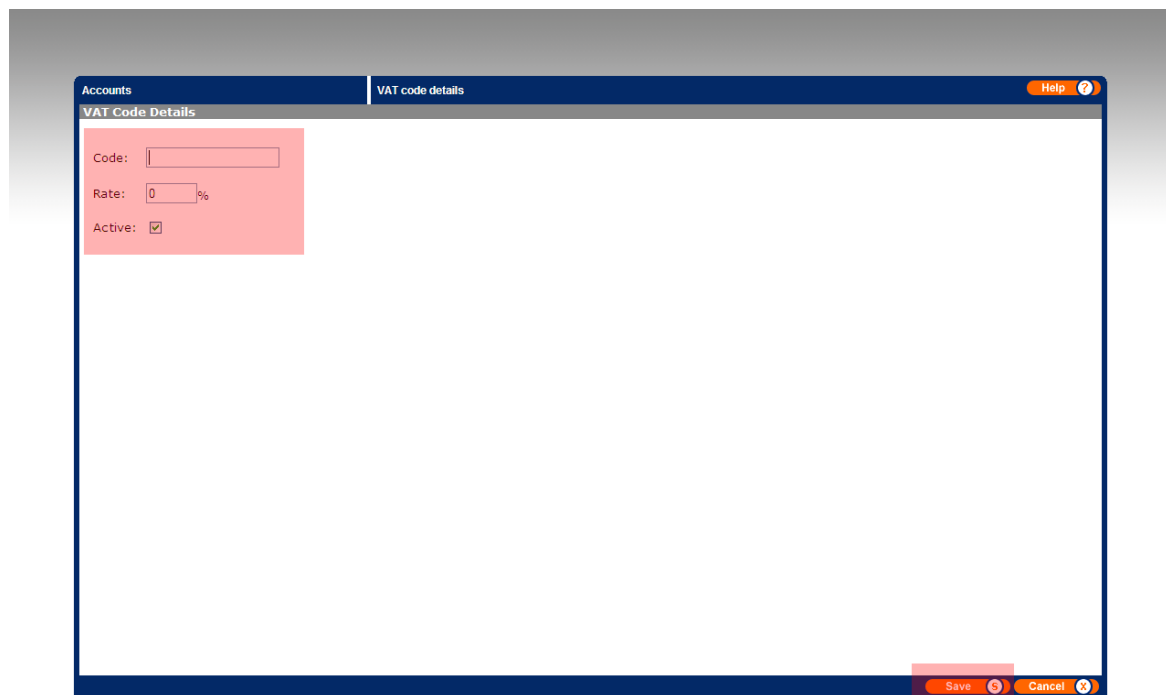
**Select 'Add' in the bottom right hand corner**

Active	Code	Rate
Yes	Standard	17.5%
Yes	Lower	5%
Yes	Exempt	0%
Yes	Zero	0%
Yes	None	0%
No	EU1	0%
No	EU2	0%

Do not change any of these figures unless advised to do so by your accountant.

**Add**

In the 'Code' area, enter what you would like the new VAT code to be referred to. Then below enter the % of the new VAT code. Make sure Active is selected and then click save. Your VAT code will now be available during invoice entry.



VAT Code Details

Code:

Rate:  %

Active:

**Save** **Cancel**