

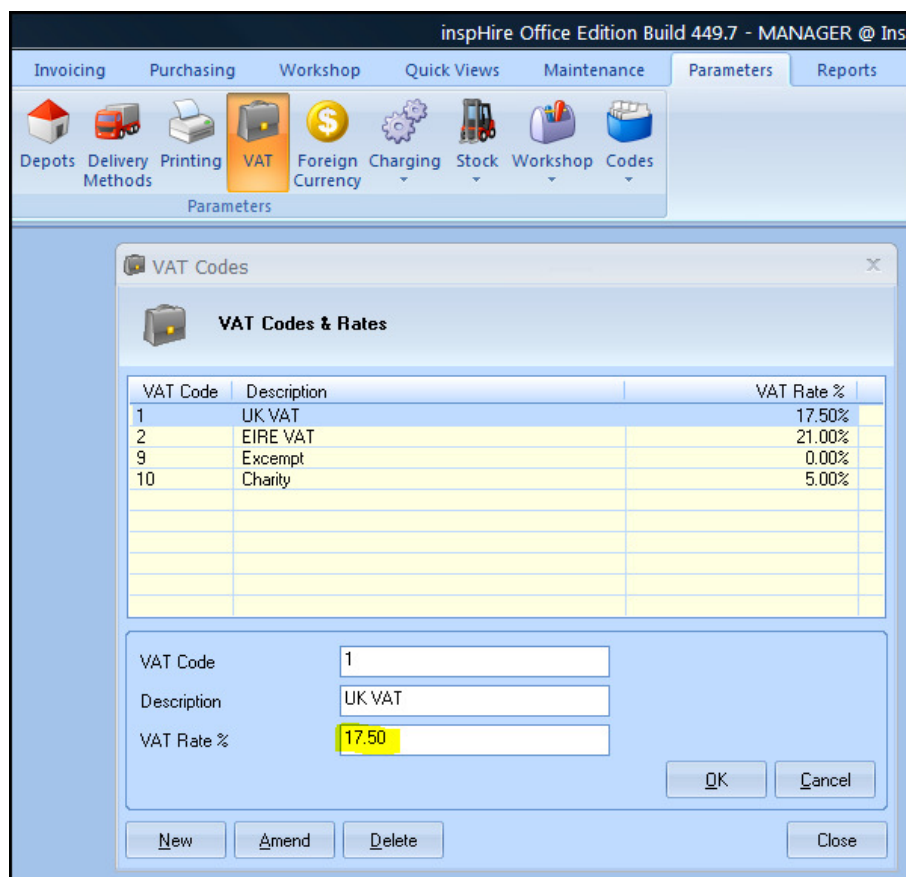
How to amend the VAT percentage in inspHire Office Edition

You can change the percentage of VAT charged in inspHire from the current 17.5% VAT to the new figure of 15% - you do not need to create a new VAT code for the new amount.

First, process any invoices that you wish to have processed with the 17.5% VAT. Note that the Date of the invoice will set the amount of VAT to be charged – any invoice dated on or before November 30th 2008 should be charged at 17.5% for the whole period of the invoice, even if this period extends into December (Likewise, if you raise an invoice on or after December 1st, you should charge VAT at 15%, even if the period of the invoice extends back in to November).

The invoices calculated at 17.5% can then be posted to the accounts package, as inspHire will have calculated the VAT correctly.

You can then amend the current 17.5% VAT Code in inspHire to the new rate of 15%. To do this, log in to inspHire as the “**MANAGER**” user and go to “Parameters”, “VAT” and then **CHANGE** the standard VAT code that you use. To do this, click on the 17.5% VAT code and then click on **Amend**:



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Parameters

VAT Code	Description	VAT Rate %
1	UK VAT	17.50%
2	EIRE VAT	21.00%
9	Exempt	0.00%
10	Charity	5.00%

VAT Code: 1

Description: UK VAT

VAT Rate %: 17.50

Buttons: New, Amend, Delete, OK, Cancel, Close

You just need to change the figure in the “VAT Rate %” box from 17.50 to 15.00.

Then click on **OK** and then **CLOSE** and from that point on, all Contracts, Sales Orders, Purchase Orders and Workop Jobs will use the amended VAT code.



Note you will also need to create a **NEW** VAT Code, for 17.5% VAT – this is to be used if you wish to Credit an Invoice *previously raised* (on or before November 30th 2008) using 17.5% VAT. To create a new Code, from the “Parameters”, “VAT” screen, click on NEW and then create a new Code, using a percentage of 17.5% - if you then need to credit an invoice previously raised using 17.5% VAT, you need to raise the Credit in inspHire as normal, but then **AMEND** the VAT Code on the items on the Credit to use the “new” 17.5% VAT Code.

If this is not done, then the Credit will be raised using 15% VAT, which – if the original invoice charged 17.5% VAT – is probably not what you want.

You will also need to make the same changes in your linked accounting system, amending the current Rate of VAT to be 15% (from 17.5%) and creating a new Code for 17.5% VAT – if you need assistance with setting up your Accounting system, please contact your Accounts software supplier.

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