

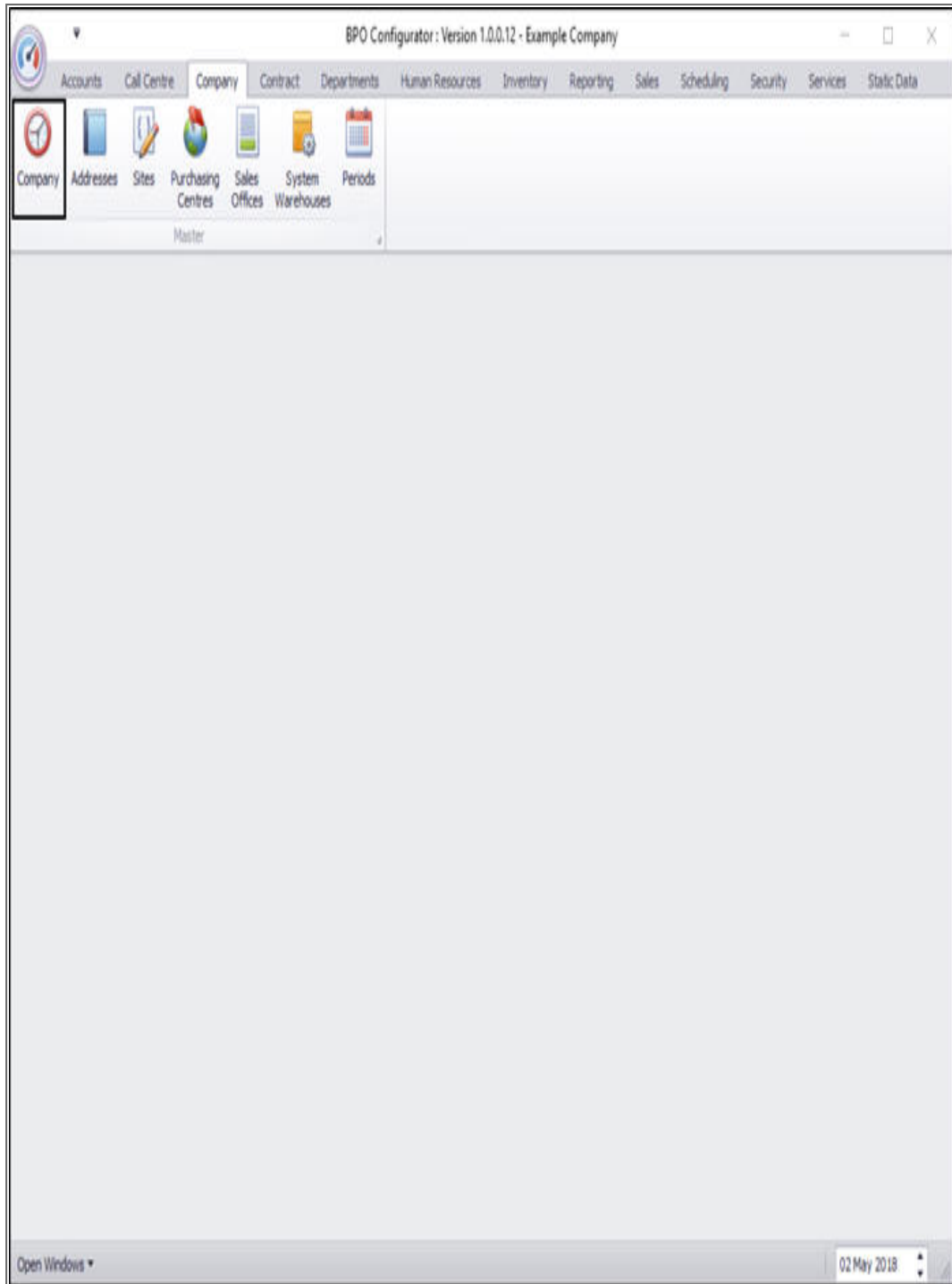
We are currently updating our site; thank you for your patience.

COMPANY

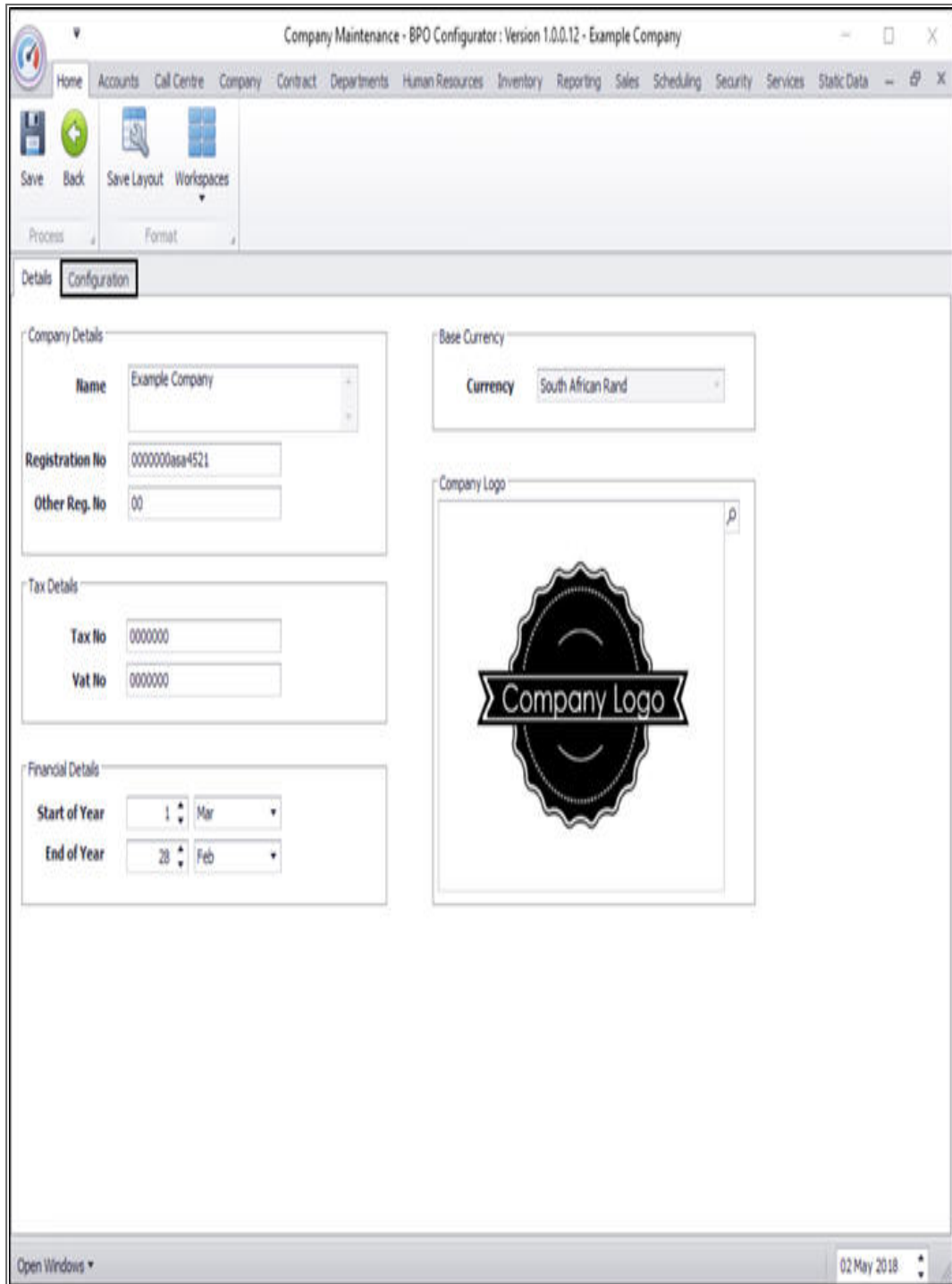
COMPANY – SETTING UP TAX RATES

Tax rates need to be set up so that you can add tax to items e.g. **15%** VAT on stock sold.

Ribbon Access: Configurator > Company > Company



- The **Company Maintenance** screen will be displayed.
- Click on the **Configuration** tab.



- You can now view the **Tax Rates** frame.
- **Right click** anywhere in a **row** of the **Tax Rates** data grid.

- A **Maintain** menu will pop up.
- Click on **Add** - Add New Tax Rate.

The screenshot shows the 'Company Maintenance - BPO Configurator' application. The 'Configuration' tab is active, and the 'Settings' panel is open. The 'Tax Rates' table is visible, and a 'Maintain' menu is overlaid on the table, showing the 'Add' option selected.

TaxType	TaxTypeDesc	Code	TaxCodeDesc	Rate	Default	AccountSystemCode	AmendDate
VAT	Value Added Tax	3	Zero Rated	0.00	No	6	2018/05/03
VAT	Value Added Tax	1	Standard Rate	15.00	No	1	2018/05/03
VAT	Value Added Tax	5	Old Standard Rate	14.00	No	1	2018/05/03

- The final row in the data grid will be **'activated'**.
- The **Tax Type**, **Tax Type Description**, **Rate** and **Default** columns will now be populated.

The screenshot shows the 'Company Maintenance - BPO Configurator: Version 1.0.0.12 - Example Company' window. The 'Configuration' tab is active, and the 'Settings' section is expanded. The 'Tax Rates' table is visible at the bottom right of the configuration area.

TaxType	TaxTypeDesc	Code	TaxCodeDesc	Rate	Default	AccountSystemCode	AmendDate
VAT	Value Added Tax	3	Zero Rated	0.00	No	6	2018/05/03
VAT	Value Added Tax	1	Standard Rate	15.00	No	1	2018/05/03
VAT	Value Added Tax	5	Old Standard Rate	14.00	No	1	2018/05/03
VAT	Value Added Tax			0.00	No		

- Click in the **Code** text box to reveal an **ellipsis** button.
- Click on this button to display the **Select a tax code** pop up screen.
- Click on the **row selector** in front of the **tax code** that you wish to **link** to this company.
- Click on **Ok**.

The screenshot shows the 'Company Maintenance - BPO Configurator: Version 1.0.0.12 - Example Company' interface. The 'Tax Rates' table is visible, and a 'Select a tax code' dialog is open over it.

Code	TaxCodeDesc	Rate	Default	AccountSystemCode	AmendDate
3	Zero Rated	0.00	No	6	2018/05/03
1	Standard Rate	15.00	No	1	2018/05/03
5	Old Standard Rate	14.00	No	1	2018/05/03
...		0.00	No		

Code	CodeDescription
0	Zero Rated
2	Exempt

- The **Code** and **Tax Code Desc** columns will now populate with the selected code details.

- Click in the **Rate** text box and either type in or use the directional arrows to select the tax rate (**percentage** value).

The screenshot shows the 'Company Maintenance - BPO Configurator' application. The 'Configuration' tab is active, displaying various settings. A 'Tax Rates' table is visible at the bottom right of the configuration area.

TaxType	TaxTypeDesc	Code	TaxCodeDesc	Rate	Default	AccountSystemCode	AmendDate
VAT	Value Added Tax	3	Zero Rated	0.00	No	6	2018/05/03
VAT	Value Added Tax	1	Standard Rate	15.00	No	1	2018/05/03
VAT	Value Added Tax	5	Old Standard Rate	14.00	No	1	2018/05/03
I VAT	Value Added Tax	2	Exempt	0.	No		

- Click in the **Default** text box to reveal a drop-down menu.
 - Click on **Yes** if the Tax Rate is to be used by default.
 - Click on **No** if the Tax Rate is not to be used by default.

Company Maintenance - BPO Configurator: Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces

Process Format

Details Configuration

Settings

FlagDesc	Value
Post Account Journals	Yes
Debtors Aging Method	STATEMENT
Single Asset Fill	No
Auto Apply Task Configuration to W/O	No
Auto Accept Call Assignment	No
Auto Call Status Change Email	Yes
Auto Customer Code	Yes
Auto Approve Asset Disposals	Yes
Auto Receipt Debit Order	No
Auto Sale Stock Issue	Yes
Auto Schedule	Yes
Include Yield shortfalls in Billing Batch	No
Batch Tracking	Yes
B Class Part acts as Service	Yes
Call Centre Default Period (Days)	180
Call Error Code Mandatory	No
Check Credit Limit	Yes
Check Credit Terms	Yes
Make provision for back to back config...	No
Allow concurrent open work orders	No
Contract Closure Call	No
Document Repository Path	\\SYD8000...

Work Order Configuration

Default WO Type: Default
Default Priority: 2

Project Configuration

Auto Ref:
Ref Prefix: PRJ
Next Project No: 292

New Asset Configuration

Default Type: Default type for ne...
Default Class: Default class for ne...
Default Category: Default category for...

Asset Numbering

Auto Ref:
Ref Prefix: AREG
Next Asset Reg No: 329

Tax Rates

TaxType	TaxTypeDesc	Code	TaxCodeDesc	Rate	Default	AccountSystemCode	AmendDate
VAT	Value Added Tax	3	Zero Rated	0.00	No	6	2018/05/03
VAT	Value Added Tax	1	Standard Rate	15.00	No	1	2018/05/03
VAT	Value Added Tax	5	Old Standard Rate	14.00	No	1	2018/05/03
I VAT	Value Added Tax	2	Exempt	0.00	No		

Open Windows

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- Click in the **Account System Code** text box and type in an **account system code** for this new tax rate.

Company Maintenance - BPO Configurator: Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces

Process Format

Details Configuration

Settings

FlagDesc	Value
Post Account Journals	Yes
Debtors Aging Method	STATEMENT
Single Asset Fill	No
Auto Apply Task Configuration to W/O	No
Auto Accept Call Assignment	No
Auto Call Status Change Email	Yes
Auto Customer Code	Yes
Auto Approve Asset Disposals	Yes
Auto Receipt Debit Order	No
Auto Sale Stock Issue	Yes
Auto Schedule	Yes
Include Yield shortfalls in Billing Batch	No
Batch Tracking	Yes
B Class Part acts as Service	Yes
Call Centre Default Period (Days)	180
Call Error Code Mandatory	No
Check Credit Limit	Yes
Check Credit Terms	Yes
Make provision for back to back config...	No
Allow concurrent open work orders	No
Contract Closure Call	No
Document Repository Path	\\SYDB000...

Work Order Configuration

Default WO Type: Default
 Default Priority: 2

Project Configuration

Auto Ref:
 Ref Prefix: PRJ
 Next Project No: 292

New Asset Configuration

Default Type: Default type for ne...
 Default Class: Default class for ne...
 Default Category: Default category for...

Asset Numbering

Auto Ref:
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Tax Rates

TaxType	TaxTypeDesc	Code	TaxCodeDesc	Rate	Default	AccountSystemCode	AmendDate
VAT	Value Added Tax	3	Zero Rated	0.00	No	6	2018/05/03
VAT	Value Added Tax	1	Standard Rate	15.00	No	1	2018/05/03
VAT	Value Added Tax	5	Old Standard Rate	14.00	No	1	2018/05/03
I VAT	Value Added Tax	2	Exempt	0.00	No		

Open Windows

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- When you have finished adding the new tax rate details, press **Enter**.

- **Note:** The **Amend Date** column will be adjusted by the system.
- The new tax rate code will be **saved** and a **new row** will be added to the **Tax Rates** data grid.
- Click on **Save** .

Company Maintenance - BPO Configurator: Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces

Process Format

Details Configuration

Settings

FlagDesc	Value
Post Account Journals	Yes
Debtors Aging Method	STATEMENT
Single Asset Fill	No
Auto Apply Task Configuration to WO	No
Auto Accept Call Assignment	No
Auto Call Status Change Email	Yes
Auto Customer Code	Yes
Auto Approve Asset Disposals	Yes
Auto Receipt Debit Order	No
Auto Sale Stock Issue	Yes
Auto Schedule	Yes
Include Yield shortfalls in Billing Batch	No
Batch Tracking	Yes
B Class Part acts as Service	Yes
Call Centre Default Period (Days)	180
Call Error Code Mandatory	No
Check Credit Limit	Yes
Check Credit Terms	Yes
Make provision for back to back config...	No
Allow concurrent open work orders	No
Contract Closure Call	No
Document Repository Path	\\SY08000...

Work Order Configuration

Default WO Type: Default
 Default Priority: 2

Project Configuration

Auto Ref:
 Ref Prefix: PRJ
 Next Project No: 292

New Asset Configuration

Default Type: Default type for ne...
 Default Class: Default class for ne...
 Default Category: Default category for...

Asset Numbering

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Tax Rates

TaxType	TaxTypeDesc	Code	TaxCodeDesc	Rate	Default	AccountSystemCode	AmendDate
VAT	Value Added Tax	3	Zero Rated	0.00	No	6	2018/05/03
VAT	Value Added Tax	1	Standard Rate	15.00	No	1	2018/05/03
VAT	Value Added Tax	5	Old Standard Rate	14.00	No	1	2018/05/03
VAT	Value Added Tax	2	Exempt	0.00	No	5	

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