

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

## COMPANY

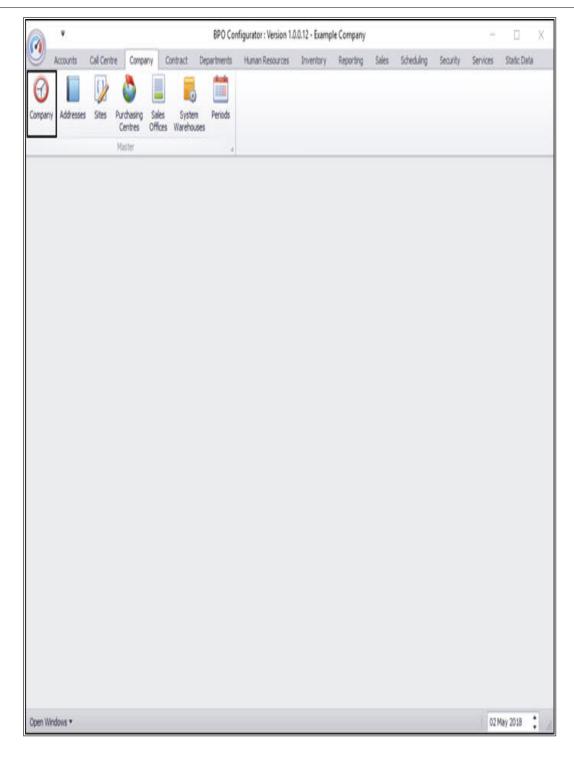
## **COMPANY - SETTING UP TAX RATES**

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



## Setting up Tax Rates



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

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 04/07/2024



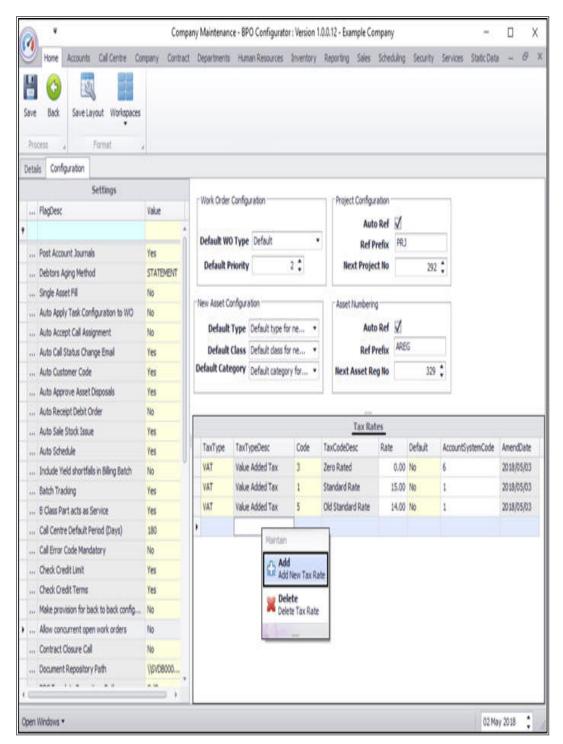
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- You can now view the **Tax Rates** frame.
- Right click anywhere in a row of the Tax Rates data grid.

Help v2024.5.0.7/1.0 - Pg 3 - Printed: 04/07/2024

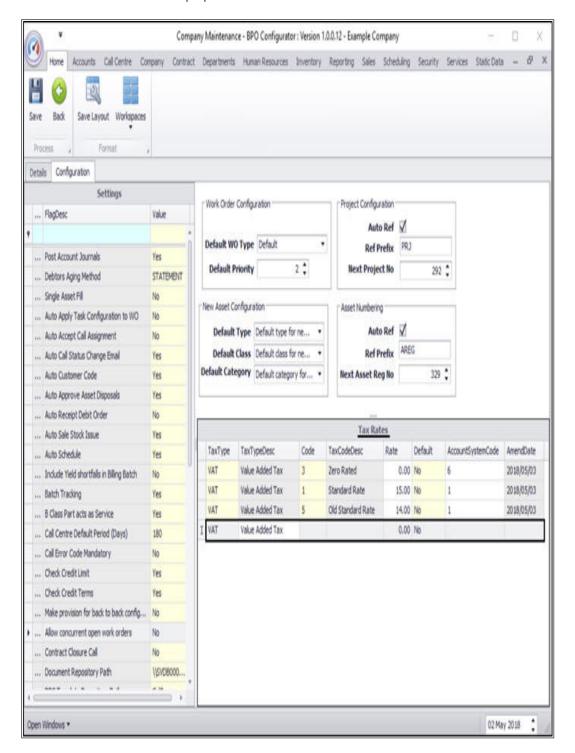


- A Maintain menu will pop up.
- Click on Add Add New Tax Rate.





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





- 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**.

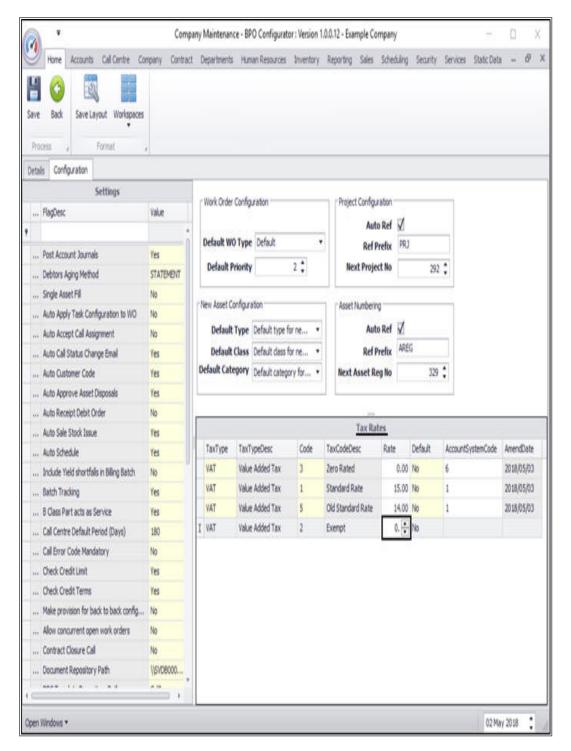


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• The **Code** and **Tax Code Desc** columns will now populate with the selected code details.



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



Help v2024.5.0.7/1.0 - Pg 8 - Printed: 04/07/2024



- 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 <u>not</u> to be used by default.



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

Help v2024.5.0.7/1.0 - Pg 10 - Printed: 04/07/2024



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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 the **Tax Rates** data grid.
- Click on Save .

Help v2024.5.0.7/1.0 - Pg 12 - Printed: 04/07/2024



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