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## ***Introduction***

### **About this document**

This manual details the method of amending VAT Rates for sales and Purchases required for proposed rate cut December 2008.

### **Document Version**

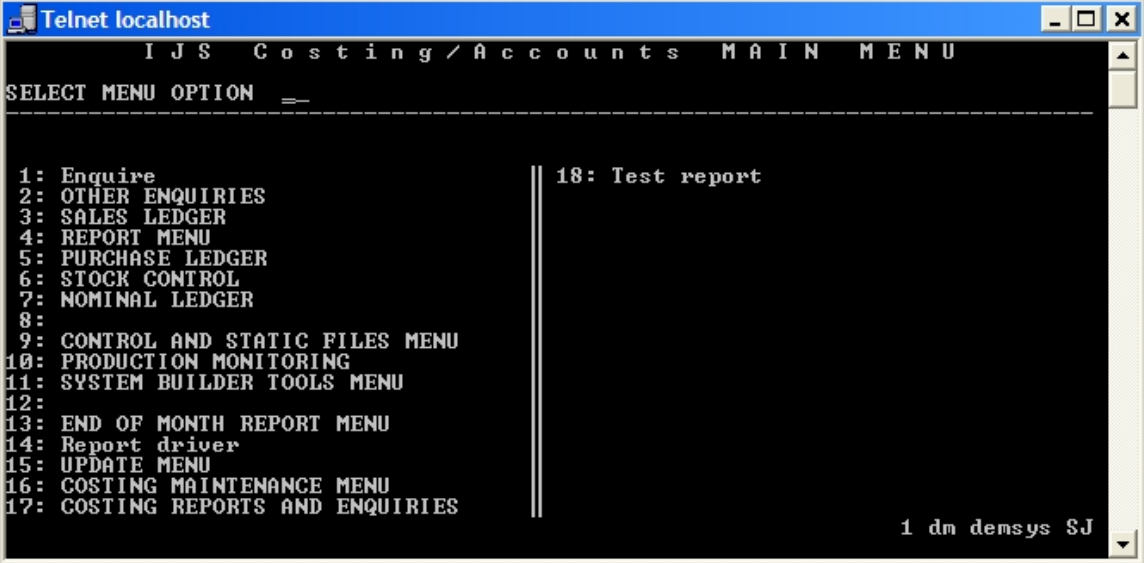
1.0

### **Last Amendment**

24/11/2008

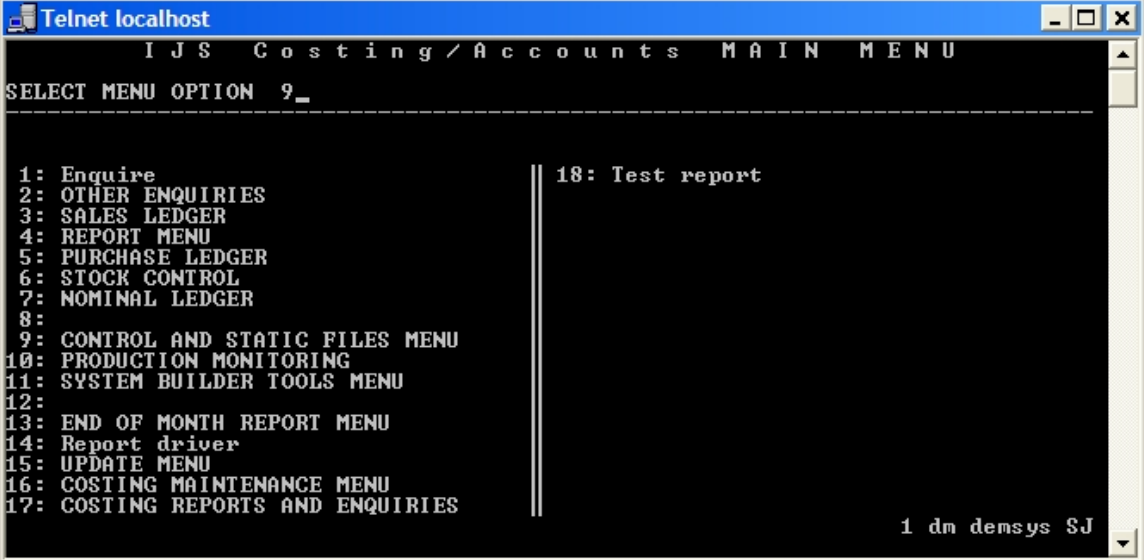
## Amending the Sales Standard VAT Rate

Log into the IJS Costing accounts system and ensure you are back at the Main Menu.



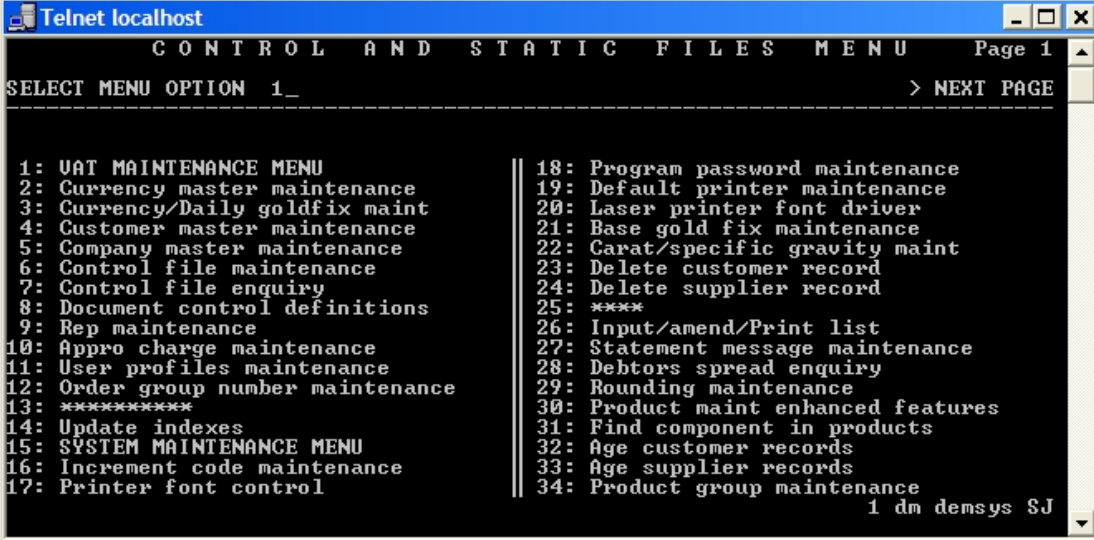
```
Telnet localhost
IJS Costing / Accounts MAIN MENU
SELECT MENU OPTION ==
1: Enquire
2: OTHER ENQUIRIES
3: SALES LEDGER
4: REPORT MENU
5: PURCHASE LEDGER
6: STOCK CONTROL
7: NOMINAL LEDGER
8:
9: CONTROL AND STATIC FILES MENU
10: PRODUCTION MONITORING
11: SYSTEM BUILDER TOOLS MENU
12:
13: END OF MONTH REPORT MENU
14: Report driver
15: UPDATE MENU
16: COSTING MAINTENANCE MENU
17: COSTING REPORTS AND ENQUIRIES
18: Test report
1 dm demsys SJ
```

From the main menu enter 9 – Control and Static files menu and press return



```
Telnet localhost
IJS Costing / Accounts MAIN MENU
SELECT MENU OPTION 9_
1: Enquire
2: OTHER ENQUIRIES
3: SALES LEDGER
4: REPORT MENU
5: PURCHASE LEDGER
6: STOCK CONTROL
7: NOMINAL LEDGER
8:
9: CONTROL AND STATIC FILES MENU
10: PRODUCTION MONITORING
11: SYSTEM BUILDER TOOLS MENU
12:
13: END OF MONTH REPORT MENU
14: Report driver
15: UPDATE MENU
16: COSTING MAINTENANCE MENU
17: COSTING REPORTS AND ENQUIRIES
18: Test report
1 dm demsys SJ
```

The Control And Static files menu is shown. Type 1 and press enter to step to the VAT Maintenance menu.




```
Telnet localhost
CONTROL AND STATIC FILES MENU Page 1
SELECT MENU OPTION 1_ > NEXT PAGE
-----
1: VAT MAINTENANCE MENU
2: Currency master maintenance
3: Currency/Daily goldfix maint
4: Customer master maintenance
5: Company master maintenance
6: Control file maintenance
7: Control file enquiry
8: Document control definitions
9: Rep maintenance
10: Appro charge maintenance
11: User profiles maintenance
12: Order group number maintenance
13: *****
14: Update indexes
15: SYSTEM MAINTENANCE MENU
16: Increment code maintenance
17: Printer font control
18: Program password maintenance
19: Default printer maintenance
20: Laser printer font driver
21: Base gold fix maintenance
22: Carat/specific gravity maint
23: Delete customer record
24: Delete supplier record
25: ****
26: Input/amend/Print list
27: Statement message maintenance
28: Debtors spread enquiry
29: Rounding maintenance
30: Product maint enhanced features
31: Find component in products
32: Age customer records
33: Age supplier records
34: Product group maintenance
1 dm demsys SJ
```

Type 1 and press enter to step to Sales VAT CODE MAINTENANCE



```
Telnet localhost
VAT MAINTENANCE MENU
SELECT MENU OPTION 1_
-----
1 : SALES VAT CODE MAINTENANCE
2 : PURCHASE VAT CODE MAINTENANCE
3 : SALES VAT FILE TOTAL MAINTENANCE
4 : PURCHASE VAT FILE MAINTENANCE
1 dm demsys SJ
```

As the records already exist for the Standard VAT Rate, type 2 and press return the step to the AMEND Screen



```
Telnet localhost
SALES VAT CODE MAINTENANCE
SELECT MENU OPTION 2=
-----
1 : INSERT RECORDS
2 : AMEND RECORDS
3 : DELETE RECORDS
4 : SCROLL AMEND RECORDS
1 dm demsys SJ
```

The Standard VAT Code was usually set as code 1. Type 1 and press enter to bring up the Standard VAT Rate record



```
Telnet localhost
SALES VAT CODE MAINTENANCE - AMEND
-----
1: Uat code          1_____
2: Description
3: Uat rate
4: Margin Uat Rate
```

The Standard VAT Rate record is shown. Amend the VAT Rate by typing 3 and pressing the enter key.

```
Telnet localhost
SALES VAT CODE MAINTENANCE - AMEND
ENTER FIELD NO TO AMEND <0=OK> 0_
-----
1: Uat code          1
2: Description      STANDARD
3: Uat rate         17.50
4: Margin Uat Rate  14.85
```

```
Telnet localhost
SALES VAT CODE MAINTENANCE - AMEND
-----
1: Uat code          1
2: Description      STANDARD
3: Uat rate         17.50_____
4: Margin Uat Rate  14.85
```

Change the VAT rate field to the new rate defined by the treasury

```
Telnet localhost
SALES VAT CODE MAINTENANCE - AMEND
-----
1: Uat code          1
2: Description       STANDARD
3: Uat rate          15.00
4: Margin Uat Rate  14.85
```

And press return

```
Telnet localhost
SALES VAT CODE MAINTENANCE - AMEND
ENTER FIELD NO TO AMEND <0=OK> 0_
-----
1: Uat code          1
2: Description       STANDARD
3: Uat rate          15.00
4: Margin Uat Rate  14.85
```

The cursor will return to the top of the page prompting you to enter another field to amend. Simply press the return key and the record will be saved.

```
Telnet localhost
SALES VAT CODE MAINTENANCE - AMEND
-----
1: Uat code          _____
2: Description
3: Uat rate
4: Margin Uat Rate
```

Press return at this point and the screen will exit back to the insert/amend menu.



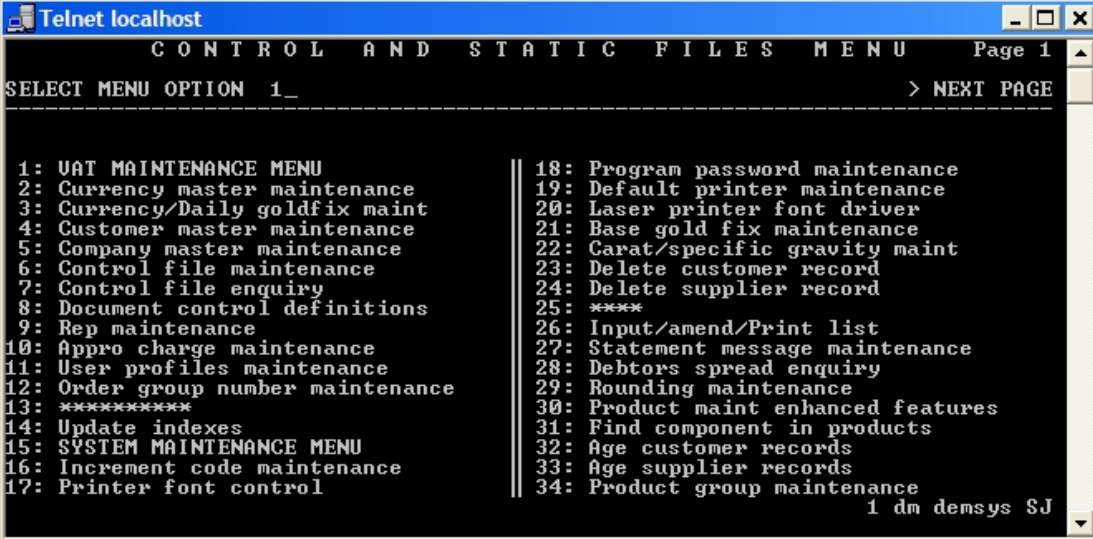
```
Telnet localhost
SALES VAT CODE MAINTENANCE
SELECT MENU OPTION 2=
-----
1 : INSERT RECORDS
2 : AMEND RECORDS
3 : DELETE RECORDS
4 : SCROLL AMEND RECORDS
1 dm demsys SJ
```

Press return and the screen will step back to the VAT Menu



```
Telnet localhost
VAT MAINTENANCE MENU
SELECT MENU OPTION 1=
-----
1 : SALES VAT CODE MAINTENANCE
2 : PURCHASE VAT CODE MAINTENANCE
3 : SALES VAT FILE TOTAL MAINTENANCE
4 : PURCHASE VAT FILE MAINTENANCE
1 dm demsys SJ
```

Press 0 and enter and the screen will step back to the Control and Static files menu.



```
Telnet localhost
CONTROL AND STATIC FILES MENU Page 1
SELECT MENU OPTION 1_ > NEXT PAGE
-----
1: UAT MAINTENANCE MENU
2: Currency master maintenance
3: Currency/Daily goldfix maint
4: Customer master maintenance
5: Company master maintenance
6: Control file maintenance
7: Control file enquiry
8: Document control definitions
9: Rep maintenance
10: Appro charge maintenance
11: User profiles maintenance
12: Order group number maintenance
13: *****
14: Update indexes
15: SYSTEM MAINTENANCE MENU
16: Increment code maintenance
17: Printer font control
18: Program password maintenance
19: Default printer maintenance
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26: Input/amend/Print list
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29: Rounding maintenance
30: Product maint enhanced features
31: Find component in products
32: Age customer records
33: Age supplier records
34: Product group maintenance
1 dm demsys SJ
```

Press 0 and enter and the screen will step back to the Main Menu.

Make sure you amend any other records you have set up in your system which denote the current VAT rate.

### **Amending the Purchase Standard Rate**

The process to amend the Purchase VAT Rates is the same as the sales codes except for the selection you choose at the VAT Maintenance Menu. For the Purchase VAT select 2 and press enter.



```
Telnet localhost
VAT MAINTENANCE MENU
SELECT MENU OPTION 1_
-----
1 : SALES VAT CODE MAINTENANCE
2 : PURCHASE VAT CODE MAINTENANCE
3 : SALES VAT FILE TOTAL MAINTENANCE
4 : PURCHASE VAT FILE MAINTENANCE
1 dn demsys SJ
```

Follow the process as above for the Sales VAT Codes.

Make sure you amend any other Purchase VAT Rate records you have set up in your system which denote the current VAT rate.