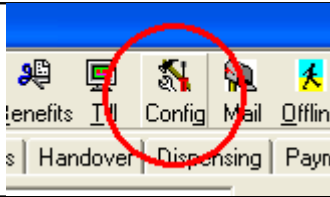
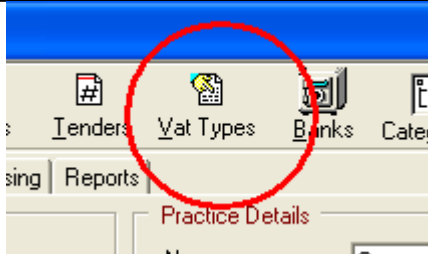
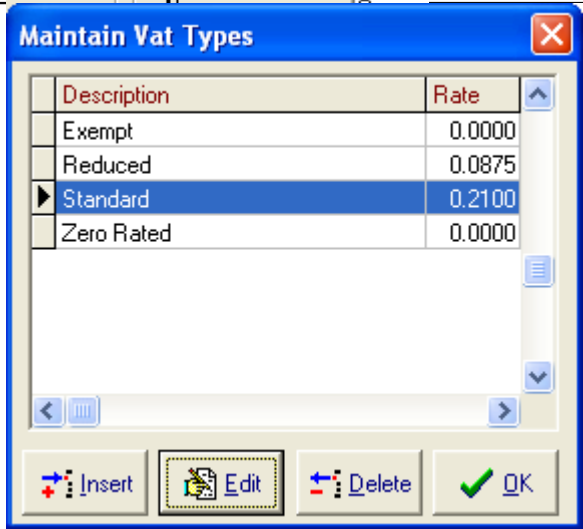
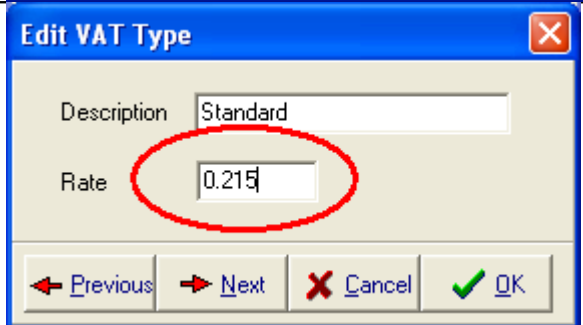


Acuitas Version 1.2 and Version 1.3

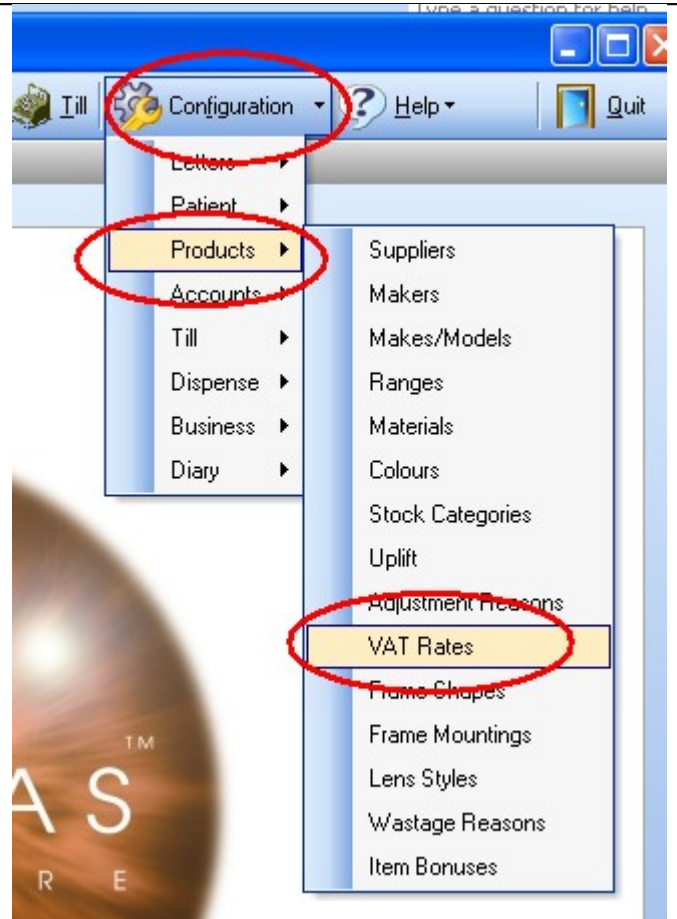
<p>Click on the “Config” button on the main toolbar</p>											
<p>Within the configuration screen, click on the “Vat Types” button in its toolbar.</p>											
<p>The resulting screen will display all your VAT types, and associated rates. Highlight the VAT type which corresponds to the current 21% standard rate.</p>	 <table border="1" data-bbox="824 779 1377 957"><thead><tr><th>Description</th><th>Rate</th></tr></thead><tbody><tr><td>Exempt</td><td>0.0000</td></tr><tr><td>Reduced</td><td>0.0875</td></tr><tr><td>Standard</td><td>0.2100</td></tr><tr><td>Zero Rated</td><td>0.0000</td></tr></tbody></table>	Description	Rate	Exempt	0.0000	Reduced	0.0875	Standard	0.2100	Zero Rated	0.0000
Description	Rate										
Exempt	0.0000										
Reduced	0.0875										
Standard	0.2100										
Zero Rated	0.0000										
<p>And then click on the “Edit” button. In the maintenance screen which follows, all you have to do is to overtype the existing 0.2100 rate value, with 0.2150 and then press the OK button.</p>	 <table border="1" data-bbox="824 1318 1377 1545"><tbody><tr><td>Description</td><td>Standard</td></tr><tr><td>Rate</td><td>0.215</td></tr></tbody></table>	Description	Standard	Rate	0.215						
Description	Standard										
Rate	0.215										

Acuitas Version 2.0

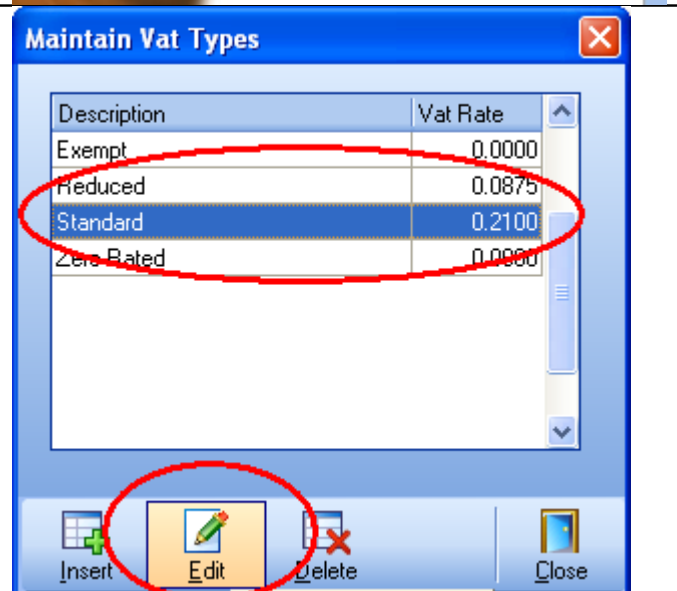
Access the VAT types maintenance area by dropping down the menu under the configuration button on the main toolbar.

Then select the Products option, which will open a sub-menu.

Then click on the “VAT Rates” button.



The resulting screen will display all your VAT types, and associated rates. Highlight the VAT type which corresponds to the current 21% standard rate.



And then click on the “Edit” button.
In the maintenance screen which follows, all you have to do is to overtype the existing 0.2100 rate value, with 0.2150 and then press the OK button.

The screenshot shows a dialog box titled "Edit VAT Type" with a close button in the top right corner. It contains two input fields: "Description" with the value "Standard" and "Rate" with the value "0.2150". At the bottom, there are four buttons: "Previous" (left arrow), "Next" (right arrow), "Cancel" (red X), and "Ok" (green checkmark). The "Rate" field and the "Ok" button are circled in red.