



# **20% VAT AMENDMENT GUIDELINES FOR 04/01/2011**

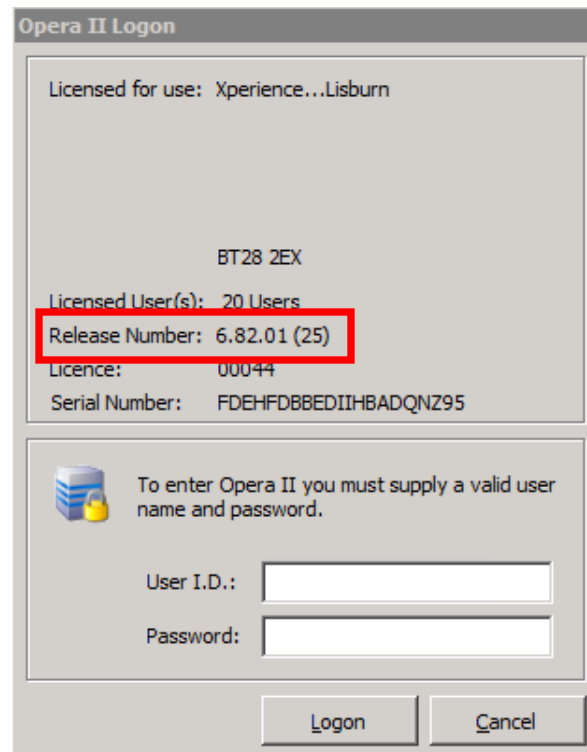
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**OPERA II Version 6.70 or above.**

**For users running Opera 2 6.70 or above only.**

***PLEASE CONTACT GEMMA MCALORUM ON 028 92 677533 IF YOUR OPERA 2 VERSION IS LESS THAN 6.70 TO ARRANGE AN UPGRADE.***

***Your current version is displayed as follows on the Login screen.***



The screenshot shows a dialog box titled "Opera II Logon". It contains the following text:

Licensed for use: Xperience...Lisburn

BT28 2EX

Licensed User(s): 20 Users

Release Number: 6.82.01 (25)

Licence: 00044

Serial Number: FDEHFDBBEDIIHBADQNZ95

Below this information is a section with a lock icon and the text: "To enter Opera II you must supply a valid user name and password." This section contains two input fields: "User I.D.:" and "Password:". At the bottom of the dialog are two buttons: "Logon" and "Cancel". The "Release Number: 6.82.01 (25)" line is highlighted with a red rectangle.

## Vat Changes

**In Opera II go to System/Maintenance/VAT Processing**

Update the current 17.5 % Vat codes as per the screen shot below.

The screenshot shows a software window titled "VAT Processing : 1 - STD PURCHASE 17.5". The "General" tab is active. The "Country Type" is set to "H" (Home Country), "Trans. Type" is "P" (Purchase), and "VAT Code" is "1". The "Description" field contains "STD PURCHASE 17.5" and the "Nominal Code" is "D5010" with "VAT Control A/C" selected. A red box highlights the "Rate 1 %" field set to "17.50", "Date 1" set to "01/01/2010", "Rate 2 %" set to "20.00", and "Date 2" set to "04/01/2011". Below these fields are sections for "VAT Return Boxes" (with checkboxes for 6, 7, 8, 9, 1, 2, 4), "EC Sales Listing (ESL)" (with checkboxes for Goods Value = Supplies, Process Item, Triangulation, Services), and "Supplementary Declaration (SD)" (with checkboxes for Pre-Process Item, Post Process Item, Goods Value = Supplies). At the bottom, there is an "Action" dropdown, a "Close" button, and a "Modified" field.

In this example for a Purchase Vat code Rate 1 Will be 17.5% with an effective date of 01/01/2010 and the Rate 2 20.0 % with an effective date of 04/01/2011.

Note: The above example is for illustrative purposes only. Your Nominal code / Vat description may be different than what is shown above.

**Repeat this procedure for all Sales & Purchase VAT codes that have a current Vat rate of 17.5%.**

For any further information on the VAT changes please visit

<http://www.hmrc.gov.uk/vat/forms-rates/rates/rate-increase.htm>