



**17.5% VAT AMENDMENT
GUIDELINES FOR 01/01/2010**

OPERA 16

Firstly in order to minimize disruption to your business we advise you to Invoice all possible SOP/Invoicing transactions through your usual means of invoicing on or before the last working day of December 2009.

You should use the new rate 17.5% for **all** VAT invoices that you issue on or after 1st January 2010.

Special Rules

If the goods are provided before the increase in VAT e.g. 22/12/2009 and then billed after the VAT increase e.g. 02/01/2010, the user can opt to apply a 15.0% VAT charge to the Invoice.

This is valid as the issue of stock was made whilst the VAT Rate was 15.0% and the Invoice was raised within 14 days of supply.

Please refer to HMRC guidelines for further clarification of the 14-day rule if you feel this applies to your business requirement.

1. In opera go to System/VAT Processing

From this screen make a note of the old 15% VAT codes and the new 17.5% VAT codes. (Your 17.5% VAT codes should already be setup from processing pre 1/12/08)

For Example

Country Type	Trans Type	VAT Code	VAT%
H	S	1	17.5
H	S	2	15.0
H	P	1	17.5
H	P	2	15.0

- Download the Opera / Opera II VAT utility from the Xperience website at www.xperience-group.co.uk/downloads and save to a folder on your PC.

Important:
Before Running this utility Log out of the product and make sure everyone logs out.

Take a backup of the data files.

2. Run the Vatrata.exe program.

This program will update the following Items when run.

- Sales codes
- Supply codes
- Customer records
- Supplier Records
- SOP Documents not Invoiced (If selected)

Select your Pegasus Product (5)

Select the system Folder in your Opera Installation.(6) This is usually x:\operaw\system (Where X is your network drive)

Select the company you wish to update (7)

Tick the **SOP/Invoicing** box only if the installation includes SOP or Invoicing AND you want to change sales document lines that have not been delivered or invoiced to the new 17.5% rate. (8)

In the first **Sales VAT From** box, choose the 15.0% VAT code. In the **Sales VAT To** box, choose the 17.5% VAT code to replace the code in the **Sales VAT From** box. If necessary, do the same in the next 4 boxes if you have more than one standard rate.(9)

In the first **Purchase VAT From** box, choose the 15.0% VAT code. In the **Purchase VAT To** box, choose the 17.5% VAT code to replace the code in the **Purchase VAT From** box. If necessary, do the same in the next 4boxes if you have more than one standard rate.(10)

Click **Report Only** first to produce a report without updating the data files to make sure the intended changes are correct.(11)

Click **Report and Update** to update the data files and produce a report.(12)

Repeat Steps 4 to 9 for each individual company.

After Running the Utility

Run Opera for Windows and check the changes to the Sales Codes & Customer Profiles, Supply Codes & Supplier Profiles, and SOP/Invoicing documents.

NOTE on ECVAT Transactions:

You may also need to amend any VAT codes in SYSTEM/VAT PROCESSING that have a rate of VAT that is charged for non registered companies in other European countries.

Please note: This is in no way a definitive or official HMRC or Customs document. It outlines suggested procedural guidelines for Pegasus Opera software. For more details on the implementation of the Vat rules, please seek clarification from the relevant government sources

Guidance will only be available to customers with a valid Xperience Telephone Support Contract. TEL no 02892 677533.