

Users on Opera II (6.70) or later can use the second rate boxes on existing vat codes to apply the 17.5% rate from 1 January 2010 instead of running this utility. The second rate and effective date is set on the System – Maintenance - Vat Processing form in the system module.

Utility Description

The utility replaces a 15% VAT code on Sales Codes (Sales Ledger) and Supply Codes (Purchase Ledger) with a 17.5% VAT code and updates document lines in the SOP or Invoicing modules that have not been fully delivered or invoiced to the 17.5% VAT code.

It works with Opera for Windows, Opera II Enterprise and Opera II Enterprise SQL data. It must be run for each individual company one at a time. You can print a report before committing the changes.

It should be run from the server computer with the necessary user permissions. You must also be able to access to the Microsoft SQL Server database if you are running the utility on Opera II Enterprise SQL data. It can also be run on Opera II Additional Systems.

Run the utility before posting transactions that are chargeable at the 17.5% rate from 1 January 2010.

If orders need to be invoiced at 15%, this should be done either before running the utility or before using the second rate on the VAT code. The 14-day rule for VAT invoices may apply. This is explained on the [HMRC site](#).

Before Running the Utility

1. Create new home Sales and Purchase VAT codes using a rate of 17.5% if they are not already created.
2. Take a backup of the data files and then make sure everyone logs out.
3. Unzip the *VatRate.zip* file.

Running the Utility

4. Run *VatRate.exe*.
5. Select either **Opera for Windows** or **Opera II**.
6. Click the **System Folder** button to choose the system folder on the server computer. These are typical locations on the server computer:

Opera for Windows	C:\Operaw\System
Opera II	C:\Documents and Settings\All Users\Application Data\Pegasus\Server VFP\System
Opera II SQL	C:\Documents and Settings\All Users\Application Data\Pegasus\Server SQL\System

7. Click the **Company** list to choose the first company to update.
8. Tick the **SOP/Invoicing** box if the installation includes SOP or Invoicing to change the sales documents that have not been delivered or invoiced to the new 17.5% rate.
9. In the first **Sales VAT From** box, choose the 15% 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 there is more than one standard rate.
10. In the first **Purchase VAT From** box, choose the 15% 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 four boxes.
11. Click **Report Only** first to produce a report without updating the data files to make sure the intended changes are correct.
12. Click **Report and Update** to update the data files and produce a report.
13. Check that the changes to the Sales Codes, Supply Codes and SOP/Invoicing documents are correct.

Repeat the steps for each individual company. If Additional Systems are used in Opera II, you must also choose its **System Folder** before following steps 7 to 13.
