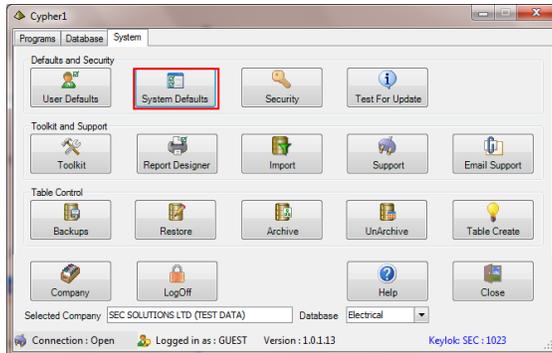
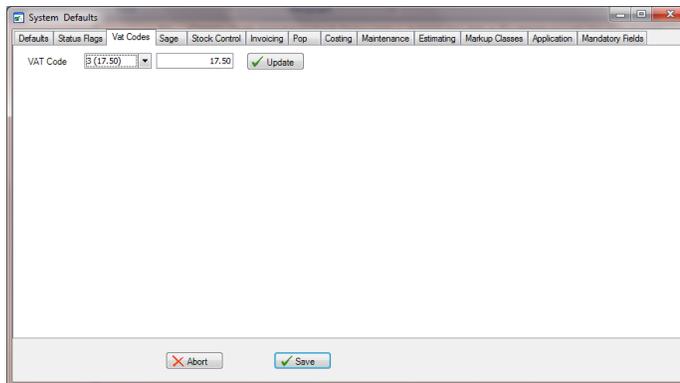


## WORKING NOTES: 6 – TAX CODE CHANGES.

- 1) OPEN THE SYSTEM TAB (YOU WILL NEED TO BE A SUPERVISOR TO DO THIS)  
CLICK ON SYSTEM DEFAULTS

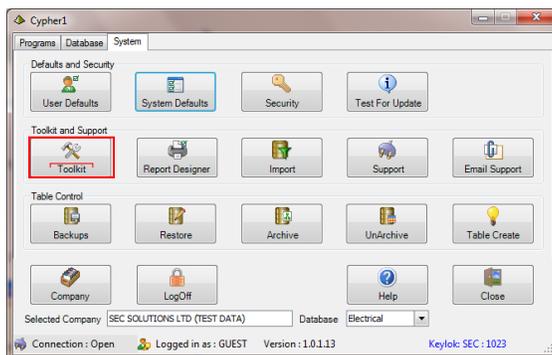


- 2) CLICK ON **VAT CODES**  
CHANGE THE VAT CODE TO THE REQUIRED ONE (IF ALREADY SET)  
CLICK UPDATE  
CLICK ON SAVE



- 3) TO SET A NEW VAT CODE, SELECT AN UNUSED CODE AND ENTER THE % IN THE FIELD TO THE RIGHT  
CLICK UPDATE  
CLICK ON SAVE

- 4) NOW CLICK ON THE TOOLKIT OPTION



- 5) CLICK ON THE DATABASE TAB AND UPDATE THE DEFAULT TAX CODE TO MATCH THE CODE SELECTED IN OPTION 2 ABOVE (THIS MAY TAKE A FEW MINUTES)

