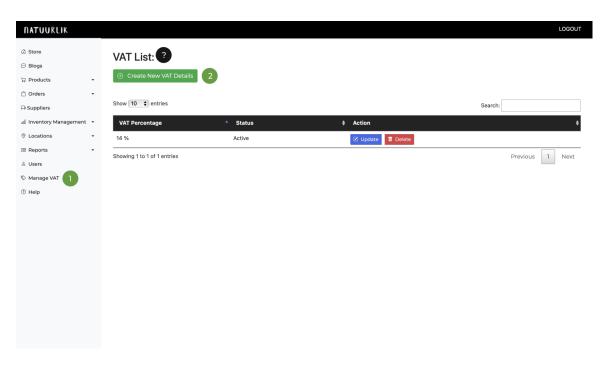


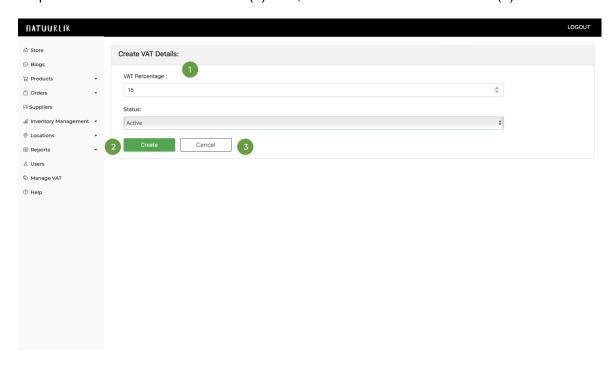
# **Admin Help Document**

VAT

### Add a VAT



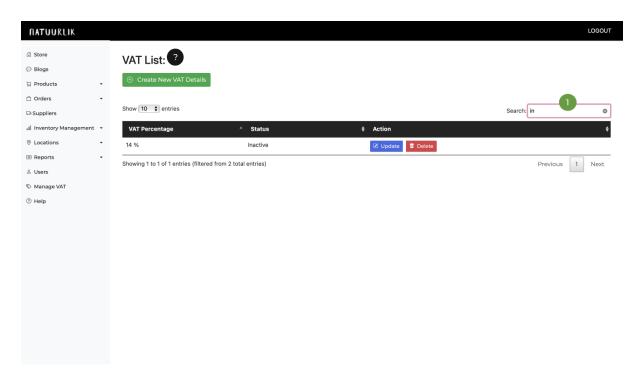
Step 1 – Click on the "VAT" nav item (1) then, click on the "Create New VAT" (2) button



Step 2 – Add the name of the VAT into the textbox (1)

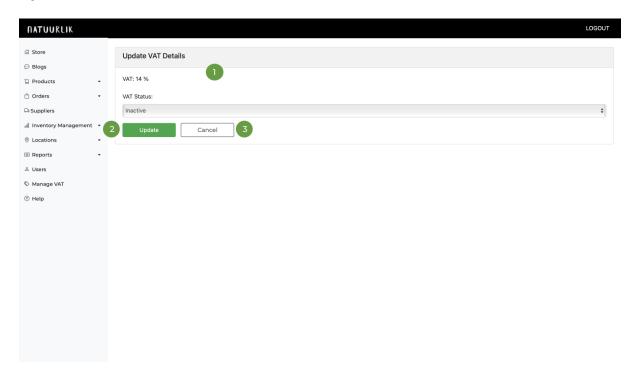
Step 3 – Click on the "Create" button to add the VAT (2) or the Cancel button (3) to return to the VAT List screen

### Search for a VAT



Step 1 – Type the name of the VAT you are searching for in the search bar (1)

## **Update a VAT**



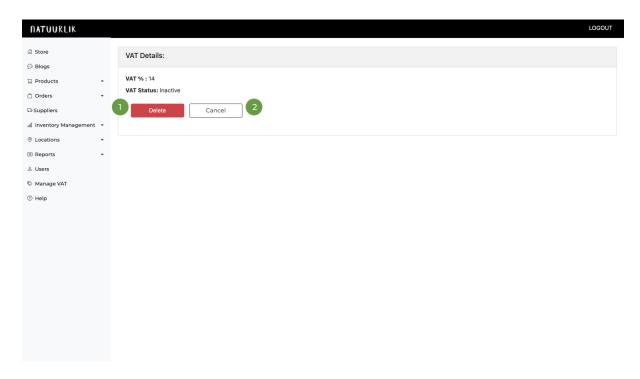
Step 1 – Fill in the VAT details in the provided form

Step 2 – Click on the "Update" button (1) to update the VAT details or "Cancel" button (2) to return to the VAT List screen

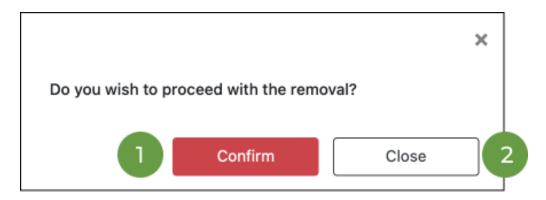


Step 3 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the VAT List screen

### **Delete a VAT**



Step 1 - Click on the "Delete" button to delete the VAT (1) or the "Cancel" button (2) to return to the VAT List screen



Step 2 – Click on the "Confirm" button (1) to confirm the deletion VAT or the "Cancel button (2) to return to the VAT List screen