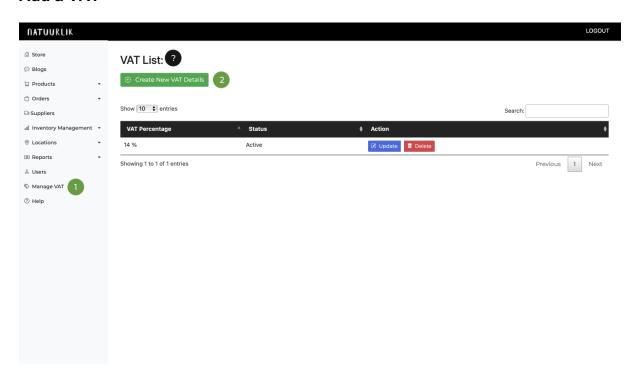


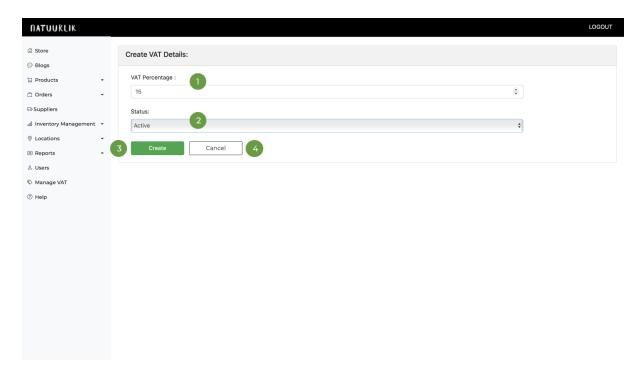
# **Admin Help Document**

VAT Subsystem

#### Add a VAT



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

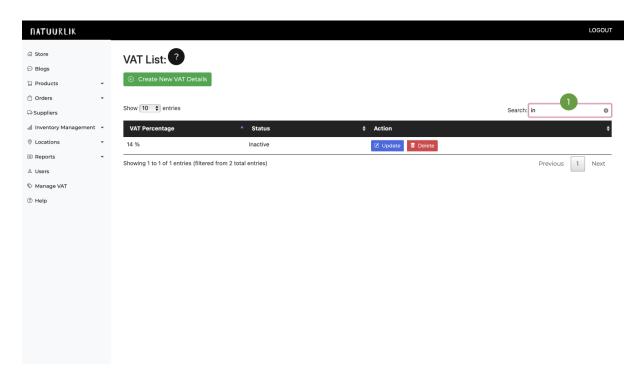


Step 2 – Fill in the required details:

- Fill in the VAT percentage (1)
- o Select the VAT status from the options provided in the drop down (2)

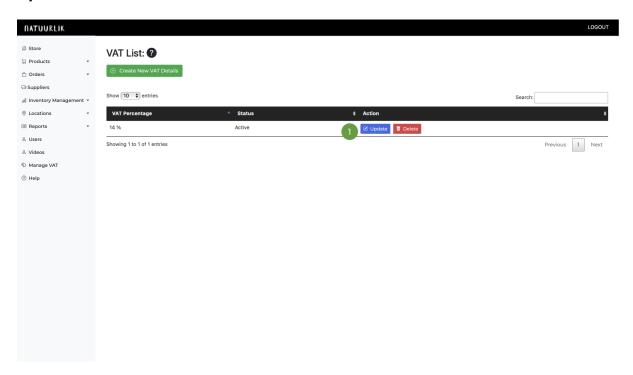
Step 3 – Click on the "Create" button to add the VAT (3) or the Cancel button (4) to return to the VAT List screen

## Search for a VAT

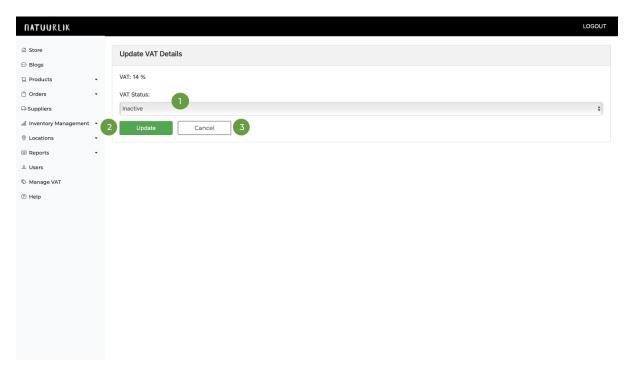


Step 1 – Type the name of the VAT you are searching for in the search bar (1)

### **Update a VAT**



Step 1 – Click on the "Update" button (1)



Step 2 – Update the required details:

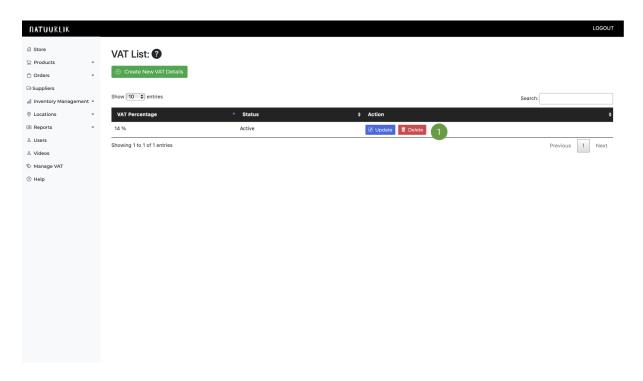
Update the VAT status from the options provided in the drop down (1)

Step 3 – Click on the "Update" button (2) to update the VAT details or "Cancel" button (3) to return to the VAT List screen

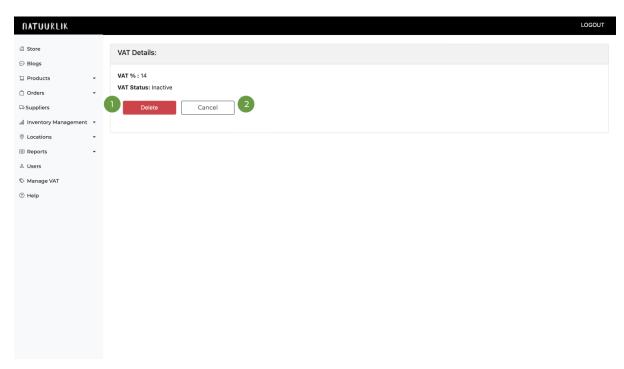


Step 4 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the VAT List screen

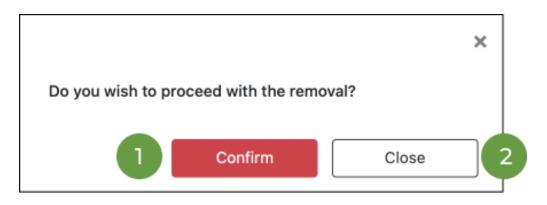
### **Delete a VAT**



Step 1 – Click on the "Delete" button



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