

## VAT Changes and their impact on ProspectSoft CRM

These notes are intended to help you manage the change of VAT Rate which is due on the 1st January 2010 in respect of ProspectSoft CRM and its links to a supported Accounting system.

For the majority of CRM users, the VAT Calculation is immaterial provided that the VAT is correctly calculated when a quotation which has been posted from CRM in to the associated accounting system and has the correct VAT when invoiced. However for those users who produce VAT inclusive quotations the VAT calculation within the CRM system is important and there will inevitably be outstanding CRM Quotations which need revising.

For systems linked to Iris Exchequer:

Do not change the VAT rates in your accounts package until all pre 1st January 2010 sales have been invoiced and then change the VAT rates and immediately Import them into ProspectSoft CRM. To do this go to Admin – Import - Accounts Import, ensure the VAT rates tab is ticked as active, and select Start.

For systems linked to Pegasus Opera or if you raise VAT inclusive quotes in CRM:

**Opera users should not** use Rate2 but should amend Rate1 (or if in doubt set VAT Rate 1 and VAT Rate 2 to both be the new VAT rate)

- Back up both your ProspectSoft and Accounting systems before making any changes
- Run the VAT Change Utility to correct the VAT rate on all un-converted quotations.
- Having made changes examine in detail the results on a small number of transactions before progressing.

The VAT Correction Utility can be downloaded by visiting:

[www.hbpsystems.co.uk/vatchanges](http://www.hbpsystems.co.uk/vatchanges)

Installation Instructions for the utility can be found within the zip file that you will Download from the link.



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