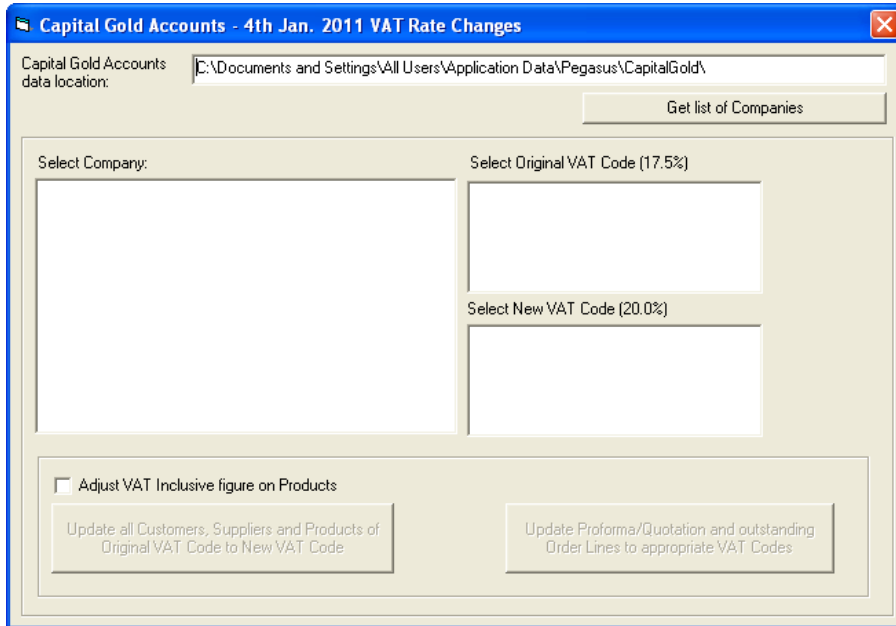


## Utility Description



This utility replaces a 17.5% VAT code on customer, supplier and product records with a selected 20% VAT code. If product records use VAT Inclusive prices, they are recalculated using the new 20% VAT rate.

If there are any outstanding order lines, these are updated with the new 20% VAT code and the orders are recalculated. If a line on an order has been partly delivered or invoiced, the line is split into two lines with the new line using the 20% VAT code. The old line retains the original 17.5% VAT code. The utility does not change part-delivered orders that include a delivery charge so these need to be changed manually if necessary.

It must be run for each individual company one at a time from the computer where Capital Gold Accounts is installed. The utility creates a log file for each company in the Capital Gold data folder. The log file is appended to if you run the utility more than once.

You can run the utility from the Capital Gold CD or run it after copying it from the CD to the Capital Gold PC.

### When should you run the utility?

- Run the utility before 4 January 2011 only when you will not be posting new transactions involving VAT at the 17.5% rate. For example, if your business closes during the week between Christmas and the New Year and there is no business activity until the New Year, you can run the utility before 4 January.
- Run the utility on or after 4 January 2011 if you will be posting new transactions involving VAT at the 17.5% rate until that date.

If orders need to be invoiced at 17.5%, this should be done before running the utility. The 14-day rule for VAT invoices may apply. This is explained on the [HMRC site](#).

## Before Running the Utility

1. Create a new VAT code with a rate of 20% if one is not already created.
2. Make sure everyone logs out of Capital Gold.
3. Take a backup of the data files.

## Running the Utility

4. Run the *VatRateCap.exe* program from the Capital Gold CD. The **data location** box automatically displays the location of the Capital Gold Accounts data.
5. Click the **Get list of Companies** button to choose the companies you want to work with.
6. Select the existing VAT code from the **Select Original VAT Code (17.5%)** list.
7. Select the new VAT code from the **Select New VAT Code (20%)** list.
8. Tick the **Adjust VAT Inclusive figure on Products** box if you want to change the VAT inclusive selling price on product items.
9. Click the **Update all Customers, Suppliers, and Products of Original VAT Code to New VAT Code** box to replace the 17.5% VAT code in these areas with the new 20% VAT code.
10. Click **Update Proforma/Quotation and outstanding Order Lines to appropriate VAT codes** to replace the 17.5% VAT code with the 20% VAT code on sales order lines that have not been delivered or invoiced.

## After Running the Utility

11. Check the audit log for each company. If the audit file already exists in the folder, the new details are appended to the end of the file.

The location of the log depends on the Windows product you use:

- Windows XP and Windows Server 2003:  
*C:\Documents and Settings\All Users\Application Data\Pegasus\CapitalGold folder*
- Windows 7, Windows Vista and Windows Server 2008:  
*C:\ProgramData\Pegasus\CapitalGold*

12. Check that the changes to the Customers, Suppliers, Products, and the sales order lines are correct.