## Step 1: Add VAT Rates

- Select "*Advanced*" from the Accounting drop-down menu tab.
- Select "*Tax Rates*".
- Select "*New Tax Rate*".

**Step 2: Sales @ 21% VAT Code Set Up**

- Fill in relevant fields as outlined below
- Select "*Save*" when satisfied fields have been filled out correctly.
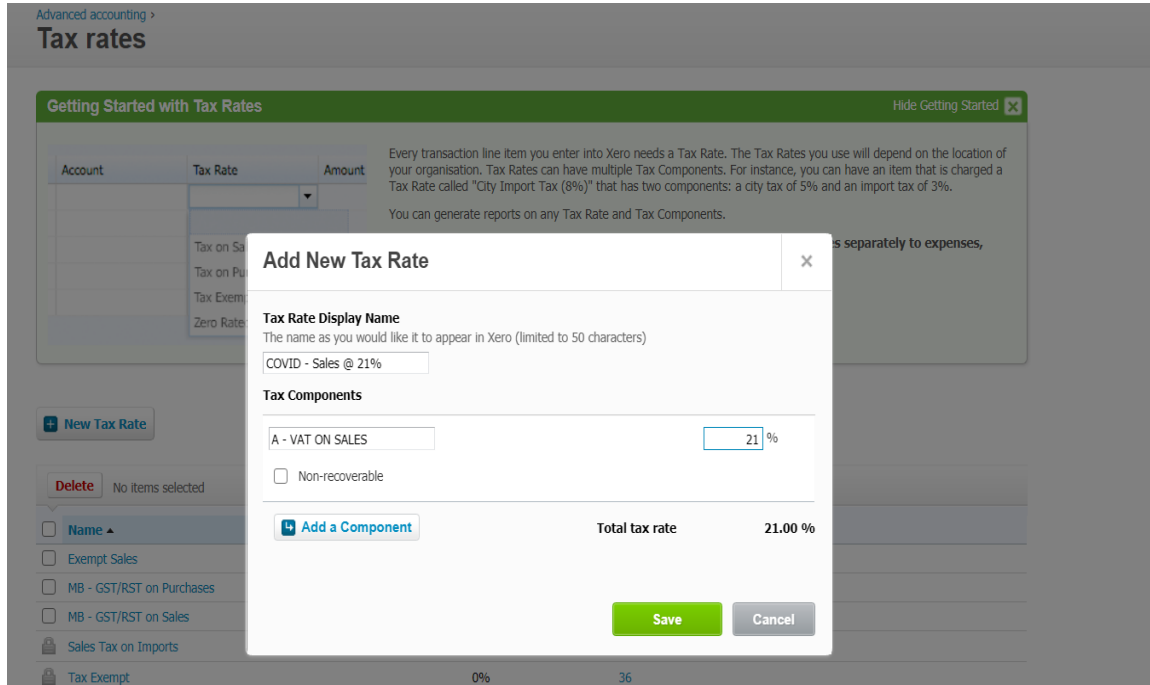


**Step 3: Purchases for RESALE @ 21% VAT Code Set Up**

- Fill in relevant fields as outlined below
- Select "*Save*" when satisfied fields have been filled out correctly.
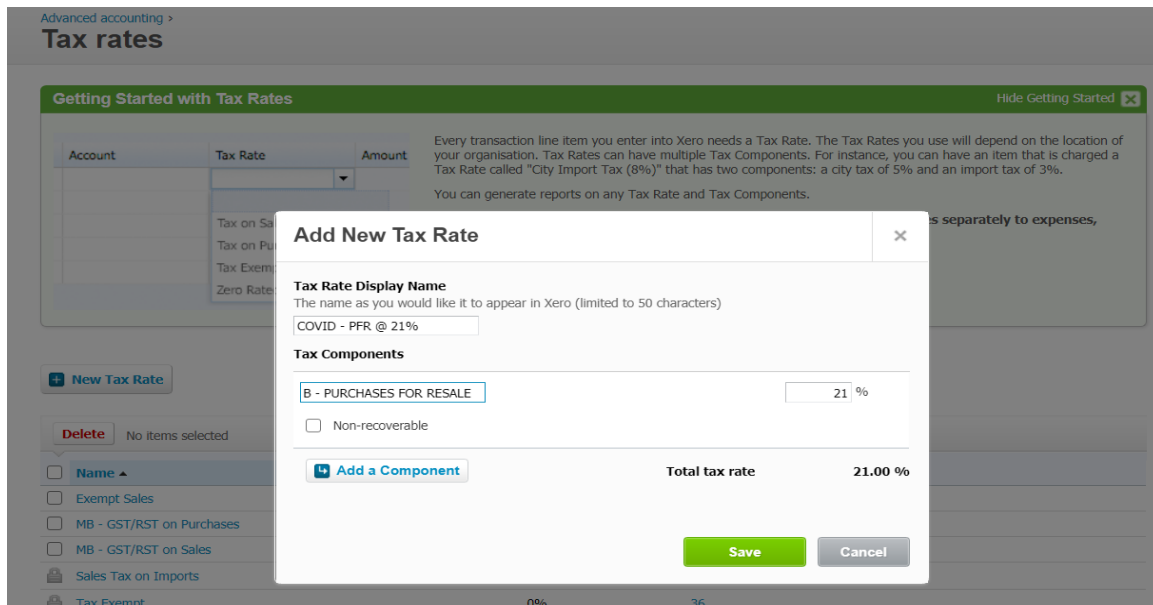
**Step 4: Purchases NOT FOR RESALE @ 21% VAT Code Set Up**

- Fill in relevant fields as outlined below.
- Select "*Save*" when satisfied fields have been filled out correctly.