



UK VAT Rate Change For Glassmatix Users 4th January 2011

IMPORTANT INFORMATION FOR GLASSMATIX ESTIMATORS AND ASSESSORS

UK VAT Rate Change

On 4th January 2011 the rate of VAT will increase to 20%.

Changes for Glassmatix Users

The VAT rate change means all new Glassmatix estimates should be calculated using the revised rate (20%) from 4th January 2011 onward. This will mean user changes for all new estimates from that date onward. In addition some estimates created prior to 4th January 2011 but are still in progress may also require the revised rate.

Changing the VAT Rate in Glassmatix 4 for New Estimates


All existing Glassmatix profiles must be changed as detailed below to contain the revised VAT rate (20.00%) from 4th January 2011. This will ensure all **NEW** estimates created on the PC will contain the revised VAT rate.

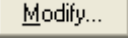
NB. From 4th January 2011, there will be a utility downloadable from www.glassmatix.co.uk to automate the following process.

1. Click **Tools > Master Profiles** from the GlassMatix menu bar.
2. Click the **Modify** button on the right side of the **Master Profile Editor** Dialog box.
3. Change both the VAT rates to 20.00% and click the **OK** button.
4. Repeat the process above for any other profile in the **Profiles** area.
5. Click the **Close** button in the **Master Profile Editor** Dialog box.

Changing the VAT Rate in Glassmatix III for New Estimates

All existing Glassmatix profiles must be modified by users as detailed below to contain the revised VAT rate (20%) from 4th January 2011. This will ensure all new estimates created on the PC will contain the revised VAT rate.

1. Click the **Configure** button  in the right top corner of the Glassmatix window.
2. Click the **Profile** tab.

3. Single click the 1st profile in the profiles area then click the **Modify** button .
4. Change both the VAT rates to **20.00%** and click the **OK** button.
5. Repeat the process above for any other profile in the **Profiles** area.
6. Click the **Estimates** button in the right top corner of the Glassmatix window to return to the **Working Set**.

Estimates created prior to 4th January 2011 but still in progress

Where estimates that have been created before 4th January 2011 but are still in progress, they may also require the VAT rate to be changed. Please see the HM Revenue and Customs website for more information.

<http://www.hmrc.gov.uk/vat>

Where any estimate in progress requires the VAT rate to be changed follow the steps below (*these steps are the same for Glassmatix III and 4*).

1. Open the estimate to be changed.
2. Click **Edit** > **Profile** from the menu bar.
3. Change both the VAT rates to **20.00%** and click the **OK** button.
4. Recalculate the estimate and save.

Support

For more information on how to change the VAT rates in Glassmatix, please call the Helpdesk on 01932 823 802.