

VAT Settings

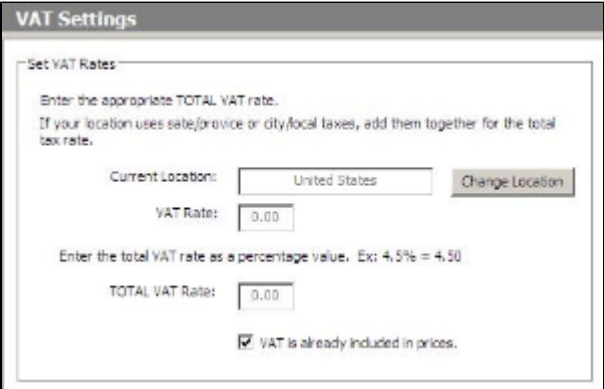
Click on the **VAT Settings** option in the **Primary Navigation Pane** to change or set the VAT rates used in the APM software.

Change Location: Used to change the default location, if the information is not correct. This button will take you directly to the **Location Settings** option in the **Primary Navigation Pane**. Click on **VAT Settings** again to return to this screen.

VAT Rate: Displays the default VAT rate for the current location.

TOTAL VAT Rate: Use this field to increase/decrease the amount of tax charged per order. If your location uses state, provincial, city or local taxes, add them to the base tax rate here.

VAT is already included in prices: Toggle this option to specify whether the VAT rate is included in your pricing or should be added to the order total.



The screenshot shows the 'VAT Settings' window. It has a title bar 'VAT Settings'. Inside, there's a section 'Set VAT Rates'. Below this, there's instructional text: 'Enter the appropriate TOTAL VAT rate. If your location uses state/province or city/local taxes, add them together for the total tax rate.' There are three input fields: 'Current Location:' with 'United States' selected, 'VAT Rate:' with '0.00', and 'TOTAL VAT Rate:' with '0.00'. A 'Change Location' button is next to the 'Current Location' field. Below the input fields, there's a note: 'Enter the total VAT rate as a percentage value. Ex: 4.5% = 4.50'. At the bottom, there's a checkbox labeled 'VAT is already included in prices.' which is currently checked.

VAT Settings Screen