Osprey Approach: Amend the VAT Number on your Branches
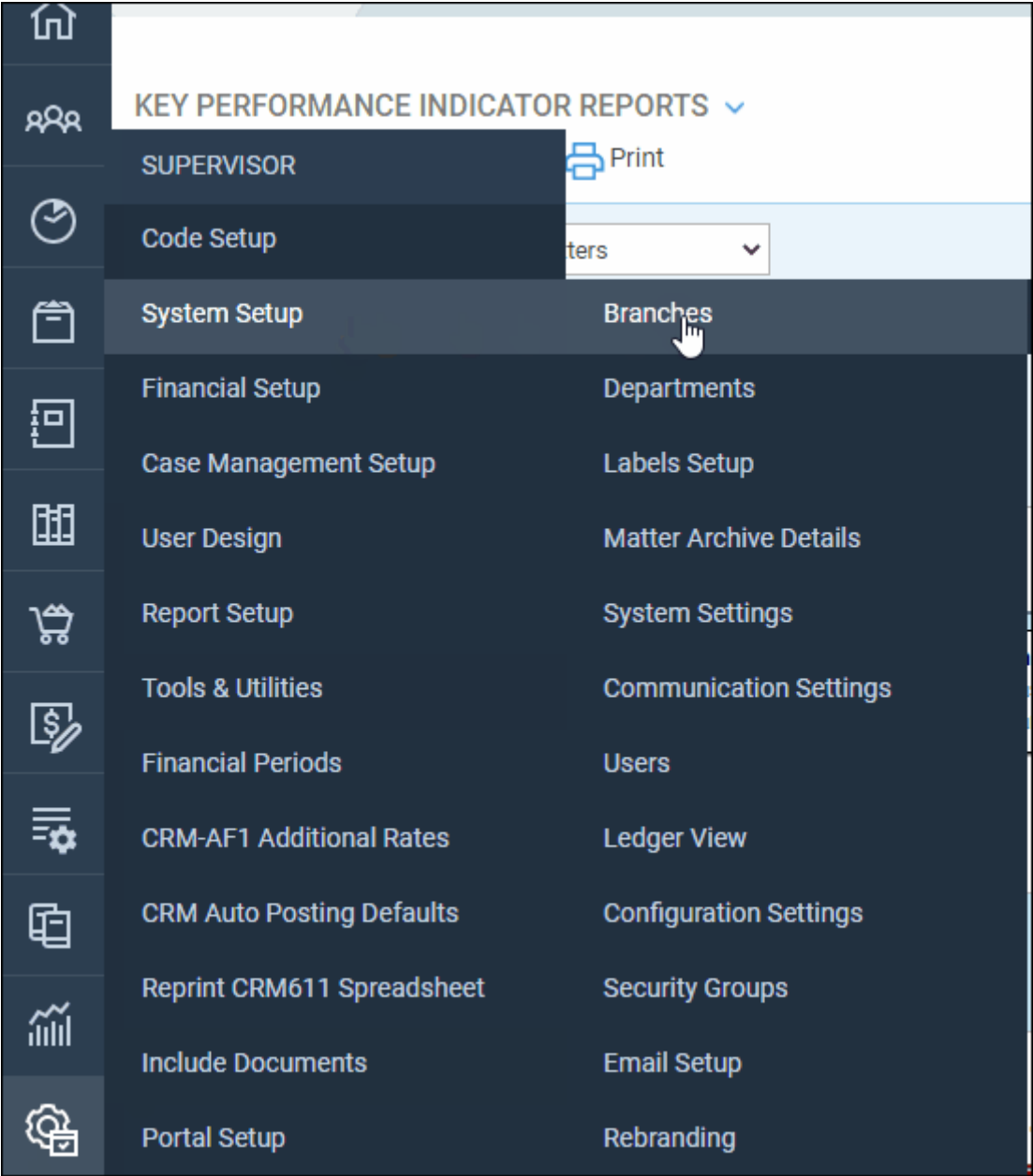
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Osprey
Approach™

This guide will go through the process of adding and amending a VAT number

Each of your branches will need a VAT number assigned to it.

Please note that only Supervisor level users will be able to amend the VAT number on your branches.

The screen will now display a list of your available branches.

BRANCH NO	BRANCH DESCRIPTION	BRANCH WEIGHTING	LOCATION	IN USE
1	Malvern	100.00	Non-London	●
2	Manchester	0.00	London	●
3	London	0.00	London	●
4	Property Search	0.00	London	●

Right-click the mouse on the branch you wish to change the VAT number for and then click on the Edit button which appears.

BRANCH NO	BRANCH DESCRIPTION
1	Bucharest - UserID 525587168795
2	Malvern
	Edit
3	London Usenu.o47017720125

The VAT Number field is available around halfway down this page. You can now amend it and select the Save button at the top of the screen to keep your changes.

💾 Save	⊗ Cancel

Branch Description:	Malvern
Branch Weighting (%):	100.00
Location:	Non-London ⌄
TM User Id:	
LAA Supplier No:	6679008
CRM Contract No:	xx/xxxxxx/x
CRM Schedule No:	CDS/1ABCD2/3
CLS Schedule No:	CDS/1ABCD2/10
VAT No:	1234567890
House:	Suite 1, Falstaff House
Area:	Sandy Road
Postal Town:	Malvern

Now, when you submit your tax returns through Osprey Approach, the newly amended VAT number will be available in the VAT Period Input drop-down list.

VAT PERIOD INPUT

VAT Number: 1234567890 ▾

From: [   ] 📅

To: [   ] 📅

VAT OBLIGATIONS ⌄

Obligation status: [All ▾]   [List Obligations]