Osprey Approach: Amend the VAT number on your branches

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The latest version is always online at
https://support.ospreyapproach.com/?p=225

Osprey
Approach™

Each of your branches will need a VAT number assigned to it. This guide will go through the process of adding and amending a VAT number.

Please note that only Supervisor level users will be able to amend the VAT number on your branches.
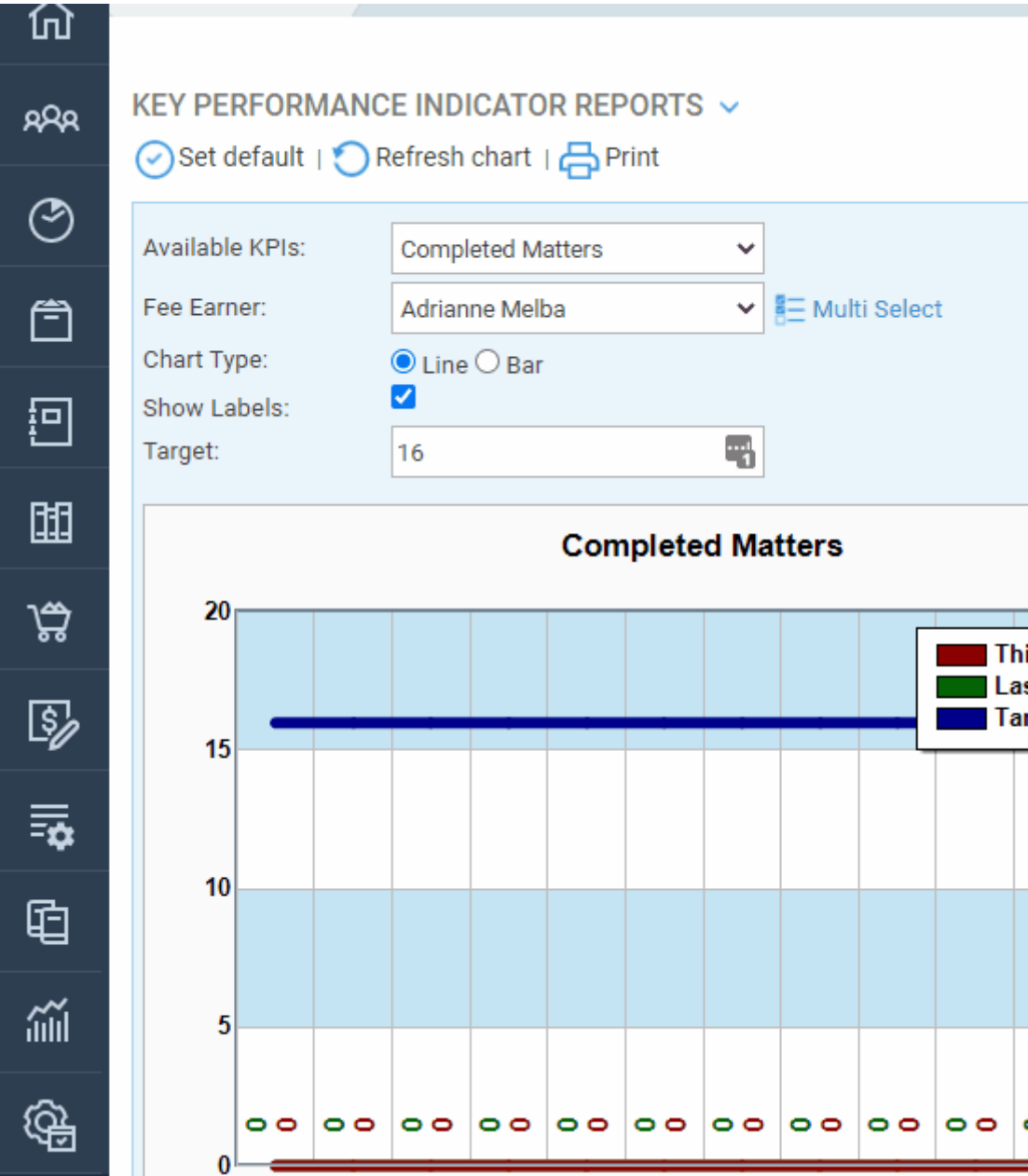
Select Supervisor > System Setup > Branches

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 Userid.0470177220125

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