Manage Countries

Last Modified on 23/11/2023 2:51 pm GMT

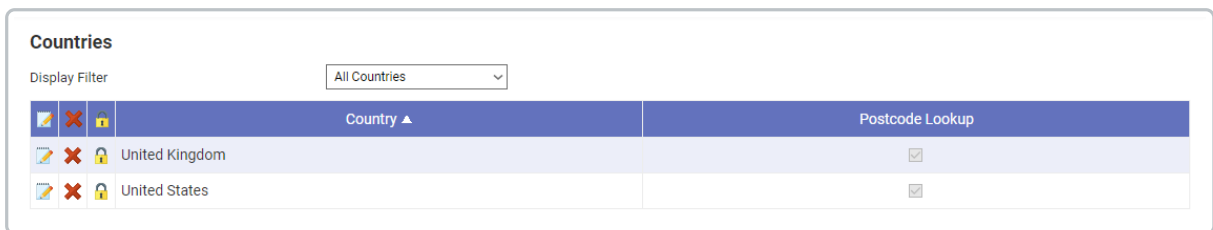| Add a Country	Add a VAT Rate

Permissions

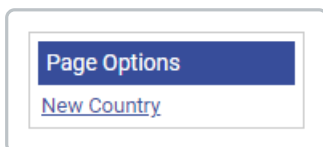You will require an Access Role with the following permissions:

- Countries

1. Navigate from the **Homepage** to **Administrative Settings** | **Base Information** | **Countries**. This will display the existing list of countries which have been configured within your system.
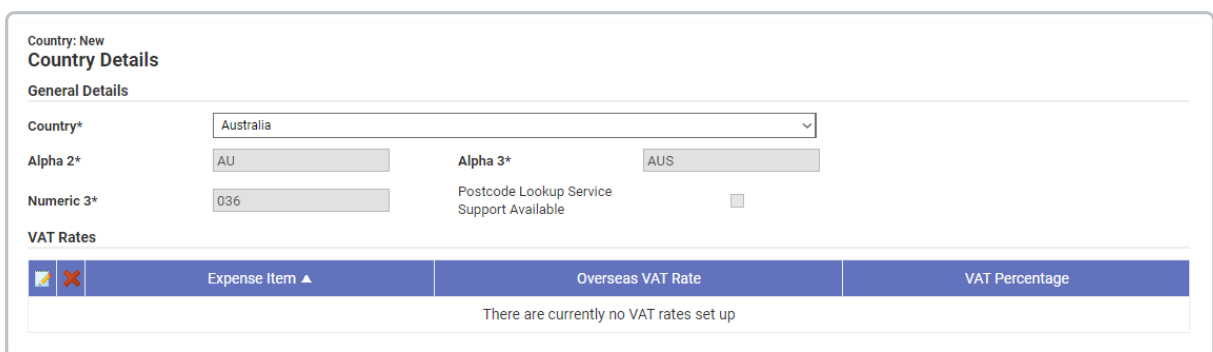

2. Click **New Country** from the Page Options menu.

3. Select the required country from the **Country** drop down menu. The Country field includes a list of pre-defined countries; selecting one will automatically populate the country codes and the Postcode Anywhere Support status.

4. At this point, you can either save the country that you have added, or proceed to specify VAT rates.

Note: All Assure Expenses Items will default to the system default country, for example, United Kingdom, unless otherwise specified in an employee's record, under the Primary Country field. For overseas expenses, you will be required to select the appropriate country from the Country drop down menu on the Add/Edit Expense page.