

Exportmaster for Windows

Changing VAT Rates for 01-January-2011

Introduction

In Exportmaster, VAT percentage charge rates are held on each individual sales order (aka contract, shipment, consignment, etc.). The rates to be applied are copied from the central VAT table at the time the order is first keyed into Exportmaster. Splitting an existing order for part shipments does not update VAT rates – the rates are copied from the original order being split.

The main UK rate of VAT is changing with effect from 1st January 2011. Any sales invoices created in Exportmaster for customers who are charged VAT on or after that date must use the revised rates.

Planning the Changes

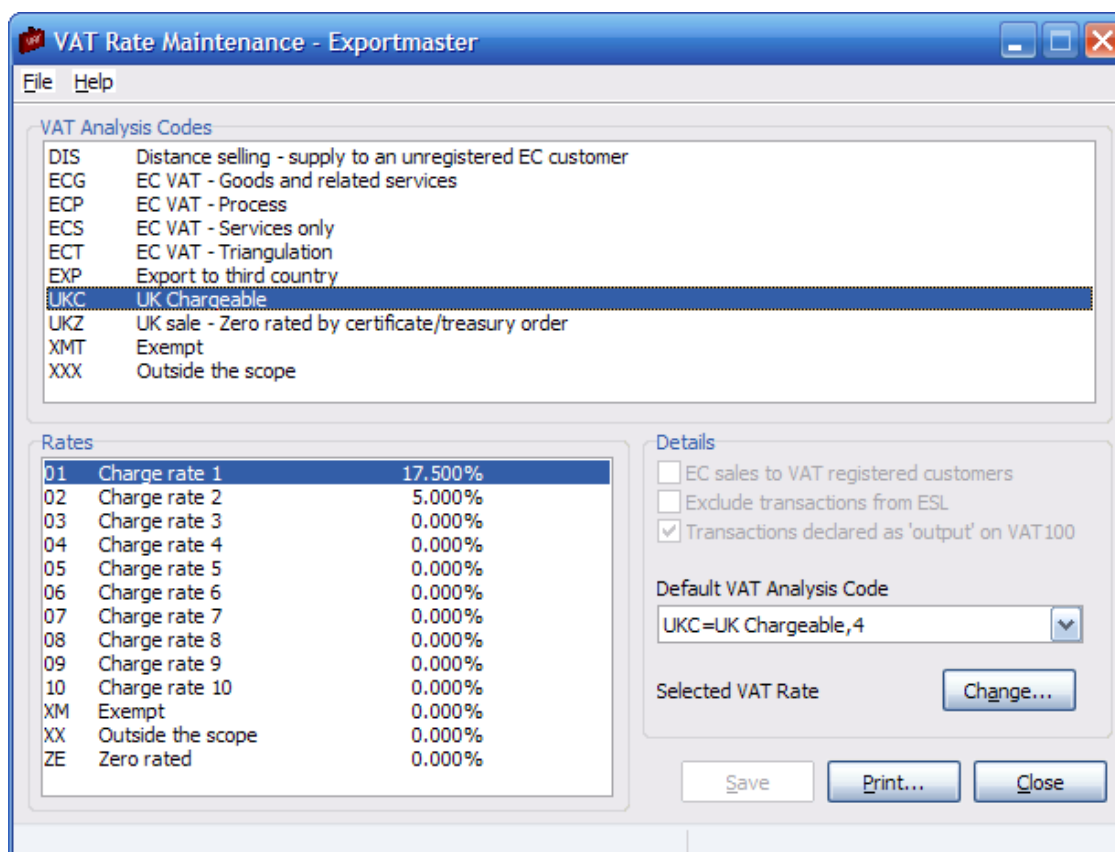
Identification of three key things should be considered:-

1. When to change the central VAT table, thereby affecting any new orders keyed in after that point.
2. When to refresh rates on orders/shipments already in Exportmaster, which will be invoiced on or after 1st of January 2011.
3. How to identify un-invoiced UK orders/shipments which should have their VAT rates refreshed.

Performing the Changes

Update the central VAT table

From the system's main menu, select *Housekeeping* → *VAT Rate Maintenance*. A window like the one below will be displayed:-



VAT Analysis Codes		
DIS	Distance selling - supply to an unregistered EC customer	
ECG	EC VAT - Goods and related services	
ECP	EC VAT - Process	
ECS	EC VAT - Services only	
ECT	EC VAT - Triangulation	
EXP	Export to third country	
UKC	UK Chargeable	
UKZ	UK sale - Zero rated by certificate/treasury order	
XMT	Exempt	
XXX	Outside the scope	

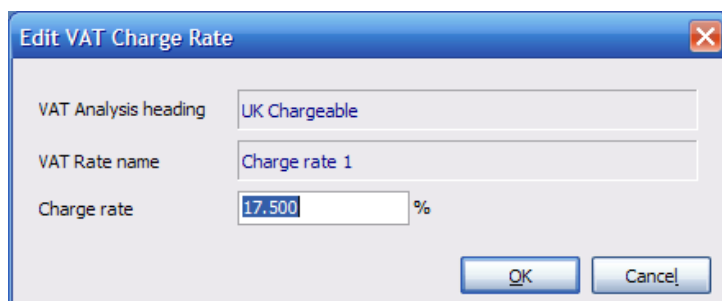
Rates		
01	Charge rate 1	17.500%
02	Charge rate 2	5.000%
03	Charge rate 3	0.000%
04	Charge rate 4	0.000%
05	Charge rate 5	0.000%
06	Charge rate 6	0.000%
07	Charge rate 7	0.000%
08	Charge rate 8	0.000%
09	Charge rate 9	0.000%
10	Charge rate 10	0.000%
XM	Exempt	0.000%
XX	Outside the scope	0.000%
ZE	Zero rated	0.000%

Details	
<input type="checkbox"/>	EC sales to VAT registered customers
<input type="checkbox"/>	Exclude transactions from ESL
<input checked="" type="checkbox"/>	Transactions declared as 'output' on VAT100
Default VAT Analysis Code	
UKC=UK Chargeable,4	
Selected VAT Rate	Change...

Save Print... Close

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Unless you have a special system configuration, the only entry you will be interested in is the *UKC – UK Chargeable* analysis code. Highlight UKC and the current rates will be displayed in the *Rates* box below. As far as we know, at present, only rate *01* is changing, from 17.5% to 20%. To change it, highlight the entry for *Charge rate 1* and click the *Change...* button on the right hand side, or just double-click on *Charge rate 1*. A window like the one shown below will be displayed.



The screenshot shows a dialog box titled "Edit VAT Charge Rate". It contains three input fields: "VAT Analysis heading" with the value "UK Chargeable", "VAT Rate name" with the value "Charge rate 1", and "Charge rate" with the value "17.500 %". At the bottom right, there are two buttons: "OK" and "Cancel".

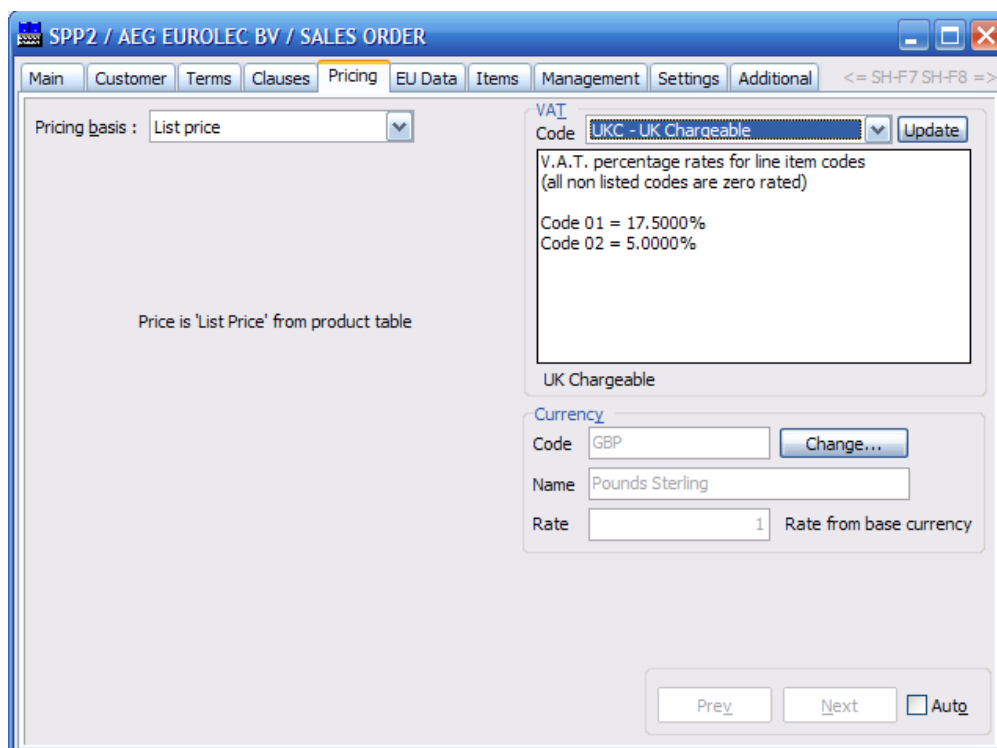
Enter the new rate (20%) into the *Charge rate* entry field and click *OK* when done. That's all.

>> *This rate will now be used on any NEW sales orders keyed into Exportmaster. The change does NOT affect any existing sales orders/shipments already present within the system.*<<

Refresh VAT rates on orders/shipments

Any domestic orders/shipments already present in Exportmaster **before** changing the central VAT table that will be invoiced **after** the new rate is effective (midnight on the morning of 1st January 2011) must have their VAT rates refreshed from the central VAT table. This may be done from within the order editing module.

1. Open an order which needs its rates refreshing and select the *Pricing* page using the 'tabs' across the top. The pricing and VAT information will be displayed, as shown in the screen-shot below.



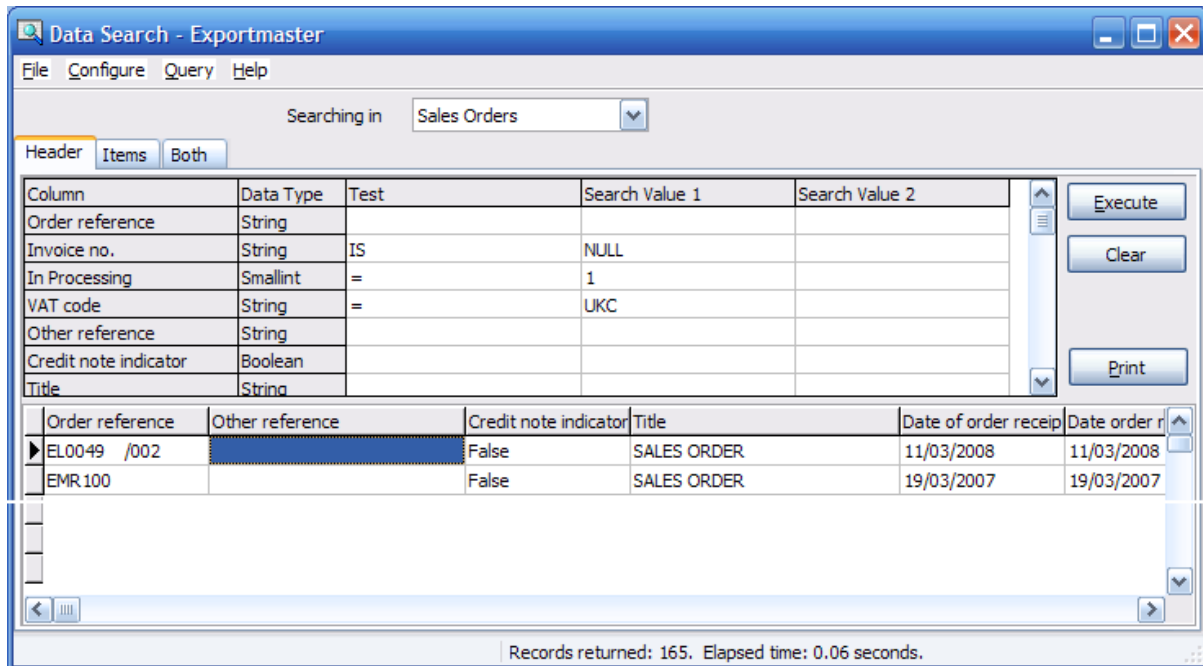
The screenshot shows a window titled "SPP2 / AEG EUROLEC BV / SALES ORDER". The "Pricing" tab is selected. The "Pricing basis" is set to "List price". The "VAT" section shows "Code: UKC - UK Chargeable" and an "Update" button. Below it, "V.A.T. percentage rates for line item codes (all non listed codes are zero rated)" are listed: "Code 01 = 17.5000%" and "Code 02 = 5.0000%". The "Currency" section shows "Code: GBP", "Name: Pounds Sterling", and "Rate: 1 Rate from base currency". There are "Prev", "Next", and "Auto" buttons at the bottom.

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2. Refresh the VAT rates by clicking the *Update* button on the right-hand side. Verify the new rate 1 is now present and save the order back to file. These rates will now be used on any invoice created from this order.

Identifying un-invoiced UK orders



Exportmaster's data search facility, found in the *Housekeeping* menu, can be used to identify orders for UK customers (where VAT should be charged) which have not yet been invoiced.

The example screen shot above shows the search *tests* and *search values* which will do this. You need to search in Sales order headers. You are interested in three data columns – invoice number, the 'In processing' indicator and the VAT code. The three search fields have been shown together here, usually they are at different places in the list. Enter the tests and search values as shown. Tests are easily selected by clicking into the relevant cell in the "Test" column, pressing the space bar and selecting the test from the pop-up menu. When you execute the search, the results may be printed or saved as a CSV file, which can be opened in Excel. Saving as a CSV file is an option in the print dialog.

The data columns which you want to appear in the results can be refined by right-clicking in them and choosing *Print columns...* from the pop-up menu.