

Updating the standard VAT rate used within the Argos application

The current release of the Argos application (5.05.9.1) allows the standard VAT rate to be adjusted as required. During any announced changes to the standard VAT rate it is the responsibility of the customer to ensure that invoices are raised with the correct VAT rate.

How to change VAT Rate in Argos Windows:

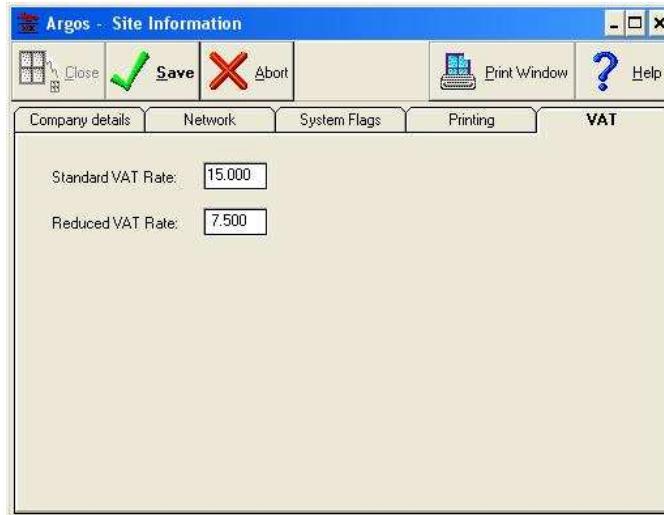
From version 5.05.9.1 when creating invoices within the Argos software, the VAT rate defined against the relevant product is used for that invoice line. It is therefore important to update your products with the correct VAT rate before invoicing.

There are three places to change VAT rates within the software, as follows:

1. Defining Standard and Reduced VAT rate within Site Information.
2. Amending the default VAT rate for existing suppliers.
3. Amending the VAT rate for existing products.

Defining Standard and Reduced VAT rate within Site Information:

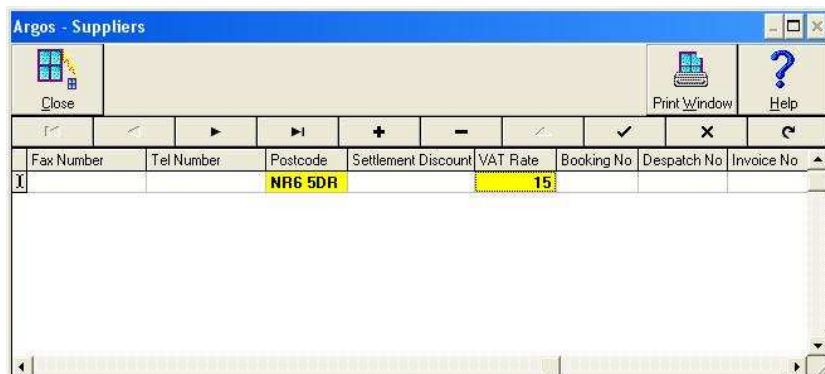
1. If a new supplier is added to the system, the supplier's default VAT rate will be set to the system default (for Standard rate). To set this system default, follow the instructions below.
2. From the main Argos Windows screen, click the 'Utilities' button. Enter the system password.
3. From the Utilities & Housekeeping menu, click the 'Setup' button.
4. From the Site Information screen, click the 'VAT' tab. The rates to use for Standard and Reduced rates will be shown, as illustrated overleaf:



5. To change either VAT rate, enter the number into the appropriate field.
6. Click the 'Save' button to save the changes. The Site Information and Utilities & Housekeeping screens can then be closed.

Amending the Default VAT Rate for existing Suppliers:

1. New products loaded onto the system will take their VAT rate from the supplier's default VAT rate setting. To set this, follow the instructions below:
2. Go to the 'Utilities & Housekeeping' screen as per previous instructions, click the 'Suppliers' button.
3. The Suppliers screen will open, as shown below. For every supplier record listed, the VAT rate field can be amended to the appropriate value.

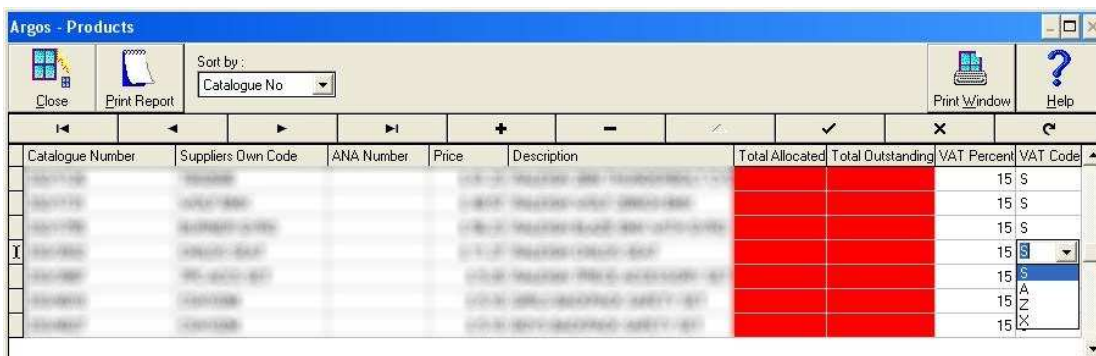


Fax Number	Tel Number	Postcode	Settlement Discount	VAT Rate	Booking No	Despatch No	Invoice No
		NR6 5DR		15			

4. Click the tick icon to save changes. The Suppliers and Utilities & Housekeeping screens can then be closed.

Amending the VAT rate for existing products:

1. Setting the VAT rate for a product will cause any new invoice raised against that product to use the new VAT rate. To change the VAT rate for a product, follow the instructions below:
2. Go to the 'Utilities & Housekeeping' screen as per previous instructions, click the 'Products' button.
3. All products will be listed, as shown below. Here the VAT Percent and VAT Code fields can be changed as necessary.



Catalogue Number	Suppliers Own Code	ANA Number	Price	Description	Total Allocated	Total Outstanding	VAT Percent	VAT Code
							15	S
							15	S
							15	S
X							15	S
							15	S
							15	A
							15	Z
							15	X

4. Please note when changing the VAT Code field, the VAT Percent field will be automatically updated with the value from Site Information. For example, if 'S' is selected, and you have updated the Standard VAT Rate in Site Information to 17.5%, then VAT Percent for the product will be updated to 17.5. The VAT Percent field can be manually updated without changing the VAT Code field.
5. Click the tick icon to save changes. The Suppliers and Utilities & Housekeeping screens can then be closed.

Important Notes:

1. Please do not send invoices with mixed standard VAT rates e.g. A line with 15% and a line 17.5%. This will cause your invoice to fail.