

## Updating the standard VAT rate used within the Debenhams application

The current release of the Debenhams application (6.00.9.1) 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 Debenhams Windows:

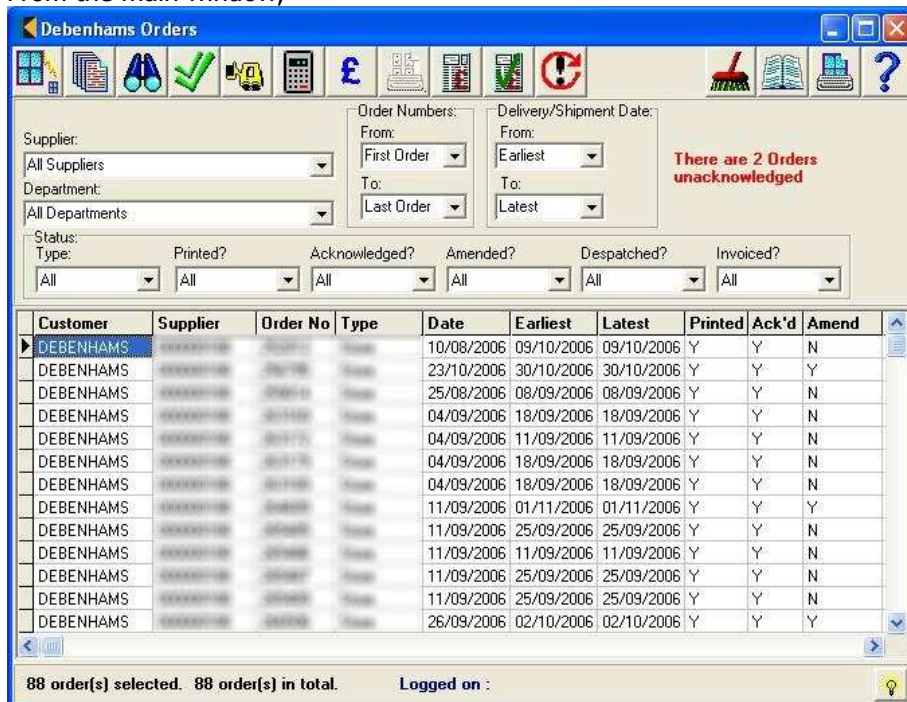
From version 6.00.9.1 when creating invoices within the Debenhams Windows software, the VAT rate defined against the relevant product is used for the invoice line. It is therefore important to update your products with the correct VAT rate before invoicing.

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

1. Defining Standard VAT rate within Site Information.
2. Amending the VAT rate for existing products.


### Defining Standard and Reduced VAT rate within Site Information:

1. To set this system default, follow the instructions below.
2. From the main window,




The screenshot shows the 'Debenhams Orders' window. At the top, there is a toolbar with various icons. Below the toolbar, there are several filter sections: 'Supplier' (set to 'All Suppliers'), 'Department' (set to 'All Departments'), 'Order Numbers' (From: 'First Order', To: 'Last Order'), and 'Delivery/Shipment Date' (From: 'Earliest', To: 'Latest'). A red notification box states 'There are 2 Orders unacknowledged'. Below these filters, there is a 'Status' section with dropdown menus for 'Type', 'Printed?', 'Acknowledged?', 'Amended?', 'Despatched?', and 'Invoiced?'. The main area contains a table of orders with the following columns: Customer, Supplier, Order No, Type, Date, Earliest, Latest, Printed, Ack'd, and Amend. The table lists 15 orders for 'DEBENHAMS' with various dates and statuses. At the bottom, a status bar indicates '88 order(s) selected. 88 order(s) in total.' and 'Logged on :'. A lightbulb icon is visible in the bottom right corner.

Customer	Supplier	Order No	Type	Date	Earliest	Latest	Printed	Ack'd	Amend
DEBENHAMS				10/08/2006	09/10/2006	09/10/2006	Y	Y	N
DEBENHAMS				23/10/2006	30/10/2006	30/10/2006	Y	Y	Y
DEBENHAMS				25/08/2006	08/09/2006	08/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	18/09/2006	18/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	11/09/2006	11/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	18/09/2006	18/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	18/09/2006	18/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	01/11/2006	01/11/2006	Y	Y	Y
DEBENHAMS				11/09/2006	25/09/2006	25/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	11/09/2006	11/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	25/09/2006	25/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	25/09/2006	25/09/2006	Y	Y	N
DEBENHAMS				26/09/2006	02/10/2006	02/10/2006	Y	Y	Y

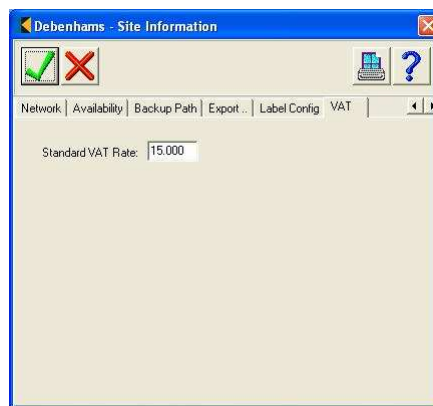
click the 'Utilities' button; 

- From the Utilities & Housekeeping menu,



click the 'Setup' button; 

- From the Site Information window, click the 'VAT' tab. The rates to use for the Standard VAT rate will be shown, as illustrated below:



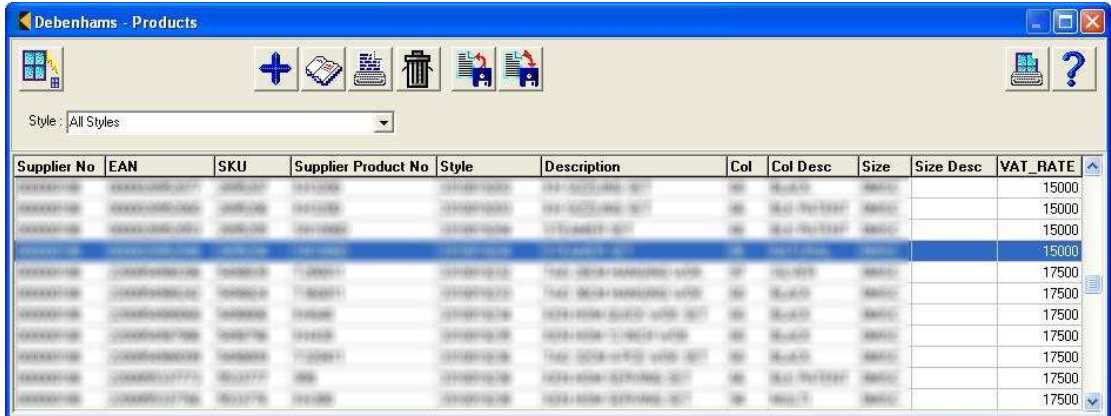
- To change the VAT rate, enter the number into the appropriate field.
- It is this value which is used to populate a new products "VAT\_Rate" value.
- Click the green tick button to save the changes. The Site Information and Utilities & Housekeeping windows can then be closed.

## Amending the Default VAT Rate for existing Suppliers:

### Setting the VAT for New Orders:

- It is possible to set the VAT rate for products in the 'Product Admin' section of the system. You can **either** change the VAT rate for an individual product **or** you can change the rate for several products at the same time.

- To change the VAT rate for an individual product go to the 'Products' page.



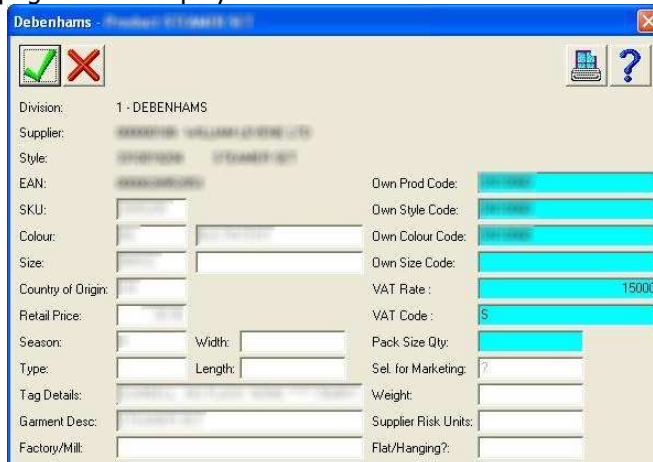
Supplier No	EAN	SKU	Supplier Product No	Style	Description	Col	Col Desc	Size	Size Desc	VAT_RATE
										15000
										15000
										15000
										15000
										17500
										17500
										17500
										17500
										17500
										17500
										17500
										17500
										17500

- Select the item that you wish to change by highlighting the product line and clicking on the 'Edit' button



in the toolbar at the top of the Product List or by double clicking on the product line you wish to change.

- The following page will be displayed.



Debenhams - Product: BT10M18 101

Division: 1 - DEBENHAMS

Supplier: 00000000000000000000000000000000

Style: 0000000000 00000000000000000000000000000000

EAN: 00000000000000000000000000000000

SKU: [ ]

Colour: [ ]

Size: [ ]

Country of Origin: [ ]

Retail Price: [ ]

Season: [ ]

Type: [ ]

Tag Details: [ ]

Garment Desc: [ ]

Factory/Mill: [ ]

Own Prod Code: [ ]

Own Style Code: [ ]

Own Colour Code: [ ]

Own Size Code: [ ]

VAT Rate: 15000

VAT Code: S

Pack Size Qty: [ ]

Sel. for Marketing: ?

Weight: [ ]

Supplier Risk Units: [ ]

Flat/Hanging?: [ ]

- Click in the 'VAT Rate' field and type the new VAT%, this is entered as for Eg:17500 for 17.5%. Do not change the 'VAT Code' value.
- Once changed click on the green tick button at the top left of the window to save the change. You must do this for each of the products that you wish to change.
- ALTERNATIVELY**, to change the VAT rate for several products at the same time, from the 'Products' page right click on any product line entry and select 'Quick Product update'. This should display the following window;

