

Marks and Spencer's Food Application VAT Updates

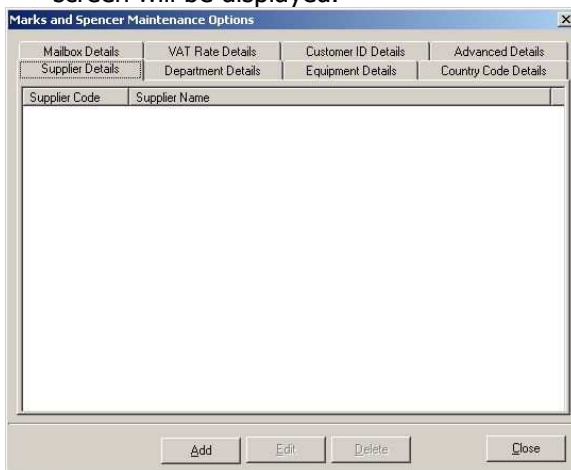
The current release of the Marks and Spender's Food application allows the standard VAT rate to be adjusted as required. During any announced changes to the standard VAT rate it is the responsibility of the customer to ensure that invoices are raised with the correct VAT rate.

Instructions for viewing and changing the standard VAT rate are below.

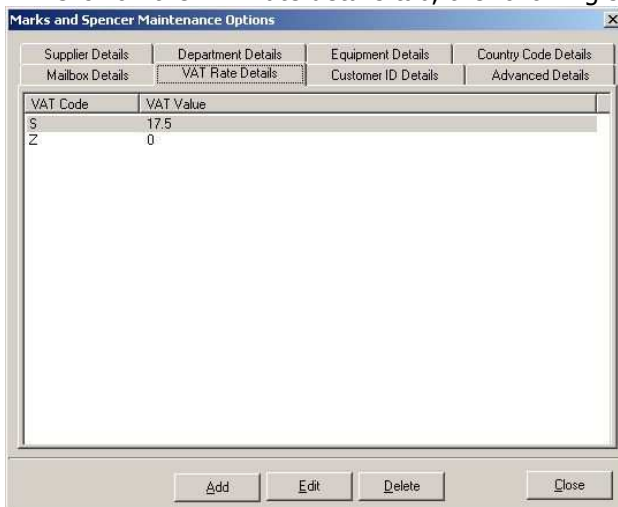
Viewing the current standard VAT rate:

The current standard VAT rate can be determined as follows.

1. While running the MS foods application, go the Tools → Option menu. The following screen will be displayed.




2. Click on the VAT rate details tab, the following screen will be displayed.



Changing the standard VAT rate:

1. To edit the standard VAT rate, follow the steps in the previous section and highlight the S VAT code and then click on the 'Edit' button. The following screen will be displayed:



2. Enter the VAT rate % in the 'VAT Value' field. Then click on the 'Apply' button.

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.