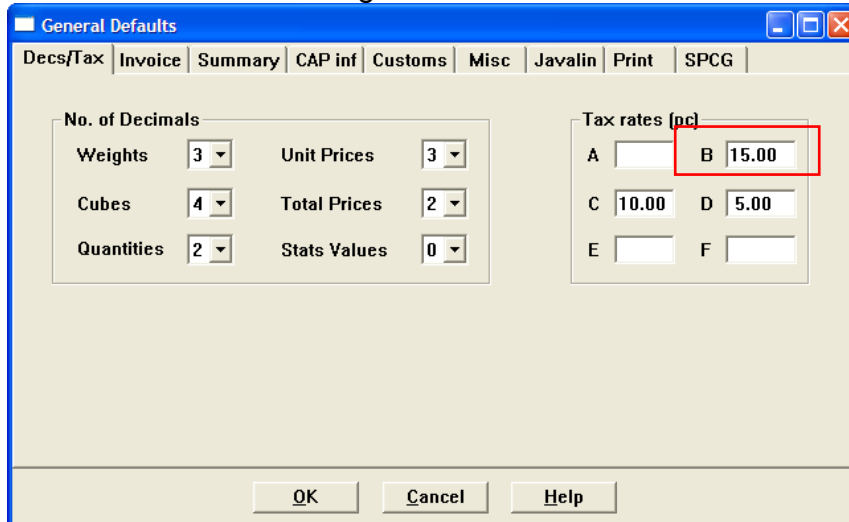


How to change the VAT rate in Spex CS

You will need to apply this procedure if Spex is automatically calculating the VAT and therefore is configured as follows:

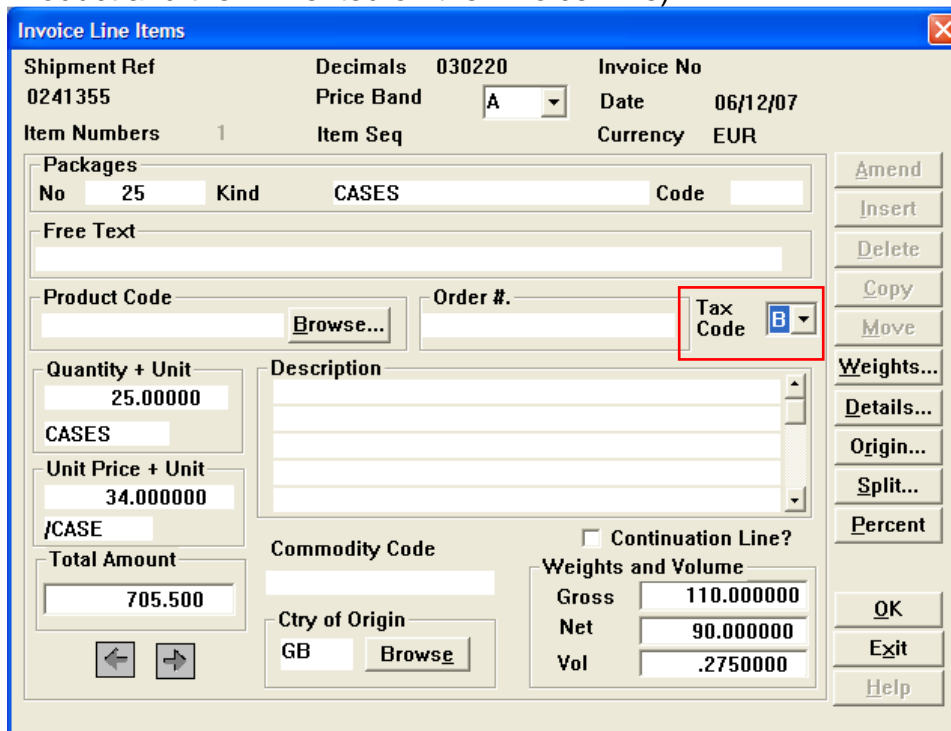
- A VAT code defined in Configuration \ General Defaults



The screenshot shows the 'General Defaults' dialog box with the following settings:

No. of Decimals				Tax rates (pc)			
Weights	3	Unit Prices	3	A		B	15.00
Cubes	4	Total Prices	2	C	10.00	D	5.00
Quantities	2	Stats Values	0	E		F	

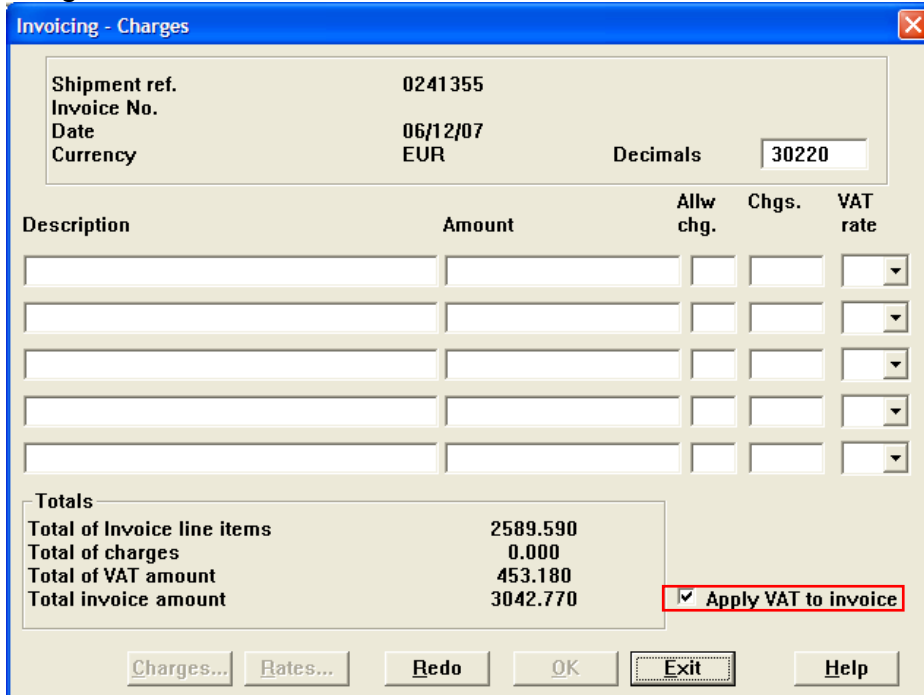
- A VAT code added to the Invoice Lines (or VAT code added to the Product and then inherited on the Invoice Line)



The screenshot shows the 'Invoice Line Items' dialog box with the following details:

- Shipment Ref: 0241355
- Decimals: 030220
- Invoice No: 06/12/07
- Item Numbers: 1
- Item Seq: A
- Currency: EUR
- Package No: 25, Kind: CASES
- Product Code: [Browse...]
- Order #: []
- Tax Code: B
- Quantity + Unit: 25.00000
- Unit Price + Unit: 34.00000
- Total Amount: 705.500
- Commodity Code: []
- Ctry of Origin: GB
- Weights and Volume: Gross 110.000000, Net 90.000000, Vol .2750000

- “Apply VAT to invoice” checkbox ticked and a VAT amount in the Invoice Charges screen



Description	Amount	Allw chg.	Chgs.	VAT rate

Totals	
Total of Invoice line items	2589.590
Total of charges	0.000
Total of VAT amount	453.180
Total invoice amount	3042.770

Apply VAT to invoice

If Spex is **interfaced** with the main ERP system and the VAT rate\amount is transferred across then the VAT should be changed in the ERP system and/or in the interface. If you have any doubts or questions please don't hesitate to contact the support department.

There are two possible methods of dealing with the change of VAT:

1. Switch to the previous VAT code
2. Replace the existing VAT with the new one

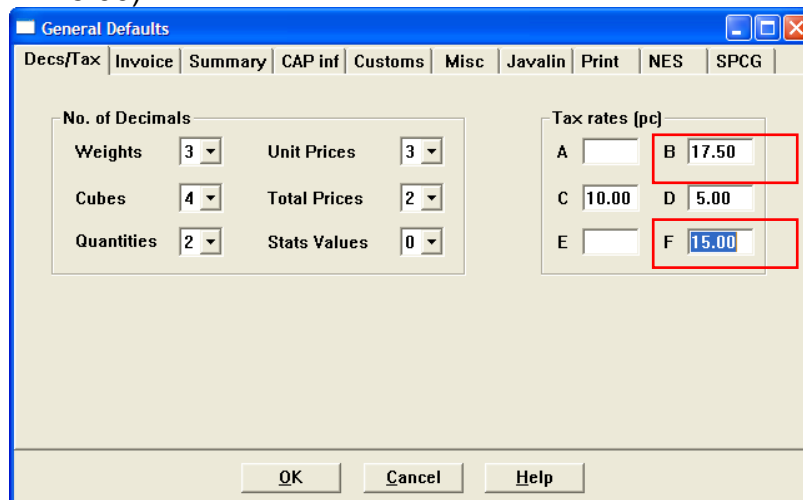
These are explained further in the following sections:

1. Switch to the previous VAT code

The main advantage of this method is that both the old and the new VAT rates are kept in Spex. The main disadvantage is that if the VAT rates are linked with the Products then the new rate will have to be re-linked instead.

In order to implement this method please proceed as follows:

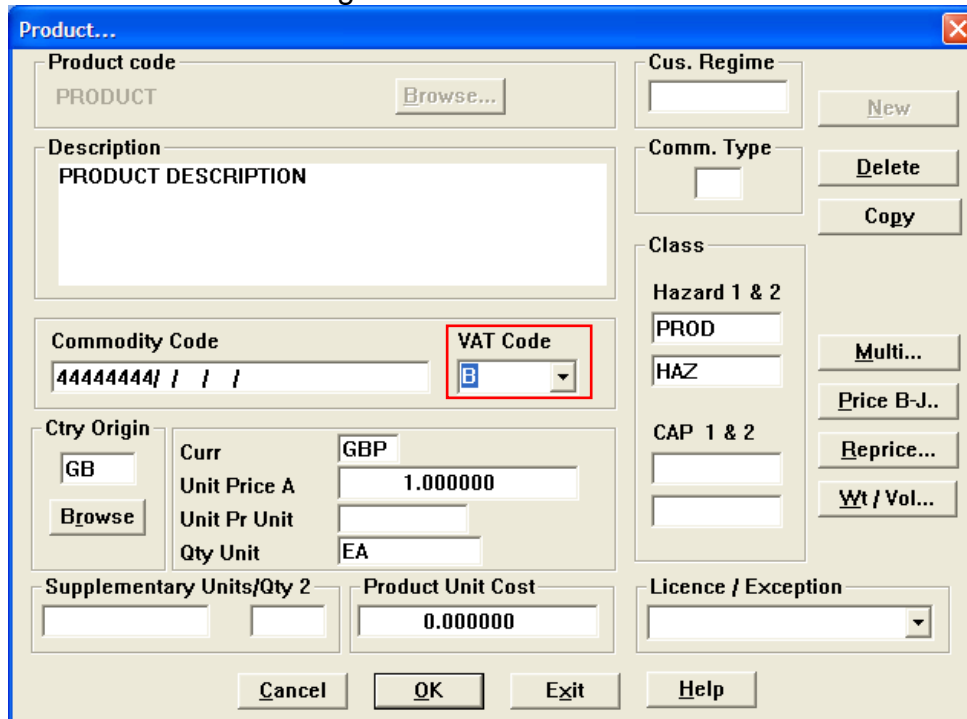
- Check both VAT codes in Configuration \ General Defaults (e.g. B = 17.50 and F = 15.00)



The screenshot shows the 'General Defaults' dialog box with the following settings:

No. of Decimals				Tax rates (pc)	
Weights	3	Unit Prices	3	A	
Cubes	4	Total Prices	2	B	17.50
Quantities	2	Stats Values	0	C	10.00
				D	5.00
				E	
				F	15.00

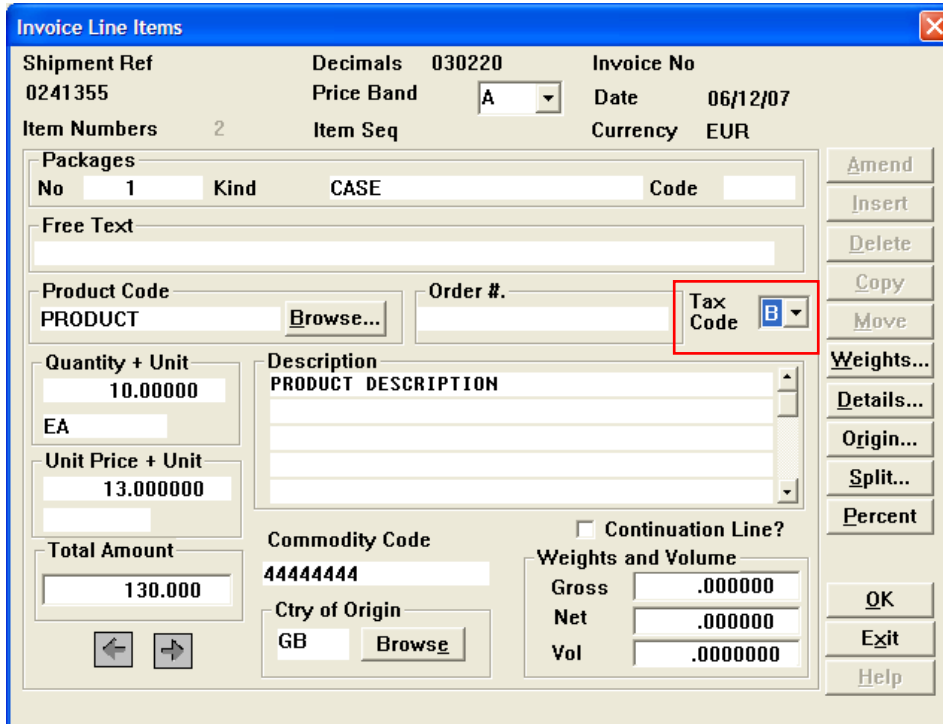
- Open the Products database and Browse and select each relevant Product and then change the VAT Code back from F to B:



The screenshot shows the 'Product...' dialog box with the following settings:

Product code		Cus. Regime	
PRODUCT	Browse...		New
Description		Comm. Type	Delete
PRODUCT DESCRIPTION			Copy
Commodity Code	VAT Code	Class	Multi...
44444444 / / /	B	Hazard 1 & 2	Price B-J..
Ctry Origin	Curr	HAZ	Reprice...
GB	GBP	CAP 1 & 2	Wt / Vol...
Browse	Unit Price A		
	1.000000		
	Unit Pr Unit		
	Qty Unit		
	EA		
Supplementary Units/Qty 2	Product Unit Cost	Licence / Exception	
	0.000000		

- If the VAT rate is not linked with the Product then please ensure you use the new VAT on the Invoice Lines



Invoice Line Items

Shipment Ref: 0241355 Decimals: 030220 Invoice No:
Price Band: A Date: 06/12/07
Item Numbers: 2 Item Seq: Currency: EUR

Packages
No: 1 Kind: CASE Code:

Free Text:

Product Code: PRODUCT Order #: Tax Code: B

Quantity + Unit: 10.00000
EA

Unit Price + Unit: 13.00000

Total Amount: 130.000

Description: PRODUCT DESCRIPTION

Commodity Code: 44444444 Continuation Line?

Ctry of Origin: GB Browse

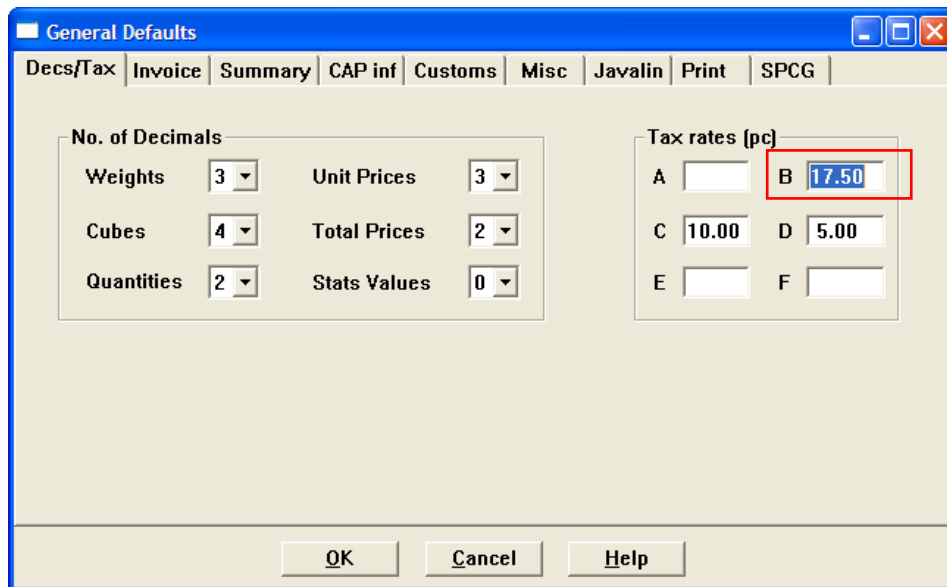
Weights and Volume:
Gross: .000000
Net: .000000
Vol: .0000000

Buttons: Amend, Insert, Delete, Copy, Move, Weights..., Details..., Origin..., Split..., Percent, OK, Exit, Help

2. Replace the existing VAT with the new one

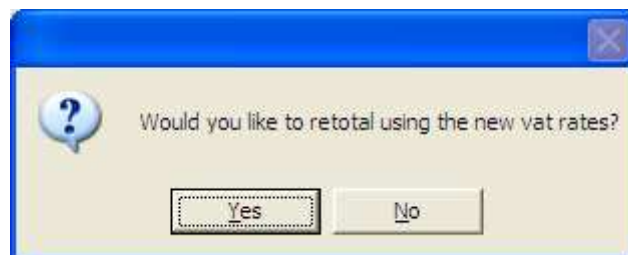
The main advantage of this method is that it is very quick to implement. The main disadvantage is that Spex will always ask to apply the new VAT rate to an old shipment if any changes are made to that shipment.

In order to implement this method please go to Configuration \ General Defaults and replace the existing VAT value with the new one (e.g. 15.00 becomes 17.50):



Any new shipments created after the above change is made will use the new VAT rate.

If any changes are made to the existing shipments the following message will appear:



By choosing 'Yes' the VAT amount will be recalculated using the new VAT rate and by choosing 'No' the VAT amount will be left as it is.