

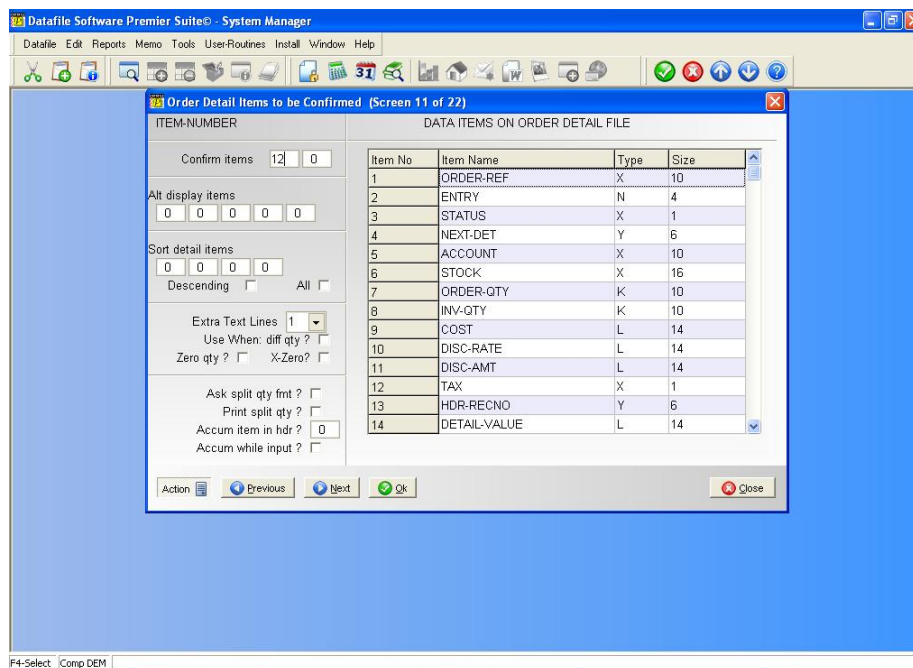
# Important Note from Datafile Software

## Setting Confirm Item for Tax Code on POP Invoices and SOP Credits

On Monday 24<sup>th</sup> November the government announced a reduction in the standard VAT rate from 17.5% to 15% effective for the period 1<sup>st</sup> December 2008 to 31<sup>st</sup> December 2009 after which VAT will revert to 17.5%

The suggested changes to your VAT table mean that any purchase invoices you receive for November after you have changed the VAT table would still need to be invoiced at 17.5%. The suggested changes to the VAT table added a new 'H' code which is still 17.5% but where purchase orders were entered prior to the 1<sup>st</sup> December the VAT code would be recorded as 'S'. You could amend the order to change the VAT code but as an alternative you can set a confirm item within the documents to allow the operator to change the VAT code.

Within the Document Design, Parameter Screen 11 asks for up to two confirm items, here you can reference the VAT code data item.



When processing the document after entry of the action qty a pop-up will ask for the VAT code to be used where you can change the code from 'S' to 'H' as required. Once you have processed your 'time-lagged' documents you can clear this setting.

SOP Credits – when you credit an invoice that was raised prior to 1<sup>st</sup> December then you need to apply the credit at the same VAT rate of 17.5%. If raising credits against an existing order then you can use the process described above within your credit document. If re-processing the invoice afterwards you need to consider whether the re-invoice is to be at 15% VAT in which case you need to amend the order line back to the 'S' VAT code.