VAT Codes

Contents

1 VAT Codes

This screen allows you to maintain the VAT codes in the system. These are used in various places, including:

- Supplier.
- Customer.
- Carriers.

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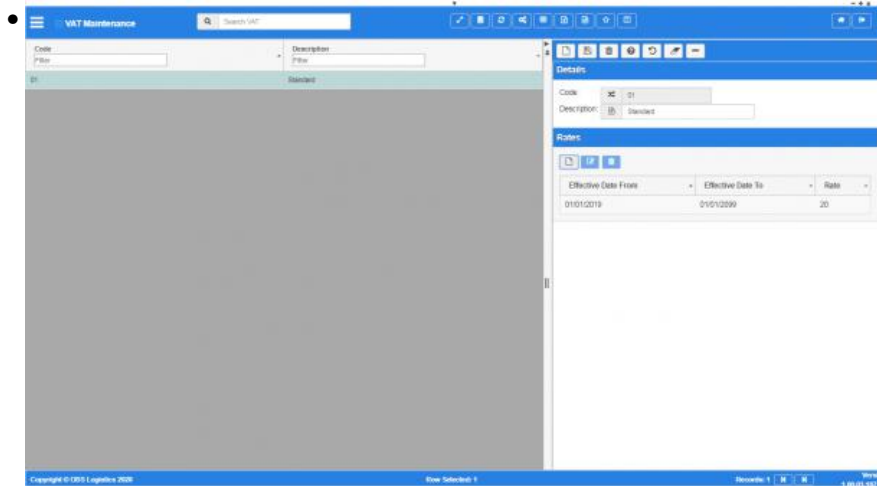
VAT codes maintenance

You can query data by and/or choose to display data as follows:

- *Code* - the vat rate code.
- *Description* - the VAT rate description.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- 🗋 **New** - create a new record.
- 🖫 **Save** - save a new record or changes to an existing record.
- 🗑 **Delete** - delete an existing record.
- ⑦ **Help** - help on this screen.
- ↺ **Undo** - undo change made since last save.
- ✐ **Clear** - clear all fields.
- ▬ **Toggle** - toggle display of all accordion headers.

You can change or add the following information:

- *Code* - the vat rate code.
- *Description* - the VAT rate description.

1.1 Rates section

You can set the rate and dates when this VAT rate is applicable.

You can add the dates by clicking the ⬄ **New** button in the section.

You can edit dates by clicking the row in the table and then clicking the ☑ **Edit** button in the section.

The screen will display a pop-up window to enter the following:

- *Effective Date From* - you can enter a date or use the ⬜ **Calendar** lookup provided to the right of the value entry.
- *Effective Date To* - you can enter a date or use the ⬜ **Calendar** lookup provided to the right of the value entry.
- *Rate*.

You can save your changes with the **Save** button, or discard your changes with the **Close** button.

You can delete an rate by selecting the transport unit row in the table and then clicking the 🗑 **Delete** button in the section header.

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