

# Updating VAT on a Booking

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With the proposed changes to the UK's VAT rates, we have updated how you can set VAT at your venue, both on Client's accounts and for New and Existing Bookings.


Instead of the old text box, our new drop-down option allows you to quickly and easily adjust VAT rates for your clients bookings!

## Adjusting VAT on a Booking

When creating a New Booking, there are a number of ways to adjust the VAT for your booking.

1) On the New Booking page, you can adjust the VAT for a selected space, using the drop-down menu;

2) You can also add VAT to a Sundry Item, and edit using the drop-down menu;

3) Individual occurrences can then be edited by selecting the  button; perfect for adjusting specific bookings within a weekly recurrence.

## Editing a Booking from the Calendar

Unbilled bookings can have their pricing and VAT information edited from the calendar.

1) Select a booking on the calendar, and hit the  button

2) Edit just "[this occurrence](#)"

3) You can now adjust the VAT using the drop-down menu displayed - hit save to keep your changes!

## Editing a Booking from the Bookings Tab

As with the Calendar, unbilled bookings can be adjusted from the Bookings tab.

1) From the Bookings Tab, select the ["Edit"](#) button for the booking you wish to update

2) Select a new VAT rate from the drop-down menu

