Bulk editing VAT rates for Bookings

Last Modified on 14/08/2020 2:00 pm BST

For Master Venue Admins, we have introduced new functionality to update multiple existing unbilled bookings from one VAT rate to another.

To do this, simply go to the Bookings tab, click the 'VAT Bulk Edit' button in the top right:

Dashboai	rd	Calendar	Enquiries 9	Clients	Bookings	Invoices 4	Payments	Reminders 10	Reports			Users	Manage	Venue
											New Booking	Excel Export	VAT Bul	k Edit
Boo	kin	gs Detail	ed 🗸											
by: Spac	e (90)	Category	🗸 Sta	atus 🔻 🗸	- Payment Stat	us ¥	Star	t Date 14-08-2020	End Da	te 14-09	-2020	Clear Go	Cancel sel	lected
Search:												Show 20		~
												entries		
		Date	Start time	End time	Space	c	Client	Bookir Value (ngs (Ex. Ca	tegory	Status	Payment Status	Booking Ref	

Then select the VAT rate of bookings you would like to change from, and the VAT rate you would like to change these bookings to:



Once you have selected to 'Update Bookings' please allow the system to complete the task before you click off the pop-up or run a new bulk edit.

Once completed, you can check that your bookings that previously had the 'From' VAT rate have updated. From the bookings tab, click on the Booking Ref, and click on the Blue Edit button at the bottom of the page:

												Toggle optior
Booki	ng Det	ails										
Edit	selected	Cancel selected		-	-							
	~	Space	Date	Day	Time	Available	Rate	Net	vat	Gross	Status	2.00
	1	Badminton Court 1	14/08/2020	Fri	14:00-15:00	Yes	£6.26	£6.26	20.0 %	£7.51	Unbilled	×
-	2	Badminton Court 2	14/08/2020	Fri	14:00-15:00	Yes	£7.50	£7.50	20.0 %	£9.00	Unbilled	_∠×
	3	Badminton Court 3	14/08/2020	Fri	14:00-15:00	Yes	£7.50	£7.50	20.0 %	£9.00	Unbilled	<u> </u>
		Total 3			3h			£21.26		£25.51		
Check	Availabi	lity Across Venues Toggle Options										

Please note: this will not update any bookings for archived clients or non-billable clients, or any bookings that have already been Invoiced.