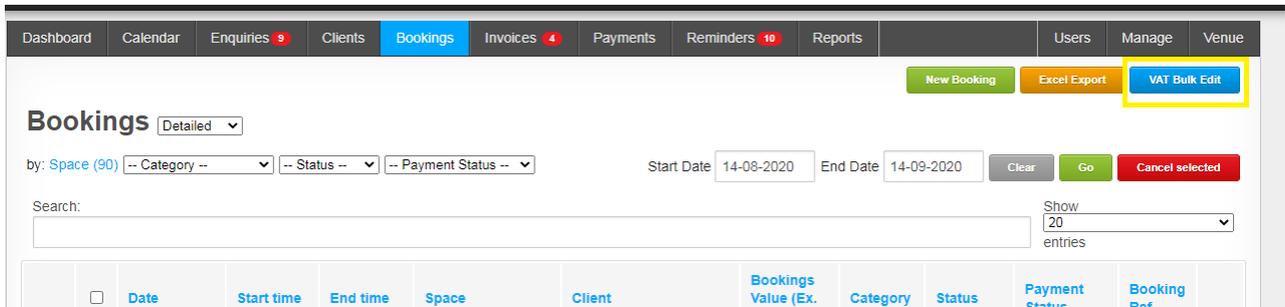


Bulk editing VAT rates for Bookings

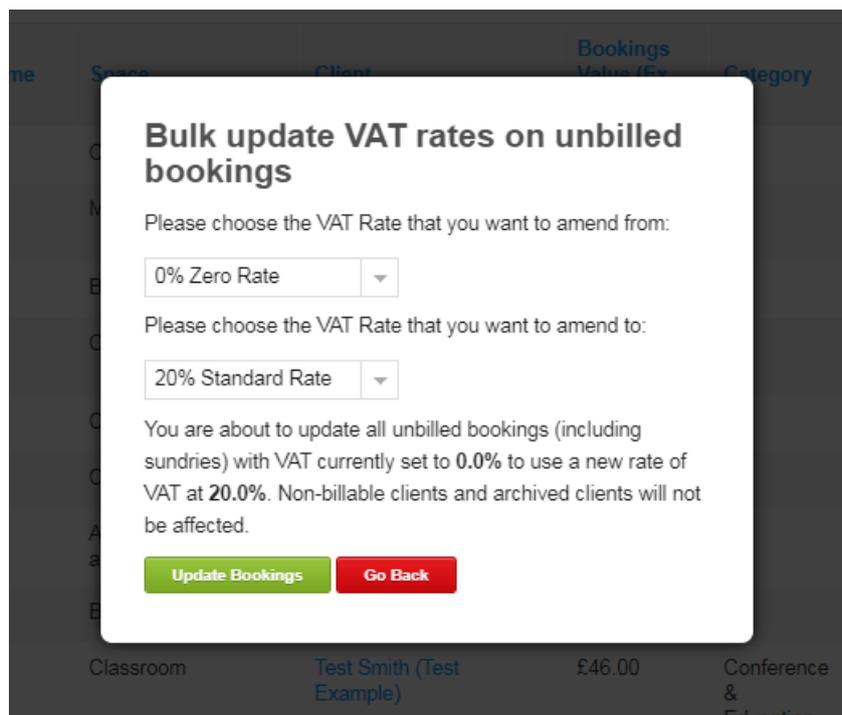
Last Modified on 14/08/2020 2:00 pm BST

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:



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 options](#)

Booking Details

<input type="checkbox"/>	<input type="checkbox"/>	Space	Date	Day	Time	Available	Rate	Net	Vat	Gross	Status		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Badminton Court 1	14/08/2020	Fri	14:00-15:00	Yes	£6.26	£6.26	20.0 %	£7.51	Unbilled	 
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Badminton Court 2	14/08/2020	Fri	14:00-15:00	Yes	£7.50	£7.50	20.0 %	£9.00	Unbilled	 
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Badminton Court 3	14/08/2020	Fri	14:00-15:00	Yes	£7.50	£7.50	20.0 %	£9.00	Unbilled	 
		Total 3			3h			£21.26		£25.51			

[Check Availability 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.