
Changes to invoices and Database

I have been working with David Cooper to make changes to certain aspects of our database and the way we are handling the account side of things. There are two reasons for the change, Firstly the revenue now want all our VAT returns submitted digitally from our accounting programme and secondly when DC was ill last year I felt we were very vulnerable as he was the only person who understood all the accounting procedures. I have been working with him and looking at ways we can simplify certain aspects of our accounting system.

The changes we will be making as of 1st MARCH 2020 relate to the way we handle our VAT and simplify our making tax digital VAT payments.

All orders entered on the system up to 29th February will be handled exactly as we do now. All orders entered on the system from 1st March 2020 will be handled as follows.

All payments received when entered on the system the amount paid will be invoiced on entry. This will produce Invoice 1 if there is a balance outstanding. When you collect the final balance before fitting then this will produce Invoice 2 stating the order is paid in full. (Examples of the invoices attached for reference).

You will enter the orders exactly the same way as you do now and the cash entry system will generate the invoice automatically on entry of ANY method of payment.

If a customer pays any on account payments after the initial deposit then if the balance is greater than zero then Invoice 1 will be produced. Invoice 2 is only produced when the balance is ZERO.

Order completion

You will still need to continue to mark the orders as completed as you do now and head office will run a similar routine to now to confirm completion of the order. For any orders on the system prior to February 29th then head office will produce the invoice as they do now until these orders age their way out of the system. It is the full value of these orders that will appear on your Monthly Sales Report for the branch in exactly the same way as they do now.

Variation Orders

You will still be able to enter variation orders as you do now right up until the completion routine is run at head office (currently the routine for producing the invoices) to add value or reduction of goods for any changes along the way.

Invoice Copies

All copies of any invoices raised will be available under order status but the invoice option will appear as a menu item under the main order status dropdown and not in the sub directory under documents as it does now.

Any queries do not hesitate to ask if you are not sure. DG

INVOICE 1

INVOICE 049664



308 Worple Road
Raynes Park
LONDON
SW20 8QU
Phone: 020-8947-7522
Fax: 020-8947-7622
Email: raynesbranch@mr-carpet.co.uk

Miss Maria Cooper
3 Stony Hill
Paulerspury
PAULERSPURY
NN12 7PB

Delivery Address

3 Stony Hill

Our Order Reference **R18329**
Your Reference

Invoice Date: **February 24, 2020**

For works carried out in accordance with the above Order reference. This invoice is subject to our Terms and Conditions contained in the above Order.

Date	Description	Amount
24/02/2020	Deposit for Works as specified on Order	<u>1,000.00</u>

Payments received by 24/02/2020 - £1,000.00

Received with thanks

Net Invoice value 833.34
VAT @ 20% 166.67

TOTAL Invoice value £1,000.00

Please find our Bank details below and include either our Order Reference or Invoice Number as reference
Bank: NatWest PLC Sort Code: 60-21-10 Account Name: Mr Carpet Ltd Account Nr: 51001837

INVOICE 2

INVOICE 049665



308 Worple Road
Raynes Park
LONDON
SW20 8QU
Phone: 020-8947-7522
Fax: 020-8947-7622
Email: raynesbranch@mr-carpet.co.uk

Miss Maria Cooper
3 Stony Hill
Paulerspury
PAULERSPURY
NN12 7PB

Delivery Address

3 Stony Hill

Our Order Reference **R18329**
Your Reference

Invoice Date: **February 24, 2020**

For works carried out in accordance with the above Order reference. This invoice is subject to our Terms and Conditions contained in the above Order.

Date	Description	Amount
24/02/2020	As per final agreed instructions	<u>1,000.00</u>

Payments received by 24/02/2020 - £2,000.00

Paid In Full

Net Invoice value	833.34
VAT @ 20%	166.67
TOTAL Invoice value	<u><u>£1,000.00</u></u>

Please find our Bank details below and include either our Order Reference or Invoice Number as reference
Bank: NatWest PLC Sort Code: 60-21-10 Account Name: Mr Carpet Ltd Account Nr: 51001837