

Sage 200 Vat Code/Rate Changes

AS of the 4th of January 2011 the VAT rate is changing to 20%. This affects all companies running Sage 200 and SagePOS/Paypoint. These instructions were written for Sage 200 V5.1, but should apply to all versions, with only slight differences.

To alter your Sage 200 so that you can process the transactions at the new and old vat rates follow the instructions below.

PLEASE NOTE THESE CHANGES NEED TO BE DONE AFTER THE 3rd JANUARY 2011, BUT BEFORE YOU START TRADING ON OR AFTER THE 4ST JANUARY 2011.

These instructions are provided as a guide to our customers, we accept no responsibility for any loss or costs incurred from using these instructions. If you have any questions about the consequences of following or not following these instructions with regards to VAT liabilities etc, please consult your accountants or H.M. Customs and Revenue.

These instructions show you how to create a Tax code for 17.5% (11) in this example, this code is to be used for all supplier invoices that received after this change has been completed, but are dated prior to the change, and where the supplier has charged you 17.5% vat. Likewise you can use the 17.5% code for invoices you are issuing to your customers, where the invoice should be issued prior to 4th January 2011.

Sage 200 does not contain a feature to automatically adjust you Stock Item prices, you can use the Price Books export and import function to send the prices to excel, and import them back again, but this is not covered within these instructions. Bit Systems do have a program available for adjusting Price Band prices at a discounted cost of £150 +Vat.

If you choose to do a price alteration, and you print your own pricing labels then you will also need to print new labels for items where prices have changed.

Stage 1 – Altering the Vat Codes

1. Select “Accounting System Manager” from the Menu Stack
2. Select “Settings” followed by “Tax Rates”



- Alter the Standard Vat entry to “20.00”

ASM - Tax Rate Details

Tax rate details

| Code | Name | VAT Ret... | EC Terms | % | Input Acc. No. | Output Acc. ... |
|------|--------------------------|-------------------------------------|-----------------------------------|-------|----------------|-----------------|
| 0 | Exempt | <input checked="" type="checkbox"/> | Not Applicable | 0.00 | 2201 | 2200 |
| 1 | Standard Rate | <input checked="" type="checkbox"/> | Not Applicable | 20.00 | 2201 | 2200 |
| 2 | Zero Rated | <input checked="" type="checkbox"/> | Not Applicable | 0.00 | 2201 | 2200 |
| 4 | EC Sales Goods & Serv... | <input checked="" type="checkbox"/> | Sales Goods & Related Services | 0.00 | 2201 | 2200 |
| 5 | EC Sales Services | <input checked="" type="checkbox"/> | Sales Non-Related Services | 0.00 | 2201 | 2200 |
| 6 | EC Purchase Services | <input checked="" type="checkbox"/> | Purchase Non-Related Services | 0.00 | 2201 | 2200 |
| 7 | EC Zero Purchase | <input checked="" type="checkbox"/> | Purchase Goods & Related Services | 0.00 | 2201 | 2200 |
| 8 | EC Standard Purchase | <input checked="" type="checkbox"/> | Purchase Goods & Related Services | 17.50 | 2201 | 2200 |
| 9 | None Vat Transactions | <input type="checkbox"/> | Not Applicable | 0.00 | 2201 | 2200 |
| 10 | Old 15% Rate | <input checked="" type="checkbox"/> | Not Applicable | 15.00 | 2201 | 2200 |

Buttons: OK, Add, Cancel

- Navigate to the bottom of the list and a new row should appear. Create an entry for the old rate of “17.50” to be used for late transactions, as shown below. NB Your descriptions and nominal may differ from those shown. Please make sure you enter the correct values for your system.

ASM - Tax Rate Details

Tax rate details

| Code | Name | VAT Ret... | EC Terms | % | Input Acc. No. | Output Acc. ... |
|------|--------------------------|-------------------------------------|-----------------------------------|-------|----------------|-----------------|
| 0 | Exempt | <input checked="" type="checkbox"/> | Not Applicable | 0.00 | 2201 | 2200 |
| 1 | Standard Rate | <input checked="" type="checkbox"/> | Not Applicable | 20.00 | 2201 | 2200 |
| 2 | Zero Rated | <input checked="" type="checkbox"/> | Not Applicable | 0.00 | 2201 | 2200 |
| 4 | EC Sales Goods & Serv... | <input checked="" type="checkbox"/> | Sales Goods & Related Services | 0.00 | 2201 | 2200 |
| 5 | EC Sales Services | <input checked="" type="checkbox"/> | Sales Non-Related Services | 0.00 | 2201 | 2200 |
| 6 | EC Purchase Services | <input checked="" type="checkbox"/> | Purchase Non-Related Services | 0.00 | 2201 | 2200 |
| 7 | EC Zero Purchase | <input checked="" type="checkbox"/> | Purchase Goods & Related Services | 0.00 | 2201 | 2200 |
| 8 | EC Standard Purchase | <input checked="" type="checkbox"/> | Purchase Goods & Related Services | 17.50 | 2201 | 2200 |
| 9 | None Vat Transactions | <input type="checkbox"/> | Not Applicable | 0.00 | 2201 | 2200 |
| 10 | Old 15% Rate | <input checked="" type="checkbox"/> | Not Applicable | 15.00 | 2201 | 2200 |
| 11 | Old 17.5% Rate | <input checked="" type="checkbox"/> | Not Applicable | 17.50 | 2201 | 2200 |

Buttons: OK, Add, Cancel

- Click “OK”

Stage 2 updating the tills

Once the VAT changes have been applied, you need to update your tills with the new tax rates. Follow your normal process for doing this.

1. Load Launchpad
2. Select "Store Procedures"
3. Select the option to do the Sage 200 Export
4. Make sure you choose to "Purge" the data first.
5. Update the Tills from the "Manager menu – Update Till Data" menu
6. Restart the tills.

NB. ONCE THIS UPDATE HAS BEEN DONE YOU MUST RESTART THE TILL FOR THE NEW TAX RATES TO TAKE EFFECT.