

# 1<sup>st</sup> January 2010 17.5% VAT RATE CHANGES

**PLAN:IT**  
BUSINESS SYSTEMS

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## **Sage 200/MMS**

**Note:** You should make this change on 1st January 2010.

### **Change VAT Codes**

Within Accounting System Manager, go to Settings – Tax Rates and change the Standard Rate to 17.5. Then choose OK

### **Amend Sales Orders and Purchase Orders**

To change any outstanding Sales or Purchase orders to use the 17.5% VAT rate, you must amend the tax rate within each item of the order to one of the other tax rates. Then press the TAB key and then change it back to the Standard VAT Rate.

### **Alter VAT amounts on late invoices**

A purchase invoice arrives on or after 1<sup>st</sup> January 2010, but is dated before that and the VAT Rate is 15%.

When entering the invoice, change the tax value to the value that is on the invoice, and Save.

### **Please note these instructions are for Standard VAT Accounting schemes only**

- For any other VAT requirements or general information you may need to visit the HMRC website, [www.HMRC.gov.uk](http://www.HMRC.gov.uk) or call us.
- Please, for a few weeks, check the calculations are correct.
- Document layouts or custom reports normally use the rate automatically. However, all should be checked if you might have a 'fixed' VAT rate typed on to the layout or report.