



Important Notice:

We recommend that you print & post any invoices that are presently in the system that require to be invoiced at the 15% rate before following any of the advice below.

Change the VAT rate in Sage 200 & Sage MMS

To change the standard rate of VAT you will need to do the following:

- Accounting System Manager
- Settings
- Edit the Standard tax code to 17.5%

You should also edit the EC Standard Purchase Ledger (PL) Code (Purchases, Good and related Services) to 17.5%

To credit an invoice at the old rate

There may be occasions when you need to credit invoices at the old vat rate. If you need to do this, you should create a new tax code at the old rate of VAT. You can do this as follows:

- Accounting System Manager
- Settings
- Tax Rates, the Accounting System Manager Tax rate details box appears
- Choose Add
- Enter a description of your choice
- Select Vat Return Option
- Enter "Not Applicable" in the EC terms box
- Enter the rate of 15%
- Ensure relevant Input/ Output Nominal Codes

Entering Late Suppliers Invoices/ Supplier Purchase Orders

If you receive an order from a supplier that you need to enter at the old rate of VAT. Ensure when entering the order that you select the relevant tax rate.