



More info

. V2011 - Sage 50 Accounts VAT Change Utility

Note: You should run this utility on or after 4 January 2011. For more information about the legislation changes, please visit www.sage.co.uk/legislationchanges

To install and run the Sage 50 Accounts VAT Change Utility

Note: You should run this utility on or after 4 January 2011. Before installing and running this utility, you must take at least one backup of your data. For further information about this, please refer to Ask Sage Article [11592](#). If you have already amended the VAT rate for your standard rated tax code, you must change this back to the old rate before continuing.

1. From within Sage Accounts, open the Help menu, choose About then click the System Information tab.
2. In the left-hand pane, select Directories then make a note of the Program Directory and Data Directory that appear in the right-hand pane.

Tip: If you can't see the full path, use the scroll bar at the bottom of the window.

3. Close Sage Accounts.
4. Locate and double-click the relevant file, for example, Accounts2011_VatRateChange.exe
5. On the Sage Software Update window, ensure the directory is your Sage 50 Accounts program directory, then click Yes. If the directory is incorrect, click No, browse to your Sage 50 Accounts program directory then click OK.
6. When the Program successfully updated message appears, click OK.

The Sage 50 Accounts VAT Change Wizard appears.

7. To confirm that you have read the Licence Agreement and taken a backup, select both check boxes then click Next.

The Select Company page appears.

8. From the Datapath drop-down list, choose the required company.

The company name appears.

9. Enter the password for the MANAGER logon then click Next.

Tip: If you have not created a password for the MANAGER logon, leave the Password box blank. If your password is more than 10 characters long, please enter the first 10 characters only.

10. Complete the Edit VAT Rates window as follows:

- Select the relevant check box for the tax code that you want to update.
- Enter the new rate for the relevant tax code then click Next. For example, to change T1 to 20.0%, enter 20.0 in the New Rate column for T1.

The Select Inv/Orders page appears listing all of the items that use the tax code you selected.

11. Select the items that you want to recalculate then click Next.

The progress bar appears and when the process is complete, the View Report page appears. This shows all of the items that have been updated and includes the original and updated VAT amounts.

Tip: We recommend that you print this information.

12. To close the Sage 50 Accounts VAT Change Wizard, click Finish.

You have successfully updated the relevant items on your invoices and orders.

File Information

Filename:accounts2011_vatratechange.exe File Type: Update
File Size: 2.78 Mb Software Required:

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