sage Pastel Accounting

Creating a new Tax Type: Xpress

There comes a time when you might need to add a new tax type to your accounting program. This can be due to tax rate changes

There are quite a few steps involved to ensure the new tax type is applied to all the processing functions where this vat (tax) is applied

i Please make a backup before proceeding with any of the steps below

Changing the tax type

If the new tax rate applies to more than one tax type, you will need to ensure that the tax percentage is changed in the Tax % column. Should it be greyed out, you will need to create each one again.

- Select Setup > Tax > General settings
- Select the **Percentages Tab**, scroll down until you get the first un - used line

- Insert a description for the new tax type
- Insert the tax %
- Make sure the start date is the first date it should come into effect. The end date you can set far into the future as possible
- Click on **OK** to save the changes, you will receive the following message

You have made changes to the Tax Box layout. The Tax Boxes will now be recalculated.

This will take a few seconds.

Click OK to proceed with the recalculation, or Cancel to return to the Setup Tax screen.
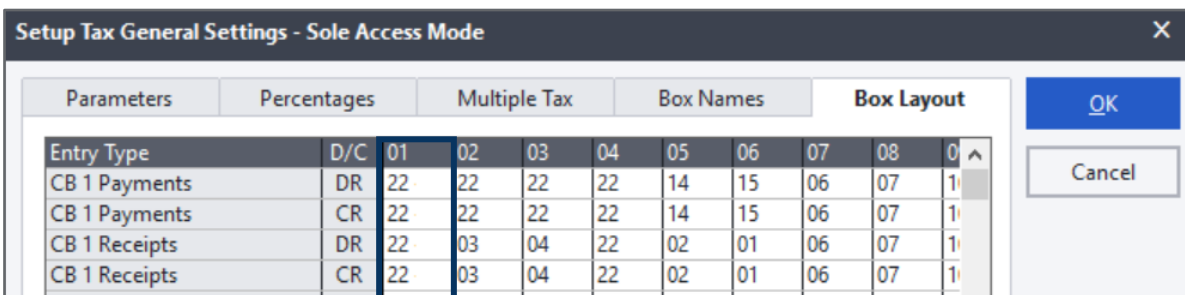
> - **Change the end date on the current tax type to one month after the effected date, to use should you need to process Credit Notes for Invoices updated on the old tax type.**
> - **If you use recurring batches in Journals, Cash Books or Customers Invoices, you will need to change the tax types on those batches**

- Select Setup > Tax > General settings > Box Layout
- Move to the column that corresponds to the tax type you have created. Look at what has been setup in column 1 and apply the same changes to the next tax type
  Example: column 01, shows 15, go to the new tax type column and change it also to 15

Setup Tax General Settings - Sole Access Mode		
Parameters	Percentages	

Entry Type	D/C	01
CB 1 Payments	DR	15 ▼

Box Names	Box Layout		
12	13	14	15	1
20	19	15 ▼		

- Go back to column 01 and change everything to 22 for all the Entry Types

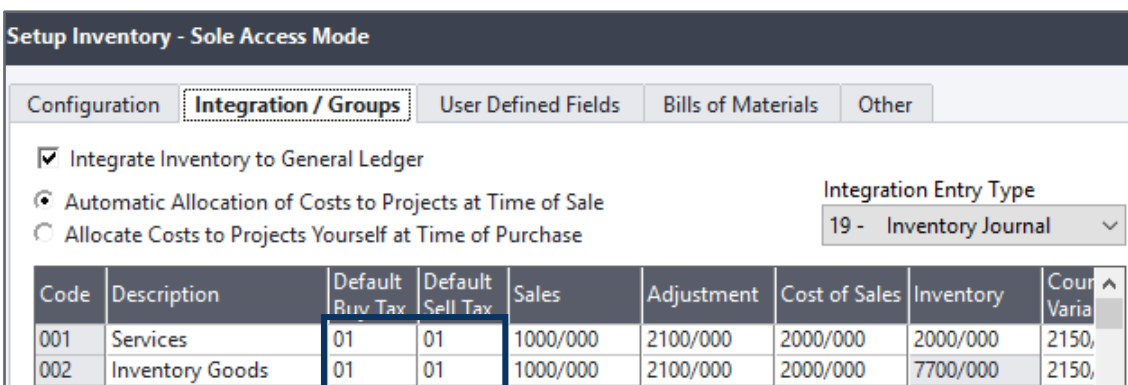| Setup Tax General Settings - Sole Access Mode										
Parameters	Percentages		Multiple Tax		Box Names		Box Layout		OK	
Entry Type	D/C	01	02	03	04	05	06	07	08	0
CB 1 Payments	DR	22	22	22	22	14	15	06	07	1
CB 1 Payments	CR	22	22	22	22	14	15	06	07	1
CB 1 Receipts	DR	22	03	04	22	02	01	06	07	1
CB 1 Receipts	CR	22	03	04	22	02	01	06	07	1

Cancel

- Select **OK** to apply the changes

Changing the tax type

Setup Menu

- Default tax type for new inventory items. Select Setup > Inventory > Integration / Groups
  Insert the number used when the new tax type was created, example number 14

Setup Inventory - Sole Access Mode								
Configuration	Integration / Groups	User Defined Fields	Bills of Materials	Other				

☑ Integrate Inventory to General Ledger

⦿ Automatic Allocation of Costs to Projects at Time of Sale
○ Allocate Costs to Projects Yourself at Time of Purchase

Integration Entry Type
19 - Inventory Journal ⌄

Code	Description	Default Buy Tax	Default Sell Tax	Sales	Adjustment	Cost of Sales	Inventory	Coun Varia
001	Services	01	01	1000/000	2100/000	2000/000	2000/000	2150,
002	Inventory Goods	01	01	1000/000	2100/000	2000/000	7700/000	2150,

- Default tax type for customer processing. Select Setup > Customer > Control > Configuration

- Default tax type for supplier processing. Select Setup > Supplier > Control > Configuration

Accounts

Once all the default changes have been applied you would need to make the necessary changes to your Customer, Supplier and Inventory Accounts. If you added default tax types to your General Ledger Accounts, you will need to change that too.

Customers

- Select File > Export/ Import > Export Customer Accounts
- Leave **Include Field Names** selected
- Select the magnifying glass and browse for a location to save the file
- Enter a description for your file name with extension .csv. Example: customers.csv
- Select Save > Process
- On the next screen you need to make your selection on which customers must to be exported. You can do them in batches, by grouping them in categories if you have, or just export all your customers
- Select OK > Process
- Open your exported file, go to **column K (Default Tax)**, change that number to the number of the new tax rate, example the number 14
- Save the changes
- Close the excel sheet
- Go back to Xpress, select File > Export/ Import > Import Customer Accounts, browse for your file
- Deselect **Map Fields**
- Select Process
- Your file will start to import, at the bottom of the import screen you will be able to see how many records imported

Supplier Accounts

- Select File > Export/ Import > Export Supplier Accounts
- Leave **Include Field Names** selected
- Select the magnifying glass and browse for a location to save the file
- Enter a description for your file name with extension .csv. Example: suppliers.csv
- Select Save > Process
- On the next screen you need to make your selection on which suppliers must to be exported. You can do them in batches, by grouping them in categories if you have, or just export all your suppliers

- Select OK > Process
- Open your exported file, go to **column K (Default Tax)**, change that number to the number of the new tax rate, example the number 14
- Save the changes
- Close the excel sheet
- Go back to Xpress, select File > Export/ Import > Import Suppliers Accounts, browse for your file
- Deselect **Map Fields**
- Select Process

Inventory Accounts

- Select File > Export/ Import > Export Inventory Items
- Leave **Include Field Names** selected
- Select the magnifying glass and browse for a location to save the file
- Enter a description for your file name with extension .csv. Example: inventory.csv
- Select Save > Process
- On the next screen you need to make your selection on which inventory must to be exported. You can do them in batches, by grouping them in categories if you have, or just export all your customers
- Open your exported file, go to **column AB (Allow Tax)**, change that number to the number of the new tax rate, example the number 14
- Save the changes
- Close the excel sheet
- Go back to Xpress, select File > Export/ Import > Import Inventory items, browse for your file
- Deselect **Map Fields**
- Select Process

General Ledger Accounts

- Select File > Export/ Import > Export General Ledger Accounts
- Leave **Include Field Names** selected
- Select the magnifying glass and browse for a location to save the file
- Enter a description for your file name with extension .csv. Example: generalledger.csv
- Select Save > Process
- On the next screen you need to make your selection on which customers must to be exported. You can do them in batches, by grouping them in categories if you have, or just export all your customers
- Open your exported file, go to **column E (Tax Type)**, change that number to the number of the new tax rate, example the number 14
- Save the changes
- Close the excel sheet
- Go back to Xpress, select File > Export/ Import > Import General Ledger Accounts, browse for your file
- Deselect **Map Fields**
- Select Process