

## Manual changes that need to take place if automatic update is not done

- Tax types that need to be created are:
  - Temporary VAT 14%
  - VAT – Standard rated 15%
  - Bad debts 15%
  - Capital goods 15%
  - Accom not exc 45 days 15%
  - Export 2<sup>nd</sup> hd goods 15%
  - Change in use 15%
- Default configurations that need to be updated are:
  - Customers
  - Suppliers
  - Inventory
  - General Ledgers

You will need to run the Adjust Tax Type assistant for each of the following:

- Customers
  - Select range to change
    - Select Old tax type (Default tax type) then select New tax type (Default tax type)
    - Select Old tax type (Force tax type) then select New tax type (Force tax type)
- Suppliers
  - Select range to change
    - Select old tax type (Default or Force Tax) to new tax type (Default or Force Tax)
    - Select Old tax type (Force tax type) then select New tax type (Force tax type)
- Inventory
  - Select range to change
    - Select old tax type (Default or Force Tax) to new tax type (Default or Force Tax)
    - Select Old tax type (Force tax type) then select New tax type (Force tax type)
- General Ledgers
  - Select range to change
    - Select old tax type (Default or Force Tax) to new tax type (Default or Force Tax)
    - Select Old tax type (Force tax type) then select New tax type (Force tax type)

### Important Note:

The above process needs to be completed for each tax type.

## Open batches, recurring batches and post-dated batches

The auto update will not update the default tax type for open batches, recurring batches or post-dated batches.

For each of these batches, you need to open the batch and adjust the date after 01 April 2018 then manually select the new default tax type.

Once you have made the changes, you can process these batches as normal.