

VAT increase to 15%

This guide has been created to assist you step by step to get your software build updated and to ensure your software is VAT compliant.

Follow the steps below to update your software

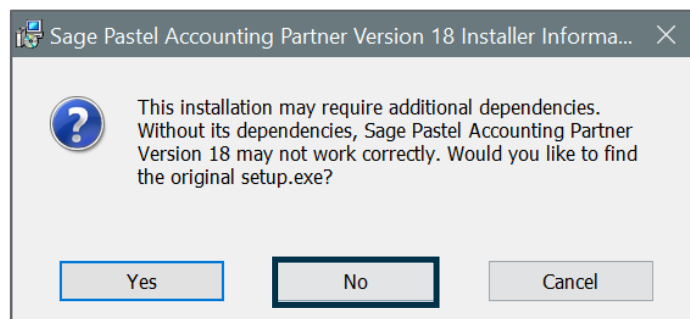
For detailed information regarding each check, click on the heading

- ✓ [Installing the update](#)
- ✓ [Rebuilding the Company](#)
- ✓ [Changes made to the Tax Tables](#)
- ✓ [What to expect on the 1st of April](#)
- ✓ [Recurring and Post-Dated Batches](#)
- ✓ [Bank Manager Mappings](#)

Installing the update

Follow the prompts to install the update

Should you get the below message, select **NO**, to continue with the installation



Rebuilding the Company

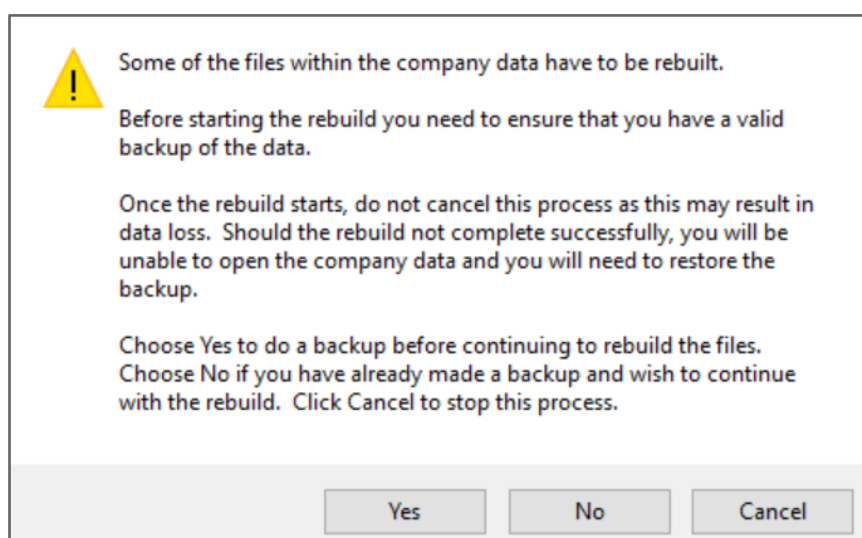
There are 2 scenarios that can occur after the rebuild:

1. You did not create the 15% Tax Type and waited for the build update.
2. You manually created the 15% Tax Type to process transactions.

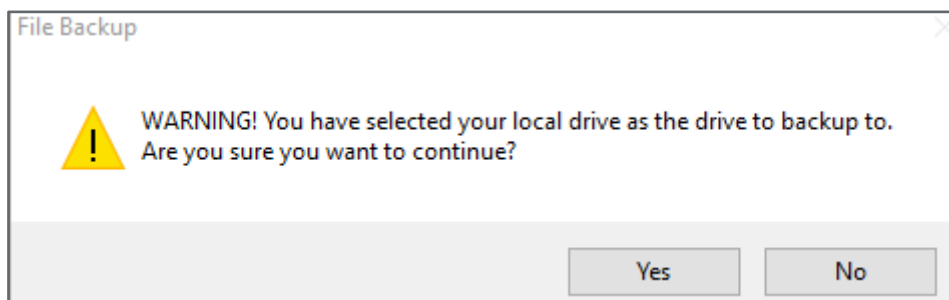
Please select the one that applies to your current setup.

1. Did not create the 15% Tax Type

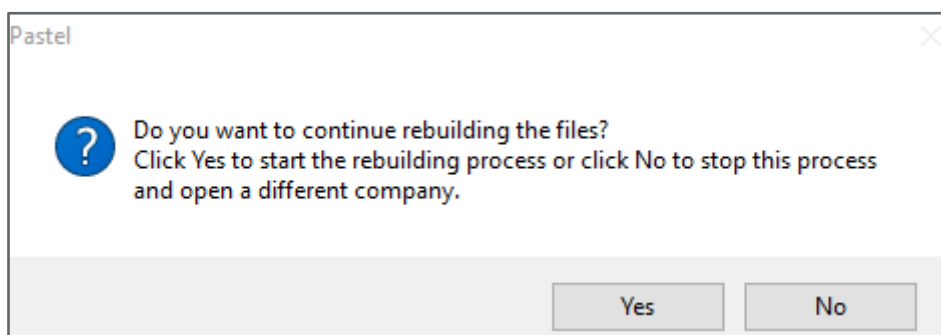
- Open Sage Pastel Accounting, log into a company
- You will receive the following message, the first time you open a company, after the update




- Select **Yes**, on this screen to make a backup, browse to a location on your computer to save the backup, select **Process**
- Select **Yes** on the following screen

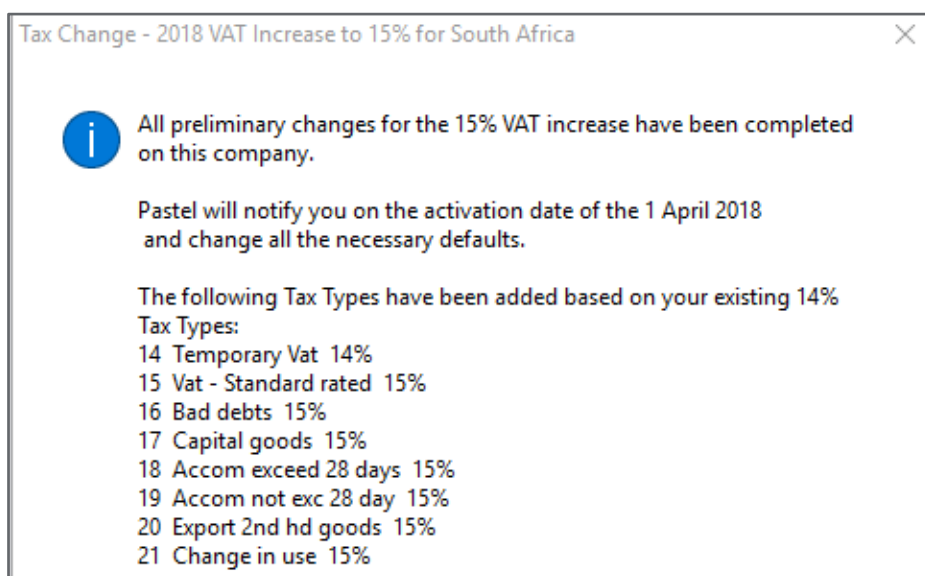


- Select **OK** and then **Close**
- You will receive the following message, select **Yes** to start the rebuild process



 **DO NOT stop the rebuild while in progress**

- You will be prompted to enter your password once the rebuild is completed
- Upon opening you will receive the following message, select **OK**





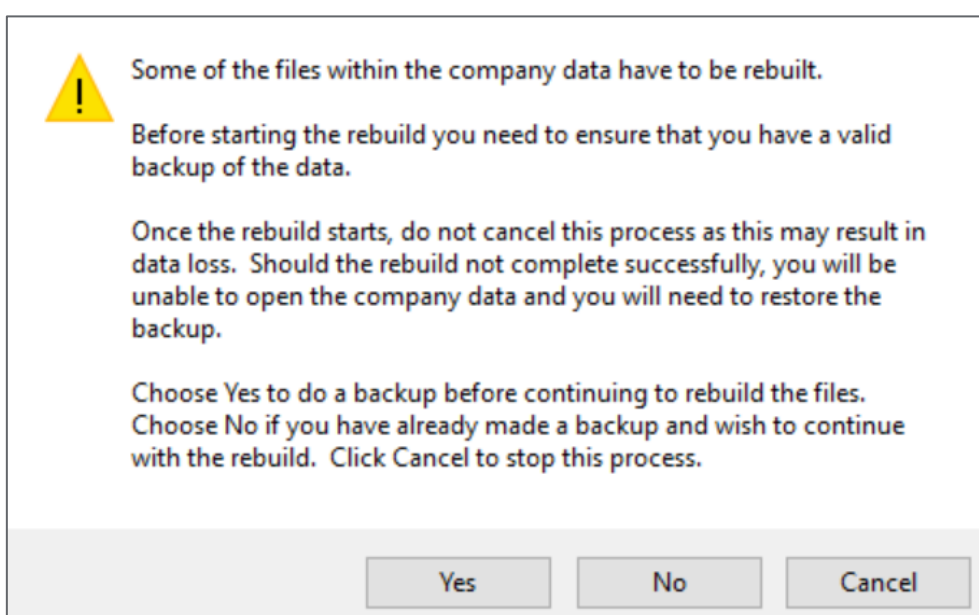
All your tax types are now updated as per screen shot, you will have access to process to 14% VAT until the 31st of March, refer to - What to expect on the 1st of April to see how the roll over to 15% will apply.

2. Manually created the 15% Tax Type

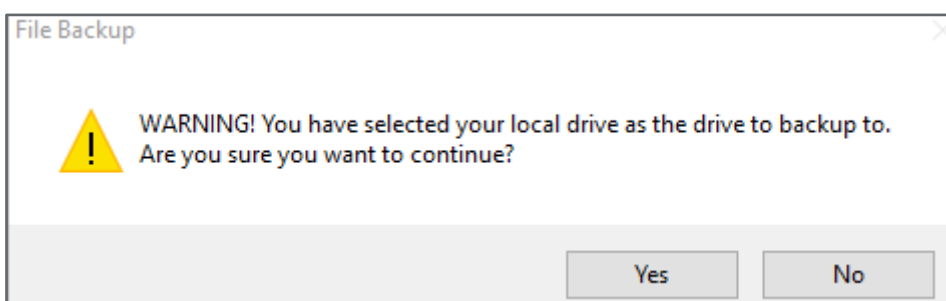


Please note if you created the tax type under Setup > Tax > General Settings and manually added the 15%, you will have to follow these steps

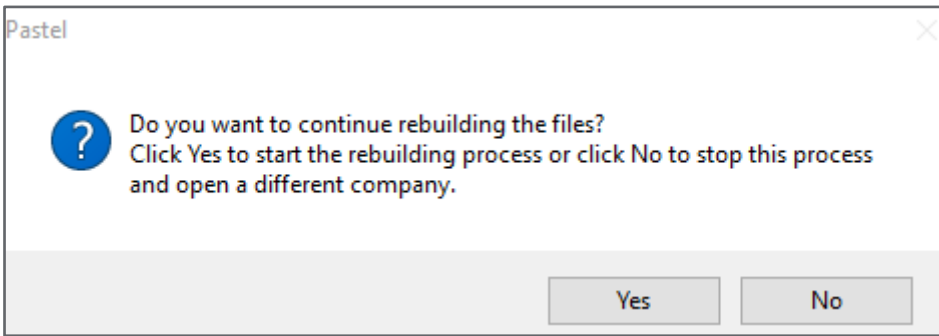
- Open Sage Pastel Accounting, log into a company
- You will receive the following message the first time you open a company, after the update



- Select **Yes** on this screen to make a backup, browse to a location on your computer to save the backup, select **Process**
- Select **Yes** on the following screen

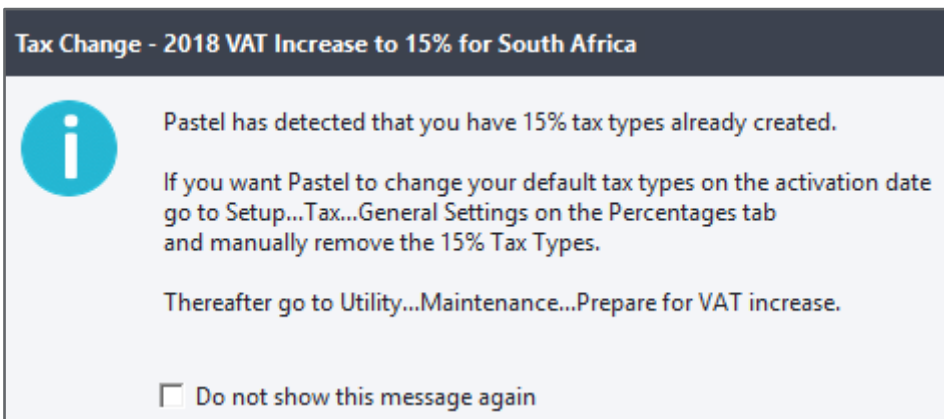


- Select **OK** and then **Close**
- You will receive the following message, select **Yes** to start the rebuild process

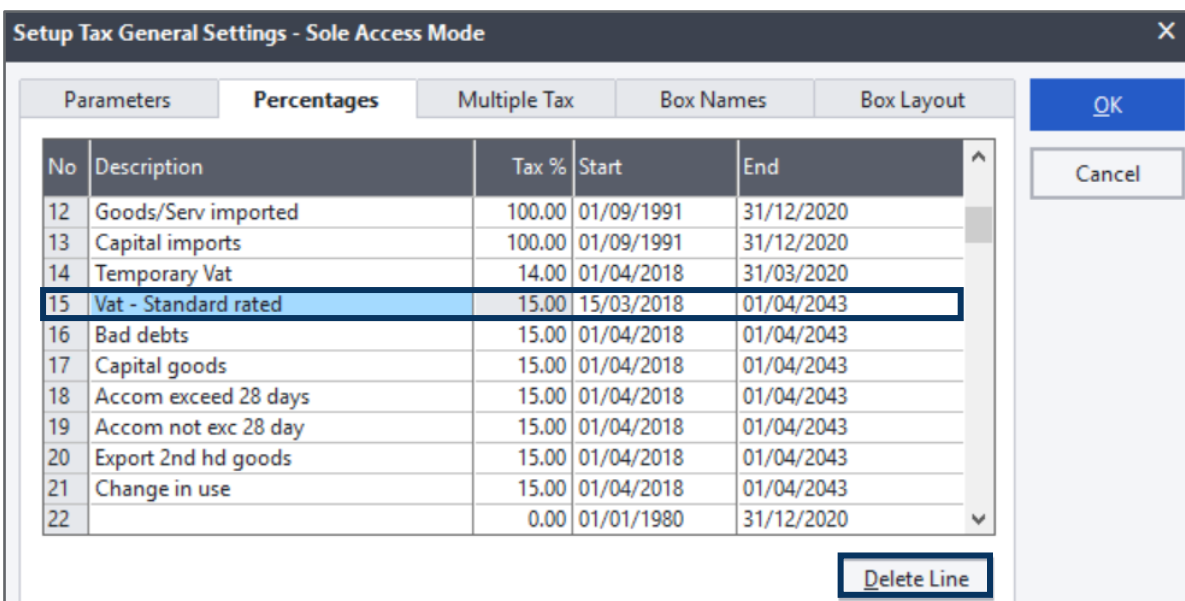


i DO NOT stop the rebuild while in progress

- You will be prompted to enter your password once the rebuild is completed
- Upon opening you will receive the following message
- Select **OK**



- Select **Setup > Tax > General Settings > Percentage Tab**, highlight the 15% Tax Type and select **Delete Line** at the bottom of the screen

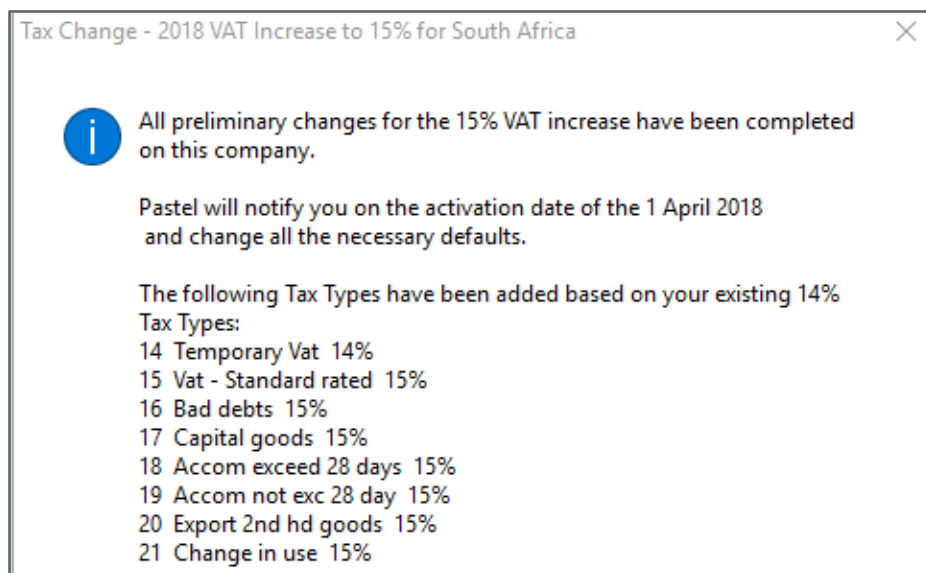


- Select **Yes** to delete the Tax Type
- Select **OK** to close the screen



If the Tax Type is greyed out, it means processing occurred and can't be deleted, you will have to continue with the manual setup of the 15% Tax Types. [Click here](#) to access the documents

- Once the Tax Type has been deleted, select **Utility > Maintenance > Prepare for VAT increase**



All your tax types are now updated as per screen shot, you will have access to process to 14% VAT until the 31st of March, refer to - What to expect on the 1st of April to see how the roll over to 15% will apply.

Changes made to the Tax Tables

Select **Setup > Tax > General Settings > Percentage Tab**

You will notice the new 15% Tax Types have been created on row 15, if this row is not available, the system will check row 20, 25, 30 and 35 until there are 7 consecutive rows available

Setup Tax General Settings - Sole Access Mode

Parameters		Percentages	Multiple Tax	Box Names	Box Layout
No	Description	Tax %	Start	End	
14	Temporary Vat	14.00	01/04/2018	31/03/2020	
15	Vat - Standard rated	15.00	01/04/2018	01/04/2043	
16	Bad debts	15.00	01/04/2018	01/04/2043	
17	Capital goods	15.00	01/04/2018	01/04/2043	
18	Accom exceed 28 days	15.00	01/04/2018	01/04/2043	
19	Accom not exc 28 day	15.00	01/04/2018	01/04/2043	
20	Export 2nd hd goods	15.00	01/04/2018	01/04/2043	
21	Change in use	15.00	01/04/2018	01/04/2043	
22		0.00	01/01/1980	31/12/2020	
23		0.00	01/01/1980	31/12/2020	
24		0.00	01/01/1980	31/12/2020	

The Box layout will duplicate the corresponding 14% Tax Types

Setup Tax General Settings - Sole Access Mode

Parameters		Percentages	Multiple Tax	Box Names	Box Layout						
Entry Type	D/C	14	15	16	17	18	19	20	21	2	
CB 1 Payments	DR	15	15	22	14	06	07	10	16		
CB 1 Payments	CR	15	15	22	14	06	07	10	16		
CB 1 Receipts	DR	01	01	22	02	06	07	10	16		
CB 1 Receipts	CR	01	01	22	02	06	07	10	16		
CB 2 Payments	DR	15	15	22	14	06	07	10	16		
CB 2 Payments	CR	15	15	22	14	06	07	10	16		
CB 2 Receipts	DR	01	01	22	02	06	07	10	16		
CB 2 Receipts	CR	01	01	22	02	06	07	10	16		
CB 3 Payments	DR	15	15	22	14	06	07	10	16		
CB 3 Payments	CR	15	15	22	14	06	07	10	16		
CB 3 Receipts	DR	01	01	22	02	06	07	10	16		
CB 3 Receipts	CR	01	01	22	02	06	07	10	16		
General Journal	DR	15	15	17	14	06	07	10	16		

What to expect on the 1st of April

You will receive the following message when you log into the company on the 1st of April. This is a very important message, please ensure you make the correct selections.



Please ensure this is done on the server. Please ensure you log in as a Supervisor to activate the screen below.

Tax Change - 2018 VAT Increase to 15% for South Africa

Pastel has detected that you have not yet changed your defaults to the new 15% VAT Tax Types.

To make a backup now, click the Backup button.

I want to change my defaults to 15% VAT now

Keep Inclusive prices the same.

Increase Inclusive prices.

If the government has changed the implementation date to a date other than 1 April 2018 then choose this option and select the new effective date.

Backup Cancel OK

- There will be 2 options to choose from:
 - **I want to move my default to 15% VAT now:** By selecting this option all your default VAT will move from 14% to 15%. The defaults that will be updated include inventory, suppliers, customers, general ledger and the price lists
 - **Keep Inclusive prices the same:** This option will not change your selling prices
 - **Increase Inclusive prices:** This option will change your selling prices
 - **I want to change the VAT effective date:** Only select this if the legislative implementation date of 1 April 2018 changes, select the dropdown to choose the new date, that was given by SARS
- The dates in the Setup>Tax>General Settings> Percentages tab will be altered accordingly
- Once the legislative change comes into effect you will run the first option
- The next screen will indicate that the VAT update has been completed

Tax Change - 2018 VAT Increase to 15% for South Africa X

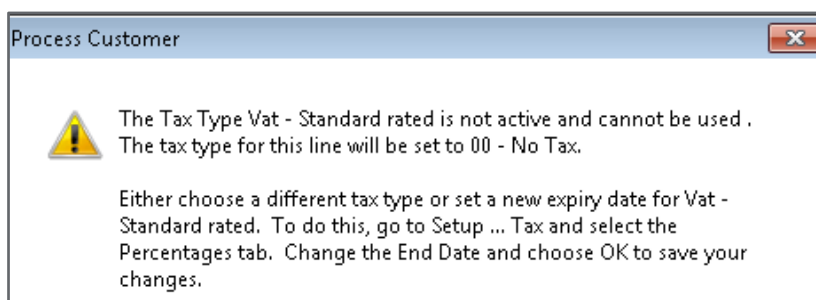
i The VAT increase process has completed successfully.

Please review your inclusive selling prices by going to View...Prices Lists.

Note that open batches have not been affected.

OK

- If you process a document after 31st of March 2018 and process to the default tax type 14%, you will receive the following message.



- Ensure you are using the correct tax type when processing

Recurring and Post-Dated Batches

If you use recurring or post – dates batches, you will have to change the tax type on each line to ensure the correct tax type is used when copying over to a normal batch

If you have several lines you can export and import the changes

Exporting a Cashbook or Journals Batches

- Open the post-dated or recurring batch, at the bottom of the screen, select **Batch > Export**
- Select the **magnifying glass** to browse and save your file
- Type in the **name** of your file followed by **.csv**, see example below

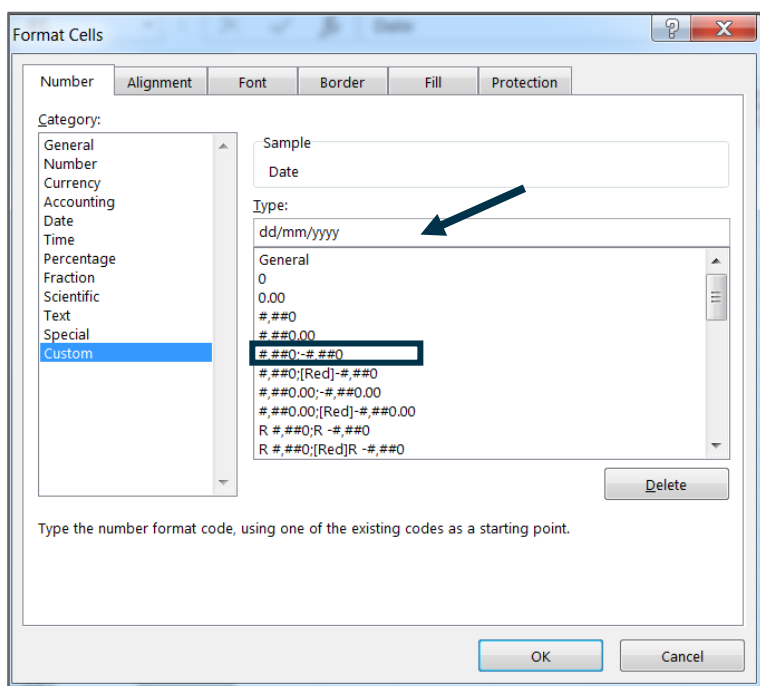


You will need to follow this process on both the receipts and the payments side of the cashbook

- Select **Save > Process > OK**
- Once exported you will need to **delete the batch**
- Select **Batch>Delete Batch**
- On the message that displays click **Yes**
- When asked if '**Are sure**' click **Yes**
- Open the **exported .csv** file
- **Column H** contains the **Tax Type** change this to the **corresponding 15% Tax Type** i.e 15
- After changing **column H** select **column B 'The Date Field'**
- **Right click** and select **Format Cells**

	A	B	C	D
1	Period	Date		
2	1	31/		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

- The **Format Cells** screen will display:



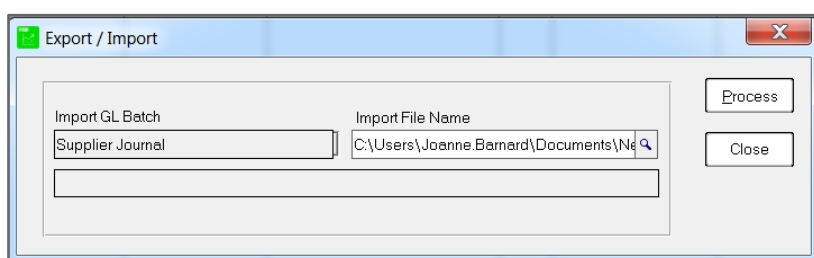
- Select the **Number Tab**
- Select **Custom**
- Under Type enter **dd/mm/yyyy**
- Select **OK**
- Select **File > Save As**
- Select where you wish to save the .csv file
- By **File name** enter a **name** for the file i.e. General Journal Apr 2018.csv
- By **Save as Type** ensure you select the option **CSV (Comma delimited) (*.csv)**

Importing a Journal Batch:



Please note your exclusive prices will be adjusted with the new VAT 15%.

- Open the **Cashbook** or **Journal batch** you wish to import i.e. Supplier Journal
- Select **Batch> Import**
- Select the **magnifying glass** and browse for your file that you exported
- Select the file and then select **Open**, the **file path** will display under **Import File Name**



- Select **Process** to import the batch, ensure the **Tax type** has been **altered accordingly**

Importing a Cashbook Batch:



Please note your exclusive prices will be adjusted with the new VAT 15%.

- Go to **Process > Cash Book > Process Cash Books**, open the correct Cashbook
- Select either the payment or receipts side, depending on which side of the Cashbook you are importing
- Select **Batch > Import**
- Select the magnifying glass and browse for your file that you exported
- Select the file and then select **Open**, the file path will display under Import File Name
- Select **Process** to import the batch, ensure the Tax type has been altered accordingly

Exporting Documents

- Go to the document batch you wish to export
- Select **Batch > Export**
- Select the magnifying glass to browse and save your file
- Type in the name of your file followed by **.csv**, see example below

The screenshot shows a dialog box titled 'Export / Import'. It has two input fields: 'Export Documents' with the text 'Tax Invoice' and 'Export File Name' with the text 'Recurringbatch.csv'. To the right of the 'Export File Name' field is a magnifying glass icon. Below the input fields are two buttons: a blue 'Process' button and a grey 'Close' button.

- Select **Save > Process > OK**
- Once exported you will need to **delete the batch**
- Select **Delete/Insert > Delete Whole Batch**
- On the message that displays click **Yes**
- Select **Yes**, when you asked, are you sure
- **Open** the **exported .csv** file



Each document will have only 1 header but can have multiple details = lines on the document

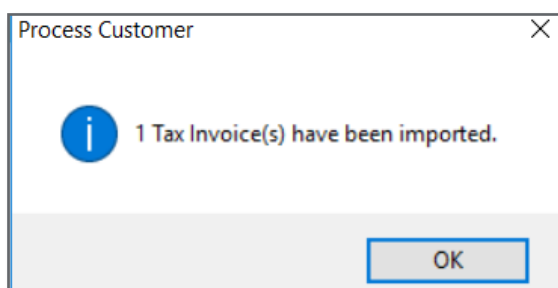
- On **each detail line** change **column G** to the **corresponding 15% Tax Type** i.e 15
- After changing **column G**, select the **date fields** in **column G and U**
- To select only the **cells with dates**, hold **CTRL** on your keyboard and **click the cell**
- Only the **cells selected** will be **highlighted**:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Header	PNA10006			SUP001	7	27/09/16	5595	Y		0				
2	Detail	175.44	5	175.44	200		1	3	0	ITEM001	Item001	4			1
3	Detail	175.44	10	175.44	200		1	3	0	ITEM001	Item002	4			1
4	Detail	175.44	1	175.44	200		1	3	0	ITEM001	Item003	4			1
5	Header	PNA10007			SUP001	7	14/09/16	7787	Y		0				
6	Detail	219.3	10	219.3	250		1	3	0	ITEM001	Item001	4			1
7															

- **Right click** and select **Format Cells**
- Select the **Number Tab**
- Select **Custom**
- Under Type enter **dd/mm/yyyy**
- Select **OK**
- Select **File > Save As**
- Select where you wish to **save** the **.csv** file
- By **File name** enter a **name** for the file i.e. Recurring2018.csv
- By **Save as Type** ensure you select the option **CSV (Comma delimited) (*.csv)**

Importing a customer/ supplier documents

- Select **Process Customers/Suppliers**
- At **Document Type** select the **document** you wish to **import**
- Select **Batch > Import**
- Select the **magnifying glass** to browse to your file
- Type in the **name** of your file followed by **.csv**, see example below
- Select **process**, a message will display advising the number of documents that have been imported:



The document numbers you enter on the import file are ignored when importing.



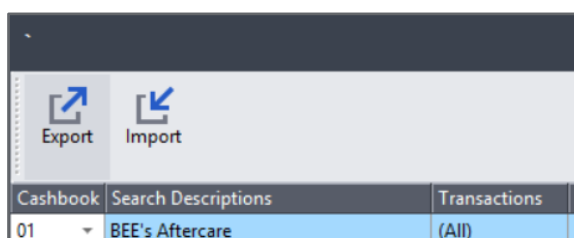
Sage Pastel Accounting will allocate the numbers automatically however you will still need to have this field filled for the import to work.

- Ensure the **Tax Type** per document is **correct**

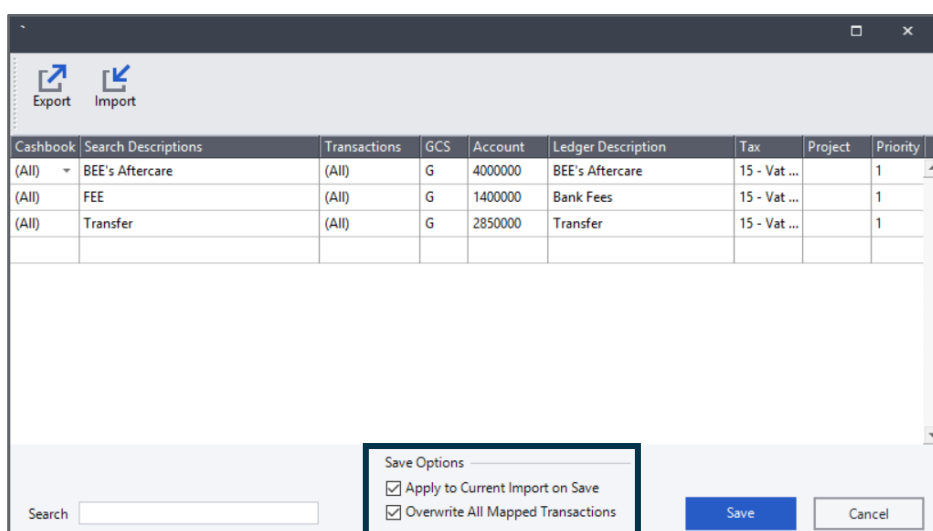
Bank Manager Mappings

Bank Manager mappings are not automatically changed after the 15% Vat upgrade. You will need to manually change the tax types on your mappings. You can do this manually or you can export, change the tax type and import the changes.

- Open Bank Manager and import a bank statement
- Select **Configure Mappings**
- Select the **Export** button



- Navigate to the location where you wish to save the file
- Give the file a name i.e. Bank Manager Mappings
- Leave the Save As Type as **Microsoft Excel Workbook .xls**
- On the message that displays click, **YES** to view the exported file
- Change Column F "Tax Type" to the **corresponding 15% Tax Type** i.e 15
- Select **File > Save As**
- Save the changes made to your document and close the file
- Go back to Bank Manager
- Select **Configure Mappings**
- Select the **Import** button, browse to your file, select **Open**
- A message will display asking if you wish to replace all records, select **Yes**
- To apply the changes to the imported bank statement, select the options **Apply to Current Import and Overwrite All Mapped Transactions**



- Select **Save**