

How to change the default VAT code for Customers in Sage 50 Accounts

When the Reverse Charge VAT legislation comes into effect on the 1st March 2021, you should change the default VAT code for the relevant Customers in Sage 50 Accounts.

We recommend you do this as soon as possible after the 1st March 2021 so that the correct VAT codes are used when entering Sales Documents in Construction Manager.

- 1) Open Sage 50 Accounts
- 2) Choose Customers
- 3) Highlight the appropriate Customer Account and choose “Edit”
- 4) Select the Defaults Tab
- 5) Choose the appropriate VAT code (e.g. T20)
- 6) Choose “Save”
- 7) Repeat for all appropriate Customers Accounts

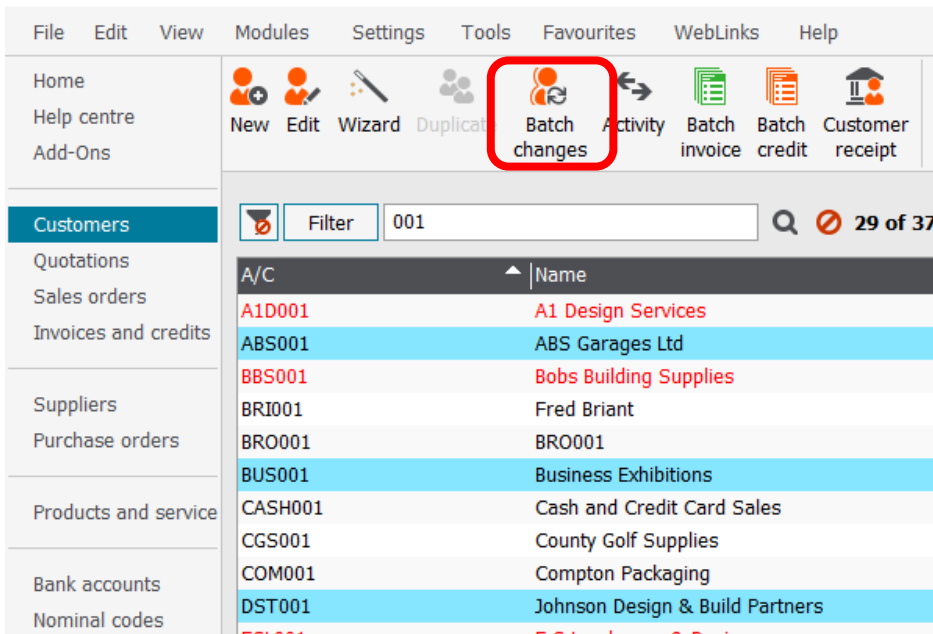
Can I change default VAT codes for Customers in Sage 50 Accounts in bulk?

Yes, the batch changes option in Sage 50 Accounts can be used to change the default VAT code for multiple suppliers in one action.

To do this;

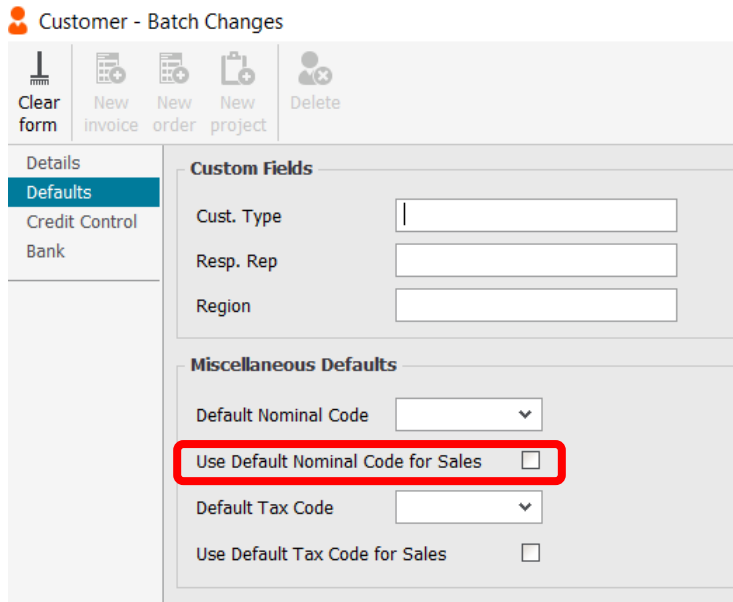
- 1) Open Sage 50 Accounts
- 2) Choose Customers
- 3) Highlight appropriate Customer accounts and select “Batch Changes” option;

Sage 50 Accounts Professional - Stationery & Computer Mart UK



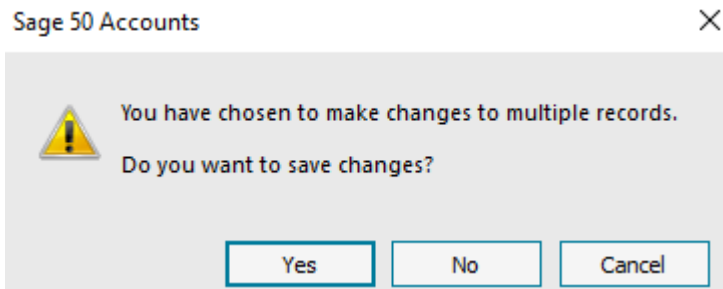
The screenshot shows the Sage 50 Accounts Professional interface. The 'Batch changes' button is highlighted with a red box. The interface includes a menu bar (File, Edit, View, Modules, Settings, Tools, Favourites, WebLinks, Help) and a toolbar with icons for New, Edit, Wizard, Duplicate, Batch changes, Activity, Batch invoice, Batch credit, and Customer receipt. A sidebar on the left lists various modules like Customers, Quotations, Sales orders, Invoices and credits, Suppliers, Purchase orders, Products and service, Bank accounts, and Nominal codes. The main area displays a list of customers with columns for A/C and Name. The 'Batch changes' button is located in the toolbar above the customer list.

4) Choose the Defaults Tab and specify the required Default Tax Code



The screenshot shows the 'Customer - Batch Changes' dialog box. The 'Defaults' tab is selected. The 'Custom Fields' section includes 'Cust. Type', 'Resp. Rep', and 'Region'. The 'Miscellaneous Defaults' section includes 'Default Nominal Code', 'Use Default Nominal Code for Sales' (checkbox), 'Default Tax Code', and 'Use Default Tax Code for Sales' (checkbox). The 'Use Default Nominal Code for Sales' checkbox is highlighted with a red box.

5) Choose Save and "Yes" to the below message;



When Default VAT Codes for Customers have been configured in Sage you must then run the Update/Import Data from Sage option in Construction Manager.