

Dear Pastel Customer,

Do Not Get Caught With Your Tax Types Expired!

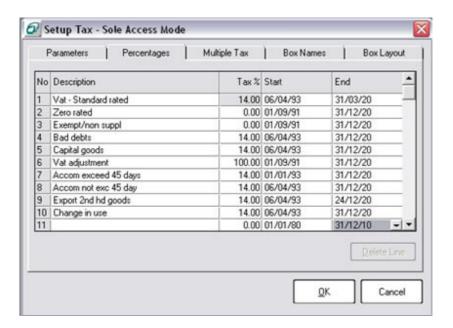
Now that most of us have returned from a well-deserved break, please check that your tax types in your Pastel Partner/Pastel Xpress Accounting package do not expire.

When a company is created using the setup assistant, certain default tax types are already setup. The End Date for these tax types have been defaulted to 31/12/2010. Once this date has been reached, users will get the below error when processing to that Tax Type.



We therefore recommend that you adjust this date to a future date to avoid getting this error. To adjust this date, follow these steps:

- 1. As a user with Supervisor access, go to Setup | Tax.
- 2. Click on the Percentages Tab.
- 3. On the Percentages screen, please change the End Date to 31/12/2020 (for example) for all tax types in use.
- 4. Once all changes are made, click on the **OK** button to save your changes.



Regards
The Pastel Support Team

