

PASTEL | ACCOUNTING

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.

Setup Tax - Sole Access Mode

Parameters | Percentages | Multiple Tax | Box Names | Box Layout

No	Description	Tax %	Start	End
1	Vat - Standard rated	14.00	06/04/93	31/03/20
2	Zero rated	0.00	01/09/91	31/12/20
3	Exempt/non suppl	0.00	01/09/91	31/12/20
4	Bad debts	14.00	06/04/93	31/12/20
5	Capital goods	14.00	06/04/93	31/12/20
6	Vat adjustment	100.00	01/09/91	31/12/20
7	Accom exceed 45 days	14.00	01/01/93	31/12/20
8	Accom not exc 45 day	14.00	06/04/93	31/12/20
9	Export 2nd hd goods	14.00	06/04/93	24/12/20
10	Change in use	14.00	06/04/93	31/12/20
11		0.00	01/01/80	31/12/10

Delete Line

OK Cancel

Regards
The Pastel Support Team