



# CTP Products Ltd.

## How do I update my company file to use the new Standard Rate VAT of 21% for 1 January, 2010 by creating a new VAT code?

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This is a rather lengthy article. We recommend that you print it and follow along using the printout.

### Checklist

Here is a checklist of steps you must follow to change your VAT back to 21% by creating new VAT codes. As you follow the steps, check them off here when you've completed them

Steps	Done
1. Update default VAT code in the VAT Preferences section (if needed)	
2. Update customer VAT codes (if needed)	
3. Update supplier VAT codes (if needed)*	
4. Update items	
5. Update accounts	
6. Update memorised transactions	
7. Progress invoices and other business forms	

\*QuickBooks 2008 only

EC codes, items, and groups are not required for cash accounting.

## **1 - Update default VAT code in the VAT Preferences section (if needed)**

1. Go to the Edit menu and click Preferences.
2. In the Preferences window, click VAT in the list on the left.
3. Click the Company Preferences tab.
4. Select the default VAT code (your new 21% VAT code).
5. Click OK.

## **2 - Update customer VAT codes (if needed)**

In QuickBooks 2008, there are two ways to update your customer VAT codes with the new VAT information. For QuickBooks 2006, use the manual method of updating your customer VAT codes.

### **Manually update your customer VAT codes**

Use this method for QuickBooks 2006.

1. If you haven't already done so, open the VAT preferences and allow customer VAT codes.
2. Click Customer Centre to open it, and then click the Customers & Jobs tab on the left side of the window (for QuickBooks 2006, go to the List menu, and then click Customer:Job List).
3. Double-click the customer name. The Edit Customer window opens.
4. Click the Additional Info tab.
5. Click the VAT Code drop-down arrow and choose the new 21% Standard Rate VAT code for that customer.
6. If applicable, enter the customer's VAT Registration Number in the VAT Registration Number field.
7. Click OK.
8. Repeat steps 3-7 for each customer.

OR

### **Export customer VAT codes to Excel**

1. Make a backup of your company file.
2. Go to the Customers menu and select Customer Centre.
3. Select the Excel dropdown button and select Export Customer List.

4. Select the "a new Excel workbook" radio button, and then click Export. The Excel spreadsheet appears.
5. In Excel, update the information in the "VAT Code" column with the new VAT codes that you have created in the company file.
6. Go to the File menu and select Save.
7. Close the spreadsheet.
8. In QuickBooks, go to the Customers menu and select Customer Centre.
9. Select the Excel dropdown button and select Import from Excel.
10. Browse for the Excel (.xls) that you just saved.
11. Select a sheet in this Excel workbook.
12. In the "Choose a mapping" field, add a new mapping.
  - Type the name for the mapping.
  - Add the following fields
  - Job or Customer Name = Customer
  - VAT Code = VAT Code
13. In the Mappings window, click Save.
14. Click Import

## **2 - Update supplier VAT codes (if needed)**

In QuickBooks 2008, there are two ways to update your supplier VAT codes with the new VAT information. For QuickBooks 2006, use the manual method of updating your supplier VAT codes.

### **Manually update your supplier VAT codes**

Use this method for QuickBooks 2006.

1. If you haven't already done so, open the VAT preferences and select Use Supplier VAT Codes.
  - Go to the Edit menu and click Preferences.
  - In the Preferences window, click VAT in the list on the left.
  - Click the Company Preferences tab.
2. Click Supplier Centre to open it, and then click the Suppliers tab on the left side of the window.
3. Double-click the supplier name. The Edit Supplier window opens.
4. Click the Additional Info tab.

5. In the VAT Information section of the window, click the VAT Code drop-down arrow and choose the 21 % Standard Rate VAT code for that supplier.
6. If applicable, enter the supplier's VAT Registration Number in the VAT Registration No. field.
7. Click OK.
8. Repeat steps 3-7 for each supplier.

OR

### **Export supplier VAT codes to Excel**

1. Make a backup of your company file.
2. Go to the Suppliers menu and select Supplier Centre.
3. Select the Excel dropdown button and select Export Supplier List.
4. Select the "a new Excel workbook" radio button, and then click Export. The Excel spreadsheet appears.
5. In Excel, update the information in the "VAT Code" column with the new VAT codes that you have created in the company file.
6. Go to the File menu and select Save.
7. Close the spreadsheet.
8. In QuickBooks, go to the Suppliers menu and select Supplier Centre.
9. Select the Excel dropdown button and select Import from Excel.
10. Browse for the Excel (.xls) that you just saved.
11. Select a sheet in this Excel workbook.
12. In the "Choose a mapping" field, add a new mapping.
  - Type the name for the mapping.
  - Add the following fields
  - Name = Supplier
  - VAT Code = VAT Code
13. In the Mappings window, click Save.
14. Click Import.
15. In the Duplicate Record Found window, select Replace existing data with import data, ignoring blank fields, and then click Apply to All.
16. Save the log file that is generated.
17. Confirm the supplier VAT codes have been changed and nothing else.

## 4 - Update items

In QuickBooks 2008, there are two ways to update your item information. For QuickBooks 2006, use the manual method of updating your item information.

### Manually update your items

1. Go to the Lists menu and click Item List.
2. Select the item that you want to change.
3. Click Item at the bottom of the list and then click Edit Item. The Edit Item window appears.
4. Select your new 21% VAT code.
5. Click OK.
6. Repeat steps 2-5 for all your items.

OR

### Export your items to Excel

1. Make a backup of your company file.
2. Go to the Lists menu and select Item List.
3. Select the Excel dropdown button and select Export All Items.
4. Select the "a new Excel workbook" radio button, and then click Export. The Excel spreadsheet appears.
5. In Excel, update the information in the "VAT Code" column and "VAT Code for Purchases" with the new VAT codes that you have created in the company file.
6. Go to the File menu and select Save.
7. Close the spreadsheet.
8. In QuickBooks, go to the Items menu and select Item List.
9. Select the Excel dropdown button and select Import Items.
10. Browse for the Excel (.xls) that you just saved.
11. Select a sheet in this Excel workbook.
12. In the "Choose a mapping" field, add a new mapping.

Type the name for the mapping.

Add the following fields:

Type = Type

Name = Item

VAT Code = VAT Code

VAT Code for Purchases = VAT Code for Purchases

13. In the Mappings window, click Save.
14. Click Import.
15. In the Duplicate Record Found window, select Replace existing data with import data, ignoring blank fields, and then click Apply to All.
16. Save the log file that is generated.
17. Confirm the items have been updated with the new VAT codes and nothing else has changed.

## **5 - Update accounts**

In QuickBooks 2008, there are two ways to update your account information. For QuickBooks 2006, use the manual method of updating your account information.

### **Manually update your account information**

1. Go to the Lists menu and click Chart of Accounts.
2. Select the account that you want to change.
3. Click Account at the bottom of the list and then click Edit Account. The Edit Account window appears.
4. Select your new 21% VAT code.
5. Click OK.
6. Repeat steps 2-5 for all your accounts.

OR

### **Export your account information to Excel**

1. Make a backup of your company file.
2. Go to the Reports menu, select List, and then select Account Listing.
3. Click Modify Report.
4. On the Display tab, click VAT Code in the Columns list, and then click OK.
5. Click Export.
6. Select the "a new Excel workbook" radio button, and then click Export. The Excel spreadsheet appears.

7. In Excel, update the information in the "VAT Code" column with the new VAT codes that you have created in the company file.
8. Go to the File menu and select Save.
9. Close the spreadsheet.
10. In QuickBooks, go to the File menu and select Utilities.
11. Browse for the Excel (.xls) that you just saved.
12. Select a sheet in this Excel workbook.
13. In the "Choose a mapping" field, add a new mapping.
  - Type the name for the mapping.
  - Add the following fields:
    - Type = Type
    - Name = Account
    - VAT Code = VAT Code
14. In the Mappings window, click Save.
15. Click Import.
16. In the Duplicate Record Found window, select Replace existing data with import data, ignoring blank fields, and then click Apply to All.
17. Save the log file that is generated.
18. Confirm the account VAT codes have been updated with the new VAT codes and nothing else has changed.

## **6 - Update memorised transactions**

1. Go to the Lists menu and click Memorised Transaction List.
2. Double-click the memorised transaction you want to edit.
3. Edit the transaction as needed.
4. Re-memorise the transaction by choosing Memorise from the Edit menu.
5. When asked whether you want to replace the memorised transaction, click Replace.
6. If you are only entering the transaction information for future use, close the transaction window by clicking the Clear button and then clicking the close box at the top of the window.

## **7 - Progress invoices and other business forms**

If you have started progress invoicing on an estimate with the old temporary Standard Rate VAT of 15% and will finish with the new Standard Rate VAT of 21%, the estimate may have an amount outstanding if 100% of the invoice items have been invoiced.

1. Edit the original estimate and reduce it to show the amount that has been invoiced prior to January 1, 2010.
2. Add a change order for this estimate.
3. Create a new estimate for the remaining amount to be invoiced with the new percentage.

If you have already completed invoicing for the full amount at two different percentages, you can edit the original estimate and remove the checkmark in the Estimate Active box.

Purchase orders and sales orders that have been created with 21.5% will have to be verified when put into item receipts, bills, or invoices to ensure the correct VAT rate is charged dependent on the tax point. For more details regarding the Standard Rate VAT changes, visit [www.revenue.ie](http://www.revenue.ie) website.