

## Budget VAT rate changes

With the VAT rate changing to 21.5 % on the 1<sup>st</sup> of December, you will need to make the following changes in the SAM Accounts system.

1. In the *Items Menu* in SAM, click on *Codes* and *Vat Codes*, click on *Insert*. In the *Vat code* add R (if this letter is not already in use) and enter the Vat rate as 21.5%.

**Under no circumstances should you change the existing 21% rate.**

2. In the *File Menu*, and *System Options*, in the *General Tab*, change the Default Vat to R and click on *Save* and *Close*.
3. In the Desktop program, click on *Setup/Options* and *Desktop Options*. Click on the *Desktop Options* tab and change the Default VAT code to R.

**Note 1:** Invoices entered prior to the first of December should be allocated at the 21% on receipt of relevant monies.

**Note 2:** For those using Draft Billing in desktop.

In certain cases after December 1<sup>st</sup>, '21% Vat rate' will appear on Billing even though the figures on the system will reflect the correct figures. This may only apply to customised invoices that we have designed.

If this is the case please email [sam@keyhouse.ie](mailto:sam@keyhouse.ie) on the 1<sup>st</sup> of December having made the above changes and we will make the relevant changes for you.