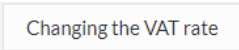


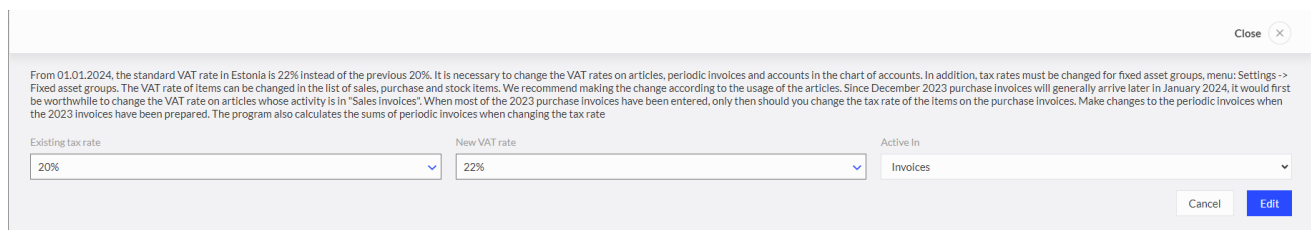
Changing the VAT rate

Due to the change in the standard VAT rate starting from January 1, 2024, it is necessary to update the VAT rates in Merit Aktiva for sales, purchases, stock articles, recurring invoices, chart of accounts and fixed asset groups.

In the menus:

- Sales / Purchase /Stock -> Articles
- Sales -> Recurring invoices
- Settings -> Financial Settings -> Chart of Accounts
- Settings -> Dimensions -> Fixed Asset Group

To modify the VAT rate, use the function 'Change VAT Rate.' In each of the mentioned menu points, there is a button , when clicked, opens the option to adjust the tax rates. Select the existing rate and the new rate with which it will be replaced. Additionally, for articles, you can choose the activity (activity assigned to the article card).



From 01.01.2024, the standard VAT rate in Estonia is 22% instead of the previous 20%. It is necessary to change the VAT rates on articles, periodic invoices and accounts in the chart of accounts. In addition, tax rates must be changed for fixed asset groups, menu: Settings -> Fixed asset groups. The VAT rate of items can be changed in the list of sales, purchase and stock items. We recommend making the change according to the usage of the articles. Since December 2023 purchase invoices will generally arrive later in January 2024, it would first be worthwhile to change the VAT rate on articles whose activity is in "Sales Invoices". When most of the 2023 purchase invoices have been entered, only then should you change the tax rate of the items on the purchase invoices. Make changes to the periodic invoices when the 2023 invoices have been prepared. The program also calculates the sums of periodic invoices when changing the tax rate

Existing tax rate: 20% New VAT rate: 22% Active In: Invoices

Cancel Edit

! When changing the value-added tax rate on an article card, the article code and name are not automatically updated. If necessary, you must manually modify the code and name on the specific article card.

! When changing the VAT rate on recurring invoices, all the sums on the recurring invoice are recalculated.

! When changing the VAT rate in the chart of accounts, automatic changes are not made to account names. If necessary, you must manually modify the account name on the specific account card.

! If you are using a proportional VAT rate, you will need to add this VAT (with a base rate of 22%) yourself. Settings -> Finance settings -> VAT, excluded from this is car prop, which is by default included in the VAT list.

! When changing the VAT rate, it does not affect the VAT amounts on existing documents. Instead, after modifying the VAT rate, the system will automatically propose the new VAT rate when entering a new document, and if necessary, you can still select the old tax rate.

! When copying invoices, articles, or accounts, the tax rate is taken from the source document, article card, or account card.

The change in value-added tax (VAT) rate must be done in the following menus:

Sales -> Articles or Purchases -> Articles or Stock-> Articles

| Existing tax rate | New VAT rate | Active In |
|-------------------|----------------|------------------|
| 20% | 22% | Invoices |
| 20% | 22% | Bills |
| 20% | 22% | Invoices + Bills |
| car prop | car prop (22%) | Bills |
| 100% car | 100% car (22%) | Bills |
| (special 20%) | (special 22%) | Invoices |
| (special 20%) | (special 22%) | Bills |
| (special 20%) | (special 22%) | Invoices + Bills |

Sales -> Recurring Invoices

| Existing tax rate | New VAT rate |
|-------------------|--------------|
| 20% | 22% |

Settings -> Finance settings -> Chart of Accounts

| | |
|-------------------|----------------|
| Existing tax rate | New VAT rate |
| 20% | 22% |
| Existing tax rate | New VAT rate |
| car prop | car prop (22%) |
| Existing tax rate | New VAT rate |
| 100% car | 100% car (22%) |
| Existing tax rate | New VAT rate |
| (special 20%) | (special 22%) |

Settings -> Dimensions -> Fixed Asset Group

| | |
|-------------------|--------------|
| Existing tax rate | New VAT rate |
| 20% | FA 22% |