

## Return of Trading Details

In previous versions of Sage 50 Accounts, the VAT Detailed report was the best report that could be used to get the necessary figures to fill in the Return of Trading Details form.

Now there is a new feature in Sage 50 2012 to make your job of filling out the RTD form a lot easier. In the Manage VAT module you will find a new RTD button for this feature.

The RTD screen has the same information as the paper based RTD form that you would receive from the Revenue. You will be able to transfer the information across to the paper form easily and without confusion.

**Note:** The RTD feature will generate figures based on the tax codes you use when entering transactions in Sage 50 Accounts. For this reason it is very important to use the correct tax codes when entering transactions.

For example, if you enter one transaction with T3 and another with T13, they will have the same effect on the VAT Return but different effects on the RTD report.

**Note:** Transactions will need to be entered with the correct tax codes for a full RTD return year.

If you upgrade or only post transactions using the new tax codes for part of a RTD return year and then you calculate your RTD return using the new RTD feature the return maybe incorrect. For example, if you post a standard rated purchase using the tax code T1 the RTD return will show the figure in Box R1. However if the purchase was actually a standard rate purchase of goods that was not for resale then tax code T11 should have been used to populate Box R2 on the RTD return.

This article contains the following sections:

Updated Tax Codes

New to Sage 50

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Identifying RTD figures for Sage 2012 Manually

Creating the RTD Return

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## Updated Tax Codes

The Tax Code dialog box will be extended to include a checkbox to identify items purchased for Resale (unchecked in screenshot below), a checkbox to identify items purchased outside the EC (unchecked by default) and a drop down list to select the tax rate. The following Tax Rates will be available:

- Zero
- Standard
- Exempt
- Reduced
- Non Vatable
- Blank (Default)

**Edit Tax Code**

**Settings**

Code: T30

Rate: 0.00

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

EC Code

EC Purchases

Services

Link To: TO 0.00

Rate

**Description**

OK Cancel

## New to Sage 50

This section explains how to use the RTD feature if you are installing Sage 50 Accounts 2012 for the first time.

**Note:** If you need help installing Sage 50 Accounts, please contact our Support team on 1890 88 20 60

After you have installed the program and set up your company, you will have a default list of Tax Codes in the program. You will need to use these tax codes for your normal day to day processing, and they are set up so that the RTD feature will work correctly. The default tax codes range from T0 – T26.

It is important that you post transactions using the correct tax codes to ensure that your RTD return is correct. Below is a list of the default tax codes along with a description.

<b>Default Tax Codes</b>	<b>Description of the Default Tax Code usage</b>
T0	Zero rated sales and purchase of goods - Resale
T1	Standard rated sales and purchase of goods - Resale
T2	Exempt sales and purchase of goods - Resale
T3	Reduced rate sales and purchase of goods - Resale
T4	Sales of goods to VAT registered customers in EC - Resale
T5	Exempt import of goods from suppliers in EC - Resale
T6	Exempt import of goods from suppliers outside EC - Resale
T7	Zero rated purchases of goods from suppliers in EC - Resale
T8	Standard rated purchases of goods from suppliers in EC - Resale
T9	Non-VATable tax code
T10	Zero rated purchase of goods - Non-resale
T11	Standard rated purchase of goods - Non-resale
T12	Exempt purchase of goods - Non-resale
T13	Reduced rated purchase of goods - Non-resale
T14	Zero rated export of goods to customers outside EC
T15	Exempt import of goods from suppliers in EC - Non-resale
T16	Exempt import of goods from suppliers outside EC - Non-resale
T17	Zero rated purchases of goods from suppliers in EC - Non-resale
T18	Standard rated purchases of goods from suppliers in EC - Non-resale
T19	Zero rated purchases of goods from suppliers outside EC - Resale
T20	Reverse Charges
T21	Zero rated purchases of goods from suppliers outside EC - Non-resale
T22	Sales of services to VAT registered customers in EC
T23	Zero rated purchases of services from suppliers in EC
T24	Standard rated purchases of services from suppliers in EC
T25	Reduced rated purchases of goods from suppliers in EC - Resale
T26	Reduced rated purchases of goods from suppliers in EC - Non-resale

If you are ready to do the RTD Return, go to **Creating the RTD Return**.

## Upgrading to Sage 50 2012

If you are upgrading from a previous version to Sage 50 2012, the tax codes for the RTD feature won't be set up by default. This means you will need to set them up.

**Note:** The tax codes must be set up correctly in order for the RTD feature to work and give correct figures. The RTD feature will not calculate the correct figures for accounts that are within their current financial year. Only accounts that have been processing using the tax codes as below for a full RTD return year will be able to run a correct RTD return.

When you are ready to set up these tax codes, it depends on how your tax codes are set up currently. It may be possible for you to amend the settings of the existing tax codes and add in any missing codes. If not, you can decide to start from T30 and set up all 26 tax codes from the beginning.

You can use the screenshots below to help you set up the tax codes necessary for the RTD feature to work.

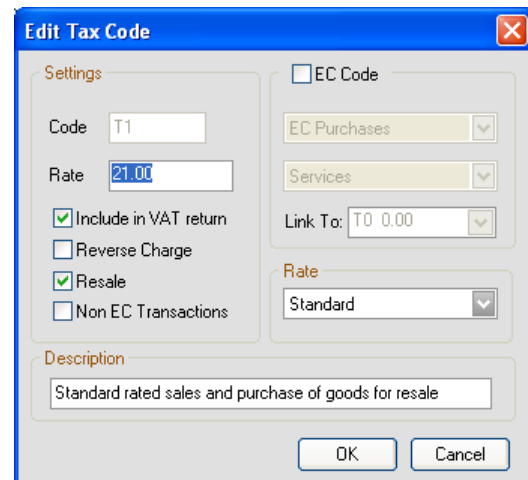
### **Zero rated sales and purchase of goods for resale:**



The screenshot shows the 'Edit Tax Code' dialog box with the following settings:

- Code: T0
- Rate: 0.00
- Include in VAT return
- Reverse Charge
- Resale
- Non EC Transactions
- EC Code
- EC Purchases: EC Purchases
- Services: Services
- Link To: T0 0.00
- Rate: Zero
- Description: Zero rated sales and purchase of goods for resale

### **Standard rated sales and purchase of good for resale:**



The screenshot shows the 'Edit Tax Code' dialog box with the following settings:

- Code: T1
- Rate: 21.00
- Include in VAT return
- Reverse Charge
- Resale
- Non EC Transactions
- EC Code
- EC Purchases: EC Purchases
- Services: Services
- Link To: T0 0.00
- Rate: Standard
- Description: Standard rated sales and purchase of goods for resale

**Exempt sales and purchase of goods for resale:**

**Edit Tax Code**

Settings

Code: T2

Rate: 0.00

EC Code

EC Purchases

Services

Link To: TO 0.00

Rate: Exempt

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Exempt sales and purchase of goods for resale

OK Cancel

**Reduced rate sales and purchase of goods for resale:**

**Edit Tax Code**

Settings

Code: T3

Rate: 13.50

EC Code

EC Purchases

Services

Link To: TO 0.00

Rate: Reduced

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Reduced rate sales and purchase of goods for resale

OK Cancel

**Sales of goods to VAT registered customers in EC – Resale:**

**Edit Tax Code**

Settings

Code: T4

Rate: 0.00

EC Code

EC Sales

Goods

Link To: TO 0.00

Rate: Zero

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Sales of goods to VAT registered customers in EC

OK Cancel

**Exempt import of goods from suppliers in EC – Resale:**

**Edit Tax Code**

Settings

Code: T5

Rate: 0.00

EC Code

EC Purchases

Goods

Link To: T2 0.00

Rate: Exempt

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Exempt import of goods from suppliers in EC

OK Cancel

**Exempt import of goods from suppliers outside EC – Resale:**

**Edit Tax Code**

Settings

Code: T6

Rate: 0.00

EC Code

EC Purchases

Services

Link To: T0 0.00

Rate: Exempt

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Exempt import of goods from suppliers outside EC

OK Cancel

**Zero rated purchases of goods from suppliers in EC – Resale:**

**Edit Tax Code**

Settings

Code: T7

Rate: 0.00

EC Code

EC Purchases

Goods

Link To: T0 0.00

Rate: Zero

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Zero rated purchases of goods from suppliers in EC

OK Cancel

**Standard rated purchases of goods from suppliers in EC – Resale:**

**Edit Tax Code**

Settings

Code: T8

Rate: 0.00

EC Code

EC Purchases

Goods

Link To: T1 21.00

Rate: Standard

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Standard rated purchases of goods from suppliers in EC

OK Cancel

**Non-VATable tax code:**

**Edit Tax Code**

Settings

Code: T9

Rate: 0.00

EC Code

EC Purchases

Services

Link To: T0 0.00

Rate: Non Vatable

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Non-Vatable Tax Code

OK Cancel

**Zero rated purchase of goods for non-resale:**

The 'Edit Tax Code' dialog box shows the following configuration:

- Settings:**
  - Code: T10
  - Rate: 0.00
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**  EC Code
- EC Purchases:** EC Purchases
- Services:** Services
- Link To:** TO 0.00
- Rate:** Zero
- Description:** Zero rated purchase of goods for non-resale

**Standard rated purchase of goods for non-resale:**

The 'Edit Tax Code' dialog box shows the following configuration:

- Settings:**
  - Code: T11
  - Rate: 21.00
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**  EC Code
- EC Purchases:** EC Purchases
- Services:** Services
- Link To:** TO 0.00
- Rate:** Standard
- Description:** Standard rated purchase of goods for non-resale

**Exempt purchase of goods for non-resale:**

The 'Edit Tax Code' dialog box shows the following configuration:

- Settings:**
  - Code: T12
  - Rate: 0.00
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**  EC Code
- EC Purchases:** EC Purchases
- Services:** Services
- Link To:** TO 0.00
- Rate:** Exempt
- Description:** Exempt purchase of goods for non-resale

**Reduced rated purchase of goods for non-resale:**

The 'Edit Tax Code' dialog box shows the following configuration:

- Settings:**
  - Code: T13
  - Rate: 13.50
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**  EC Code
- EC Purchases:** EC Purchases
- Services:** Services
- Link To:** TO 0.00
- Rate:** Reduced
- Description:** Reduced rated purchase of goods for non-resale

**Zero rated export of goods to customers outside EC:**

**Edit Tax Code**

Settings

Code: T14

Rate: 0.00

EC Code

EC Purchases

Services

Link To: TO 0.00

Rate: Zero

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Zero rated export of goods to customers outside EC

OK Cancel

**Exempt import of goods from suppliers in EC – Non-resale:**

**Edit Tax Code**

Settings

Code: T15

Rate: 0.00

EC Code

EC Purchases

Goods

Link To: T12 0.00

Rate: Exempt

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Exempt import of goods from suppliers in EC

OK Cancel

**Exempt import of goods from suppliers outside EC – Non-resale:**

**Edit Tax Code**

Settings

Code: T16

Rate: 0.00

EC Code

EC Purchases

Services

Link To: TO 0.00

Rate: Exempt

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Exempt import of goods from suppliers outside EC

OK Cancel

**Zero rated purchases of goods from suppliers in EC – Non-resale:**

**Edit Tax Code**

Settings

Code: T17

Rate: 0.00

EC Code

EC Purchases

Goods

Link To: T10 0.00

Rate: Zero

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

Description: Zero rated purchases of goods from suppliers in EC

OK Cancel



**Standard rated purchases of goods from suppliers in EC – Non-resale:**

**Edit Tax Code**

Settings

EC Code

Code: T18

Rate: 0.00

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

EC Purchases

Goods

Link To: T1 21.00

Rate: Standard

Description: Standard rated purchases of goods from suppliers in EC

OK Cancel

**Zero rated purchases of goods from suppliers outside EC – Resale:**

**Edit Tax Code**

Settings

EC Code

Code: T19

Rate: 0.00

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

EC Purchases

Services

Link To: T0 0.00

Rate: Zero

Description: Zero rated purchases of goods from suppliers outside EC

OK Cancel

**Reverse Charges:**

**Edit Tax Code**

Settings

EC Code

Code: T20

Rate: 0.00

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

EC Purchases

Services

Link To: T3 13.50

Rate: Reduced

Description: Reverse Charges

OK Cancel

**Zero rated purchases of goods from suppliers outside EC – Non-resale:**

**Edit Tax Code**

Settings

EC Code

Code: T21

Rate: 0.00

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

EC Purchases

Services

Link To: T0 0.00

Rate: Zero

Description: Zero rated purchases of goods from suppliers outside EC

OK Cancel

**Sales of services to VAT registered customers in EC:**

The 'Edit Tax Code' dialog box is shown with the following settings:

- Settings:**
  - Code: T22
  - Rate: 0.00
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**
  - EC Code
  - EC Sales
  - Services
  - Link To: TO 0.00
  - Rate: Zero
- Description:** Sales of services to VAT registered customers in EC

**Zero rated purchases of services from suppliers in EC:**

The 'Edit Tax Code' dialog box is shown with the following settings:

- Settings:**
  - Code: T23
  - Rate: 0.00
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**
  - EC Code
  - EC Purchases
  - Services
  - Link To: TO 0.00
  - Rate: Zero
- Description:** Zero rated purchases of services from suppliers in EC

**Standard rated purchases of services from suppliers in EC:**

The 'Edit Tax Code' dialog box is shown with the following settings:

- Settings:**
  - Code: T24
  - Rate: 0.00
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**
  - EC Code
  - EC Purchases
  - Services
  - Link To: T1 21.00
  - Rate: Standard
- Description:** Standard rated purchases of services from suppliers in EC

**Reduced rated purchases of goods from suppliers in EC – Resale:**

The 'Edit Tax Code' dialog box is shown with the following settings:

- Settings:**
  - Code: T25
  - Rate: 0.00
  - Include in VAT return
  - Reverse Charge
  - Resale
  - Non EC Transactions
- EC Code:**
  - EC Code
  - EC Purchases
  - Goods
  - Link To: T3 13.50
  - Rate: Reduced
- Description:** Reduced rated purchases of goods from suppliers in EC

## Reduced rated purchases of goods from suppliers in EC – Non-resale:

**Edit Tax Code**

**Settings**

Code: T26

Rate: 0.00

Include in VAT return

Reverse Charge

Resale

Non EC Transactions

EC Code

EC Purchases

Goods

Link To: T13 13.50

**Rate**

Reduced

**Description**

Reduced rated purchases of goods from suppliers in EC

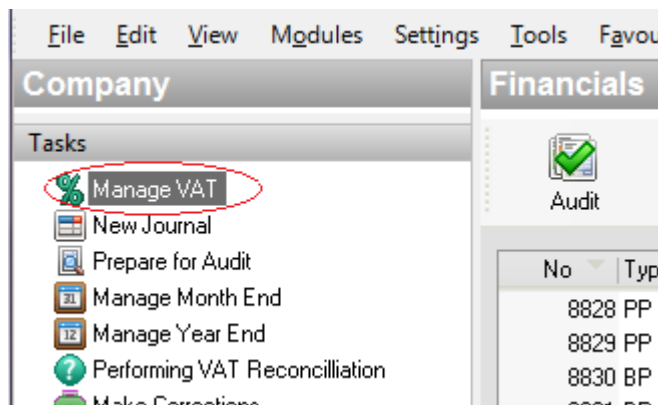
OK Cancel

## Identifying RTD figures for Sage 2012 Manually

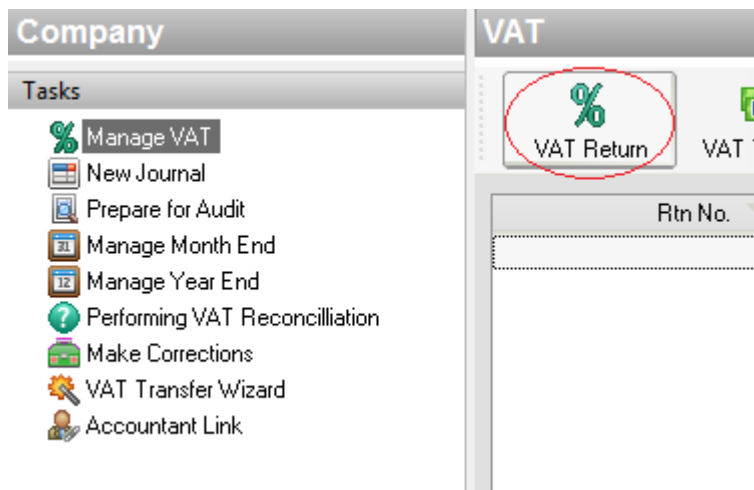
**Note:** If you have upgraded to Sage 2012 please note the RTD feature will not calculate correctly until a full RTD return year has been processed using the tax codes created as above. A detailed VAT report is available to allow you to extract figures manually until a full year has been completed.

To create a detailed Vat report

- 1) Go to Modules – Financials
- 2) Select Manage VAT under Tasks on the left hand side



- 3) Select the VAT Return button



4) Enter the applicable dates for the financial year in the top right hand corner  
i.e. 01/01/2011-31/12/2011

5) Check the 'include reconciled' button

VAT charged on supplies of Goods & Services		0.00
VAT due on intra-EU acquisitions		0.00
Total VAT on Sales	T1	0.00
Total VAT on Purchases	T2	0.00
Net Payable (Excess of T1 over T2)	T3	0.00
Net Repayable (Excess of T2 over T1)	T4	0.00
Total Goods TO other EU countries	E1	0.00
Total Goods FROM other EU countries	E2	0.00
Total value of sales, excluding VAT		0.00
Total value of purchases, excluding VAT		0.00


Buttons: Calculate, Adjustments..., Reconcile, Print, Clear,  Include Reconciled, Close

6) Select Calculate, then select Detailed as below

VAT Return Report

<b>VAT Return Type</b>	<b>Output</b>
<input type="checkbox"/> VAT return	<input checked="" type="radio"/> Printer
<input type="checkbox"/> Summary	<input type="radio"/> Preview
<input checked="" type="checkbox"/> Detailed	<input type="radio"/> File
<input type="checkbox"/> Adjustments	<input type="radio"/> Email

Buttons: Run, Cancel



**Note:** This report will show all transactions that have been reconciled in the specified period allowing you to complete the RTD return manually. This report is dependent on which tax codes are used for transactions in the financial year, if you have further questions on this report please contact us on 1890 88 20 60

## Creating the RTD Return

**Note:** This section would be for Sage 50 users that are creating a RTD for the first full RTD return year. Users that have upgraded must process for a full RTD return year using the correct tax codes before the RTD feature can be processed.

To you create the RTD Return, following these steps

- 1) Go into the Company module
- 2) Select Manage VAT under Tasks on the left hand side
- 3) Select the RTD button

**Return of Trading Details**

Micks Shop  
Main Street  
Rathcoole  
Co. Dublin

VAT Registration No. 1234567S For the period 01/01/2011 to 31/12/2011

	Value of Supplies of Goods & Services	Value of Acquisitions from EU countries Net of VAT & VAT free imported parcels	Value of Stock for Resale (purchase, intra-EU acquisitions & imports)	Value of Other Deductible Goods & Services (purchases, Intra-EU acquisitions & imports)
VAT Rate	E3	E4	E5	E6
Exempt	00	00	00	00
	D4			
0% Exports	00			
	D1	D2	J1	J2
0% Home	00	00	00	00
	C5	C6	H5	H6
	00	00	00	00
	AC5	AC6	AH5	AH6
Reduced Rate	00	00	00	00
	P1	P2	R1	R2
Standard Rate	00	00	00	00
	B5	B6	G5	G6
	00	00	00	00
	Z1	Z2	Z3	Z4
Totals	00	00	00	00

N.B. All entries on this form should be EXCLUSIVE OF VAT

Calculate Save Print Clear Close

- 4) By default the from date defaults to the first day of the financial year and the To date defaults to the last day of the financial year (you can change these dates if necessary)

- 5) Now click the Calculate button and the boxes will be populated
- 6) Click on Print in order to print out the Return and Detailed report
- 7) Clicking on Save will save the Return



**Note:** All transactions must be VAT reconciled before they will be included in the RTD report.



## How figures on RTD are calculated

<b>Box</b>	<b>Default Tax Codes</b>
E3	T2
D4	T4 + T14+T22
D1	T0 + T20
C5	N/A
AC5	T3
P1	T1+T24
B5	N/A
E4	T5 + T6 + T15 + T16
D2	T7 + T17 + T19 + T21
C6	N/A
AC6	T25 + T26
P2	T8 + T18
B6	N/A
E5	T2 + T5 + T6
J1	T0 + T7 + T19
H5	N/A
AH5	T3 + T25
R1	T1 + T8
G5	N/A
E6	T12 + T15 + T16
J2	T10 + T17 + T20 + T21 + T23
H6	N/A
AH6	T13 + T26
R2	T11 + T18 + T24
G6	N/A

**Note:** The above table illustrates how the figures are calculated based on the default tax codes mentioned in the New to Sage 50 section of this article.

## Vat Cash Accounting Companies

For users on the VAT Cash accounting scheme the RTD return will pick up values based on sales receipts rather than using sales invoices and it will pick up purchase invoices values. The same rules will apply that are used for the VAT 3 Return.

## Q&A

Q1) What if I'm mid-way through the financial year?

As above, the return of trading details will need to be completed manually. Once the correct tax codes have been created and the first full year is completed the RTD will function as expected.

Q2) What if I'm registered as Vat Cash accounting?

The process will still be the same as Standard VAT

Q3) Why do the boxes on the RTD have the wrong figures?

Each box is populated based on the tax code used for each transaction and whether that tax code was allocated to the correct classification. You can check the tax code classification in settings – configuration.

Q4) I have upgraded why can't I run the RTD for my current financial year?

The old tax codes in your Sage 50 were created before the RTD feature so will need to be amended to tie in with the RTD. Once a full RTD return year has been processed with the new tax codes the RTD feature will then pick up the new codes and calculate correctly.

Q5) I use T1 for my goods for resale and non-resale, will I have to break this down?

In order to use the RTD feature, future invoices will need to be identified separately for resale and non-resale.

See section: Upgrading to Sage 2012