

## Entirety VAT Change from 17.5% to 20%

### Entirety V2.3k Dot Fix 10 and above

Document Last Updated                      Tuesday 21st September 2010  
Intended release version                  Entirety Versions V2.3k10 and above inc V3  
Distribution                                      All Entirety Users 2.3k10 and above

#### Overview

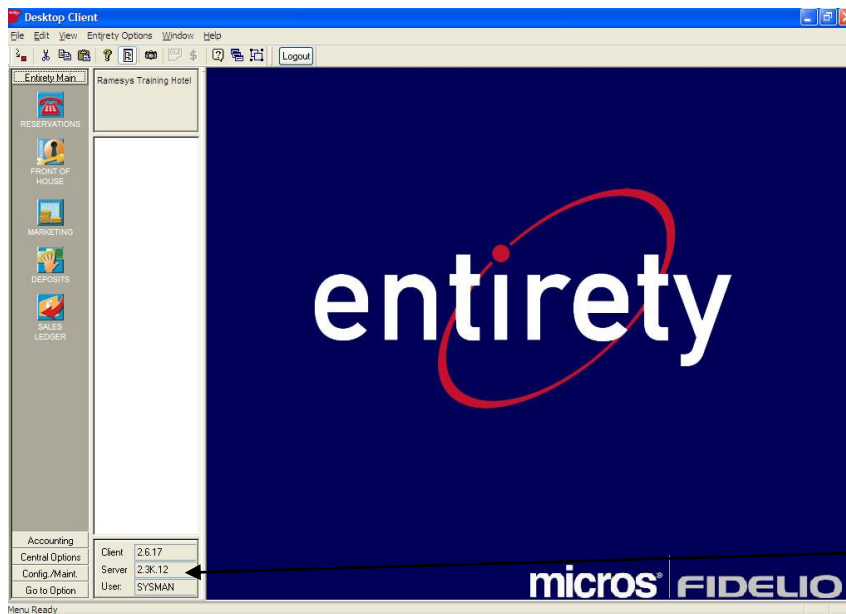
As you will be aware, the Chancellor has enforced a change in the rate of Standard Value Added Tax that will take place on Tuesday 4th January 2011.

The rate is being changed from 17.5% to 20%.

**It is very important that you carry out these documented changes prior to the 4th January.** Any revenue posted on or after 4th January will calculate VAT **incorrectly** unless you carry out the documented changes.

**It is strongly recommended if you use ENTIRETY to receive and apply deposits that all transactions relating to December deposits are completed by close of business 03/01/2011.**

The version of Entirety is located in the bottom middle of the screen as shown below – if the version shown in the Server value is v2.3k9 or below – please call the service desk (01753 871469) for alternative instructions.



If the version shown against Server value is V2.3k10 or above – follow the instructions provided below.

If the version is **lower** – Please call the Service desk on 01753 871469 for alternative instructions.

### Step One - Changing the Standard VAT rate.

1. The VAT change to 20% may be set up on the Standard VAT and Deposit tax codes **prior** to January 4th.

Phone the Entirety Service Desk on 01753 871469 and ask for a sysman password. Make a note of this password as it will be valid for a period of less than 2 hours.

2. Log In to Entirety, using the SYSMAN operator and password given in step 1
3. Select **Config./Maint** Module
4. Select **Configuration**
5. Select **Revenue/Deposits/Vouchers**
6. Select **Posting Details**
7. Select **Tax and Service Set up**
8. You should see a screen similar to that below:-

Code	Description	Sequence	SrvChg
DEPA	Vat On Deposits Applied	20	<input type="checkbox"/>
EXEM	Exempt of V.A.T.	30	<input type="checkbox"/>
STAN	Standard Rate V.A.T.	10	<input type="checkbox"/>
VATD	Vat On Deposits Received	90	<input type="checkbox"/>
ZERO	Zero Rated V.A.T.	40	<input type="checkbox"/>

9. Enter over each tax code in turn that is listed with a current code of 17.5%
10. You should see a screen similar to that shown below. Enter over the line that has 17.5% starting 1<sup>st</sup> January 2010 and add an end date of 03/01/11, then click Ok to save.

TAX & SERVICE RATE SET UP - WOLV - For: SVAT

First Date: 01/01/2010 Fri

Last Date: [Empty]

Percentage: 17.50

Inclusive:

Taxable:

Hide on Folio:

Nominal Code...: WOLV

Merge File Text: WOLV

Ok Cancel

TAX & SERVICE RATE SET UP - WOLV - For: SVAT

First Date: 01/01/2010 Fri

Last Date: 03/01/2011 Mon

Percentage: 17.50

Inclusive:

Taxable:

Hide on Folio:

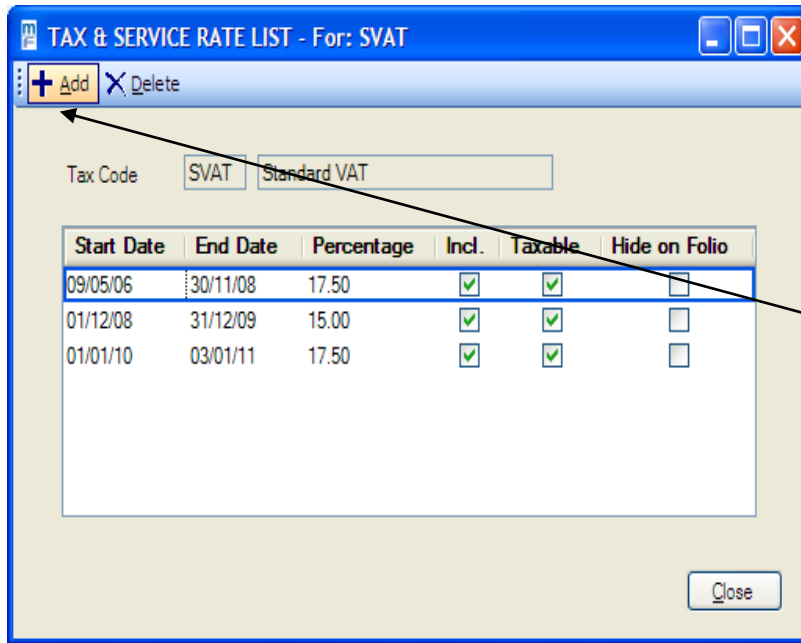
Nominal Code...: WOLV

Merge File Text: WOLV

Ok Cancel

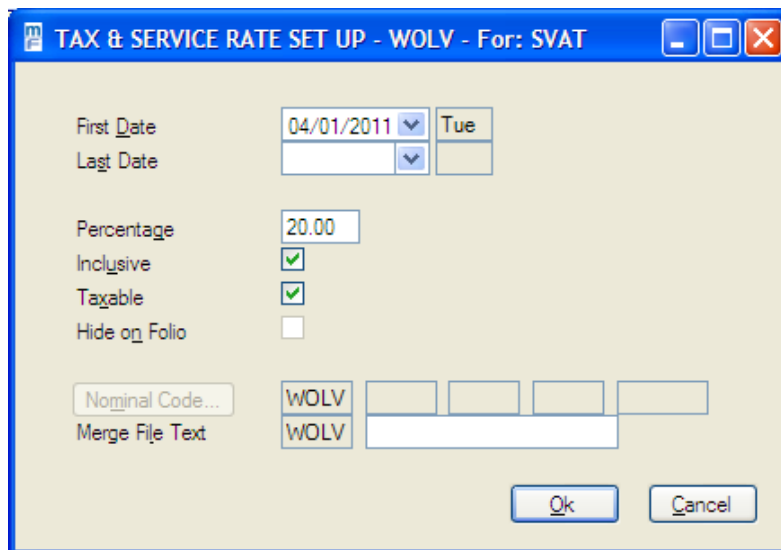
Change End Date to 03/01/2011.  
Click OK to save

11. A screen similar to below should now be displayed. Click ADD to add the new Tax Rate.



Click **Add** to add the new 20% rate of VAT

- Click to add a new tax rate of 20% to start on 04/01/11. Click Inclusive and Taxable. Click OK to Save.



- Your screen should now look something similar to that shown below:-

Start Date	End Date	Percentage	Incl.	Taxable	Hide on Folio
09/05/06	30/11/08	17.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/12/08	31/12/09	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/01/10	03/01/11	17.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/01/11		20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

14. The process needs to be repeated for both the deposit applied tax code and deposit received tax code.
15. Print the tax report and check the standard VAT tax codes have been amended correctly. (Select option to print or print preview from the tax code listing screen)

### **Step Two - Checking the VAT rate**

- 3.1 As soon as a posting is made on 4th January 2011, check that the VAT is being posted correctly.
- 3.2 From **Front of House, Folio Options, Folio/display print**, select a current folio.
- 3.3 Enter over the folio, then over a posting line for 04/01/11 and select **Tax Details**.
- 3.4 Check that the posting has had a tax rate of 20% calculated.

TAX AND SERVICE DETAILS - ADEL - For: Diner

Gross Amount 10.00  
Net Amount 8.33  
Posting Element DINE Diner

Tax/Service Code	%Taxable	%Rate	Tax	Basis
SVAT	100.00	20.00	1.67	10.00

Close

- 3.5 If the posting has not calculated the correct rate of VAT at 20% - please contact the Entirety Service Desk as soon as possible on 01753 871469. Do not post any further charges in Entirety until the issue is rectified by the Service Desk.