

Entirety VAT Change from 17.5% to 20%

Entirety V2.3k Dot Fix 9 and previous versions

Document Last Updated	Tuesday 21st September 2010
Intended release version	Entirety Versions V2.3k9 and lower e.g. 2.0b, 2.2, v2.3k5 to v2.3k9
Distribution	All Entirety Users below v2.3k9

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%.

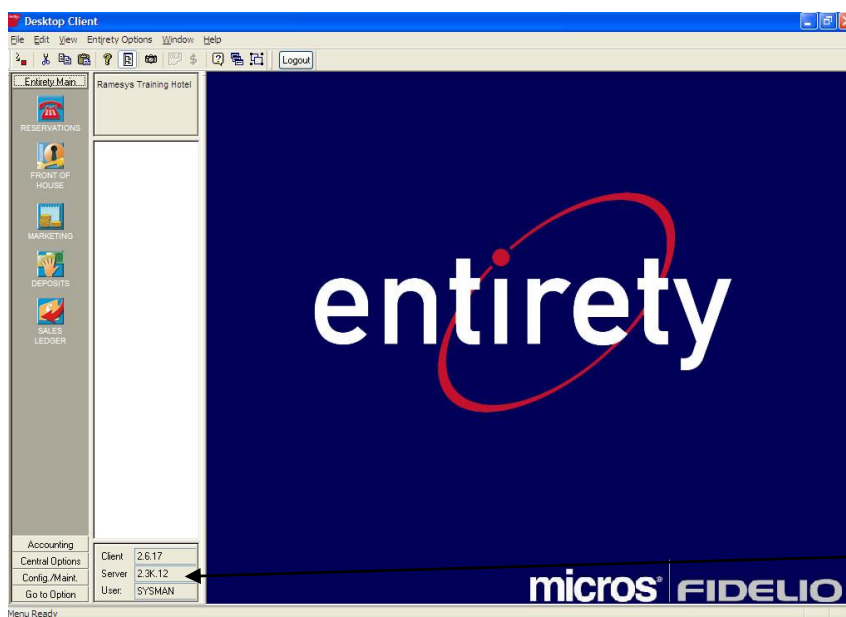
It is very important that you carry out these documented changes prior to and on the 4th January, and before any deposits are received or applied on 4th January. Any revenue posted on or after 4th January will calculate VAT **incorrectly** unless you carry out the documented changes.

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.

Because we have records indicating that you are running a version of Entirety of v2.3k9 or lower, the following changes must be made manually.

If you are running a version of Entirety later than v2.3k10 or later – please call the Service Desk on 01753 871469 and ask for the updated instructions.

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 follow the instructions below.



If the version shown against Server value is V2.3k9 or below – follow the instructions provided below.

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

Step One - Changing the Standard VAT rate.

N.B The deposit VAT codes CANNOT be mapped in advance and must take place on 4th January 2011.

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

VAT against deposits (received and applied) tax codes must be amended **on** the 4th January before any deposits are received or applied.

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 with the **EXCEPTION** of deposits received and deposits applied.
10. You should see a screen similar to that shown below. Enter over the line that has 17.5% starting 1st 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

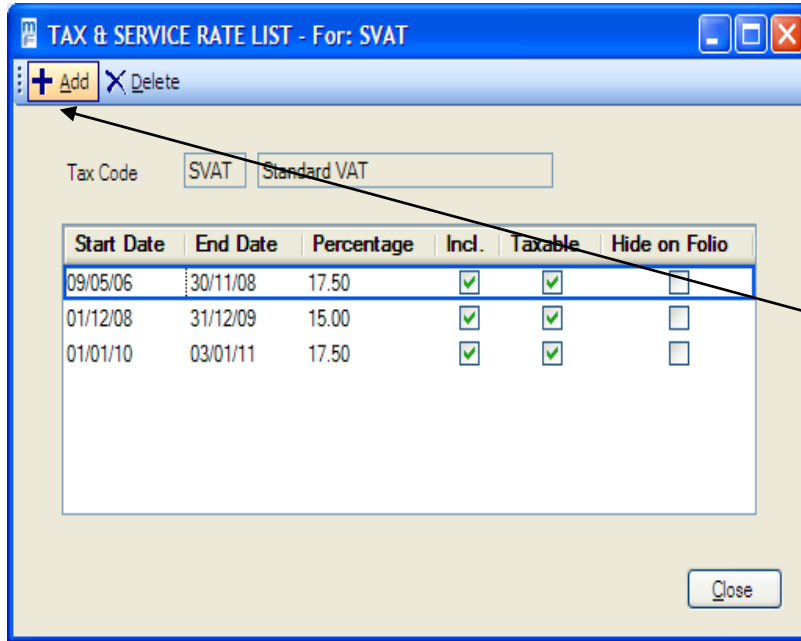
TAX & SERVICE RATE SET UP - WOLV - For: SVAT

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

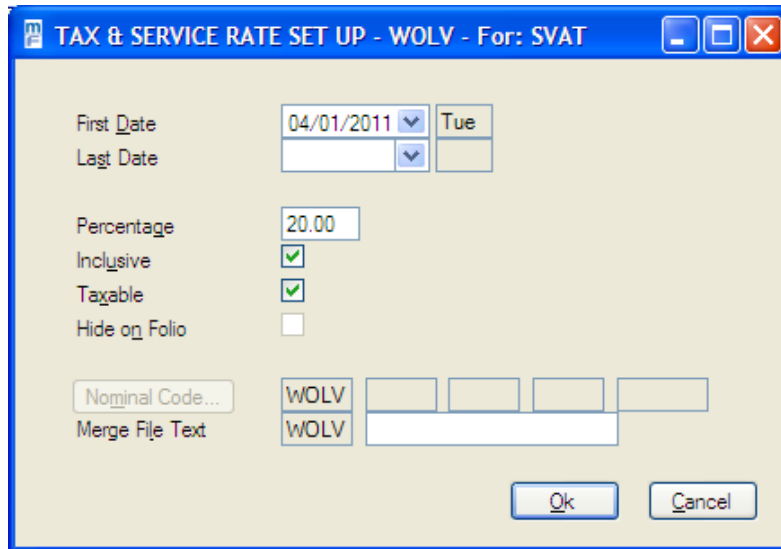
Change End Date to 03/01/2011.
Click OK to save

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

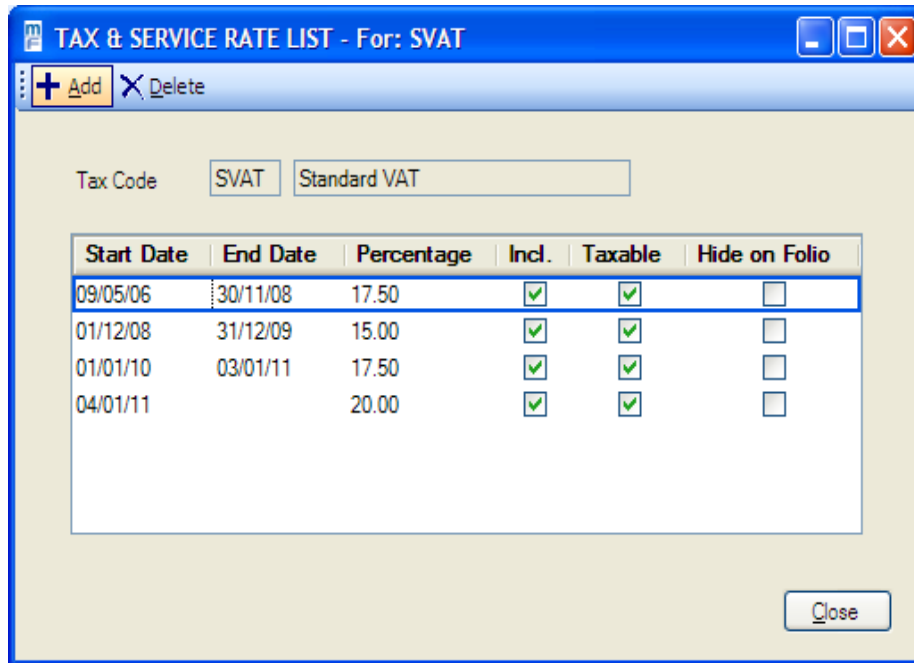


Click **Add** to add the new 20% rate of VAT

- 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:-



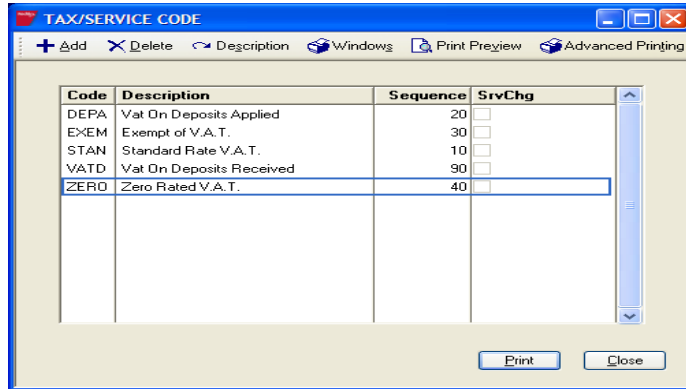
14. Print the tax report and check the standard VAT tax codes have been amended correctly. (Select option to print or print preview from the tax code listing screen)

Step Two – Amending the Deposit Tax codes VAT rate

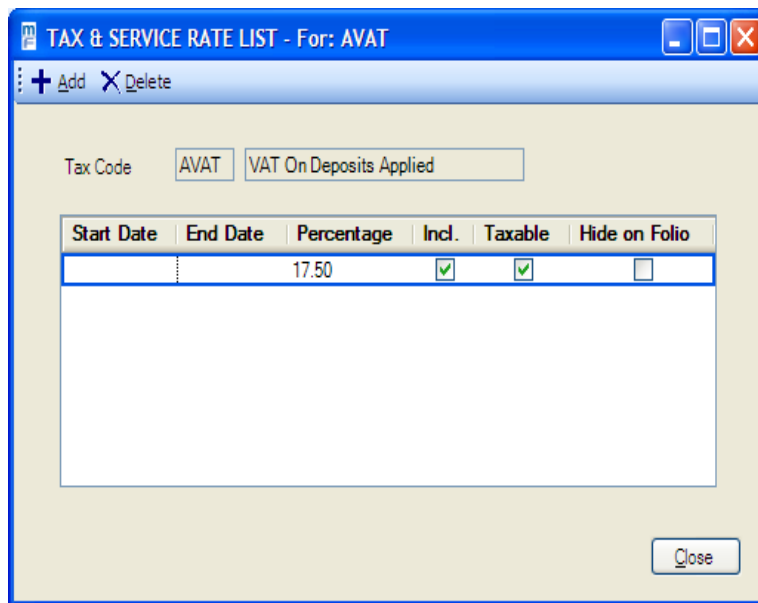
- 2.1 On **Tuesday 4th January** – before any deposits are received or applied on your Entirety System, the following must be carried out.

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.

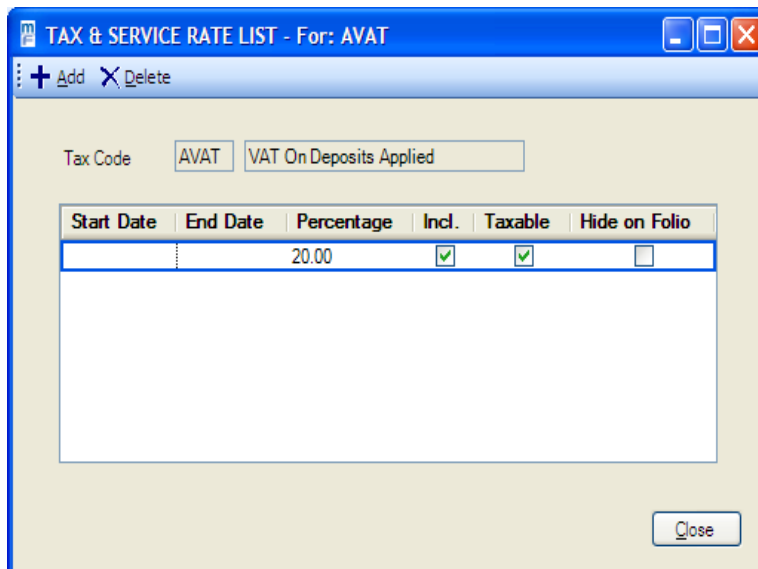
- 2.2 Log In to Entirety, using the SYSMAN operator and password given in step 2.1
- 2.3 Select **Config./Maint** Module
- 2.4 Select **Configuration**
- 2.5 Select **Revenue/Deposits/Vouchers**
- 2.6 Select **Posting Details**
- 2.7 Select **Tax and Service Set up**
- 2.8 You should see a screen similar to that below:-



2.9 Enter over the Tax Code for VAT on deposits applied. Enter over the line shown below.



2.10 Overtpe the VAT rate to 20%. Click Ok to Save



2.11 Repeat the process in 2.9, 2.10 and 2.11 for the Tax code for VAT on Deposits Received.

2.12 Print the Tax report and check its shows the correct information.

Note your codes and descriptions may differ according to your configuration.

Step Three - 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.

The screenshot shows a window titled "TAX AND SERVICE DETAILS - ADEL - For: Diner". It contains the following information:

- 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

A "Close" button is located at the bottom right of the window.

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.**