



Tax changes for MICROS 9700



MICROS 9700 – HOW TO CHANGE THE VAT RATE

Copyright

© 2010 MICROS Systems, Inc. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, or transmitted without the express prior written consent of the publisher. MICROS Systems, Inc. retains the right to update or change the contents of this document without prior notice. MICROS Systems, Inc. assumes no responsibility for the contents of this document.

Information in this document is subject to change without notice.

MICROS Systems, Inc. makes no warranty of any kind with regard to this material, including but not limited to the implied warranties of marketability and fitness for a particular purpose.

MICROS Systems, Inc. shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

MICROS Fidelio – Galway

Table of contents

1.	Introduction	3
2.	Procedure for Changing Tax Rate	3
3.	Contact us	9

MICROS 9700 – HOW TO CHANGE THE VAT RATE

Introduction

Periodically changes in legislation will require changes to the tax rates in use. This article describes how to change the tax rate in the MICROS 9700 application.

To ensure the correct VAT totals are shown on Guest Checks, Customer Receipts and MICROS reports, MICROS recommend changing the VAT rate just before the start of trading on the 1st January 2012, when the new VAT rate is effective from.

Note that MICROS recommends ensuring that you have the required access levels to the MICROS 9700 system in advance of the date of the tax rate change. You can do this by opening the MICROS Enterprise Management Console (EMC) and ensuring that you can access all of the forms and functions mentioned in the procedure below.

MICROS recommend that once the required VAT changes have been made, that the new VAT settings are tested and checked on a sample check. Ensure that the VAT calculation is correct and that the correct VAT rates display.

To calculate the VAT contribution of a menu item sold on the higher rate of VAT, multiply the menu item price by 0.18699. The 0.18699 is derived from the following formula (rate of tax/[100 + rate of tax]) or 23/123.

For example, if a Burger is sold for €7.95, the VAT contribution of this is €1.49.

MICROS 9700 – HOW TO CHANGE THE VAT RATE

Procedure for Changing Tax Rate

To change the active tax rate in MICROS 9700:

Ensure that there are no open checks on the MICROS 9700 System.

Proceed with shutting down the MICROS 9700 system. The duration of the downtime should be 5 minutes.

To do this, access the MICROS 9700 Enterprise Management Console (EMC) from either an EMC client or the MICROS 9700 server itself.

Select **Control Panel** from the left hand menu in the EMC.

Shut down the MICROS 9700 System by clicking **Down** in the left hand window and confirm the prompt asking whether the system should be shut down.

Note that from this point, all MICROS Workstations will display the message **System Closed** and will be un-useable until the system is started at the end of this procedure

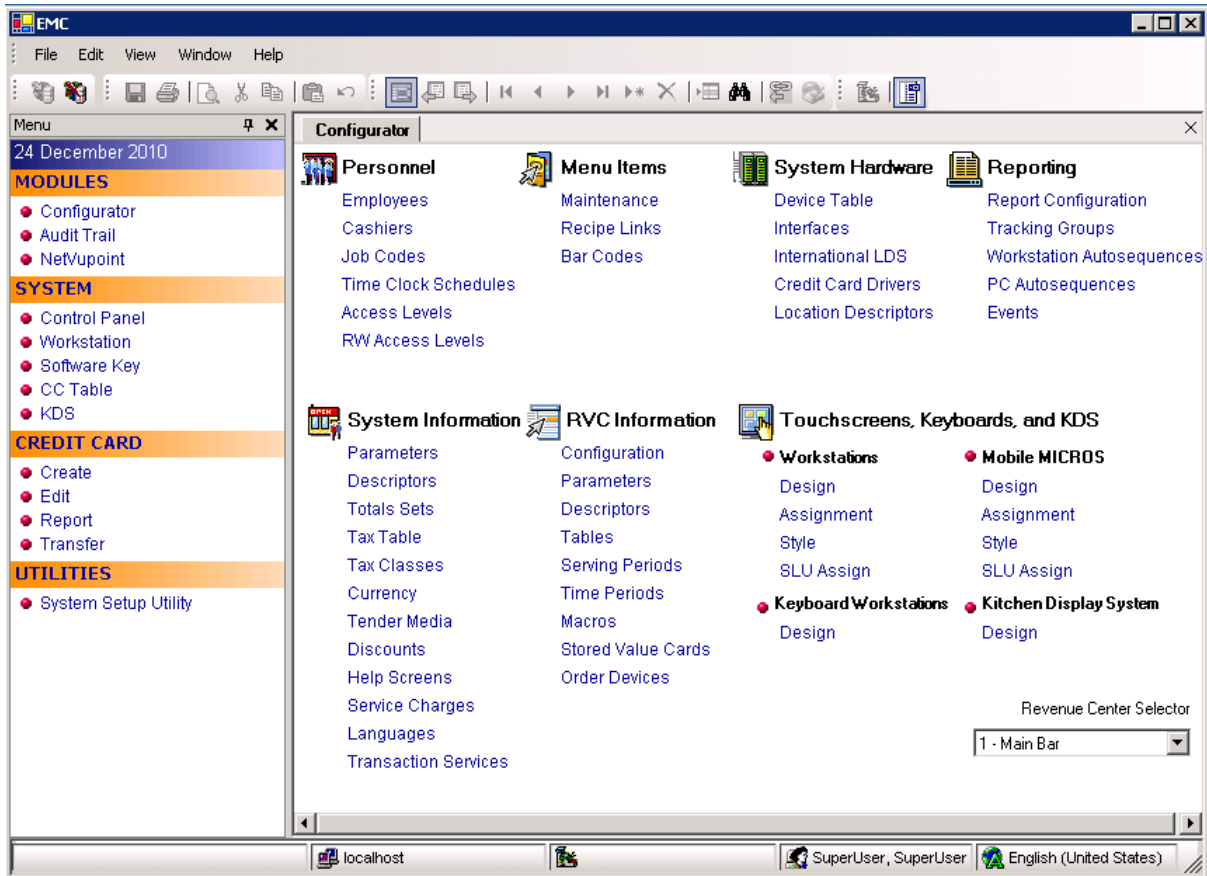
The MICROS 9700 System will shut down and when complete, the **Control** window will show as below.



Close the MICROS 9700 Control Panel.

Select **Configurator** from the left hand menu in the EMC.

MICROS 9700 – HOW TO CHANGE THE VAT RATE



Click on the **Tax Table** option beneath the **System Information** section. The tax rates form will open, and the tax rates that are in use will display.

Locate the first available record that does not currently have a Tax Rate assigned (record 5 in the example below) and type in a description for the new Tax Rate in the **Tax Collected** field (e.g. VAT 23%).

In the **Type** field, select option 3 – Included Percentage.

Leave the **Start** field as 0.00.

In the **%** field, enter the new Tax Rate (23.0000%).

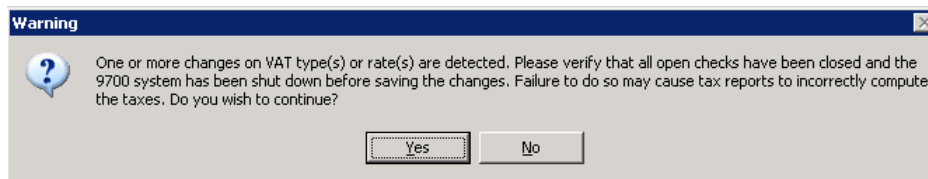
	Tax Collected	Type	Start	%	Breakpoints
1	VAT 13.5%	3 - Included, Percentage	0.00	13.5000	Breakpoints
2	VAT 21.5%	3 - Included, Percentage	0.00	21.5000	Breakpoints
3	No VAT	3 - Included, Percentage	0.00	0.0000	Breakpoints
4	VAT 9%	3 - Included, Percentage	0.00	9.0000	Breakpoints
5		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
6		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
7		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
8		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
9		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
10		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
11		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints

MICROS 9700 – HOW TO CHANGE THE VAT RATE

Make a note of the Tax name that uses the current Tax Rate (VAT 21.5% in the example above). You will need this information later.

Click the **Save** icon (the computer disk icon that is shown in the top left hand toolbar).

MICROS 9700 will then prompt you to confirm that you have closed all open checks and that the MICROS 9700 system is down before continuing. Do not click **Yes** unless all open checks have been closed and the MICROS 9700 System is down. Failure to do this will result in imbalances.



Close the **Tax Table** form.

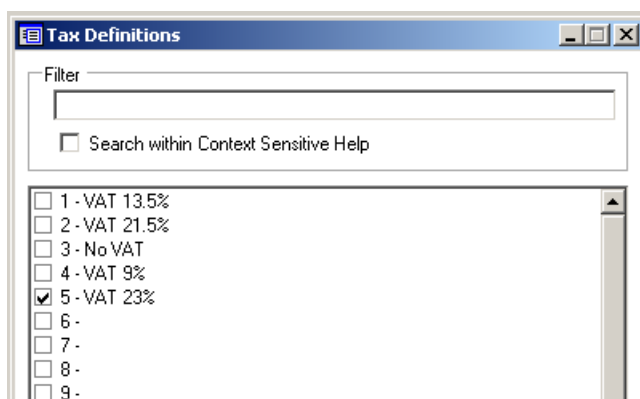
Click on the **Tax Classes** option beneath the **System Information** section. The tax classes form will open. Typically three Tax Classes will be configured:

1. VAT 9%
2. VAT 21.5%
3. No VAT

Note it is recommended to change the Tax Class name to be a logical name that reflects the tax rates in use i.e. VAT 21.5% would be changed to a name of VAT 23%

#	Name	Definitions
1	VAT 9%	1000000000000000
2	VAT 23%	0800000000000000
3	No VAT	2000000000000000

Click on the ellipsis next to the **Defintions** field for the second Tax Class record (VAT). You will notice that one or more Taxes are active in the Tax Class. Un-check the existing Tax and then check the new Tax that you created in the previous step.



MICROS 9700 – HOW TO CHANGE THE VAT RATE

Click **OK** to accept the changes.

Select the **Definitions** field for the next Tax Class and ensure that the previous Tax is not active. If it is, un-check it and check the Tax that you created earlier.

#	Name	Definitions
1	VAT 9%	1000000000000000
2	VAT 23%	0800000000000000
3	No VAT	2000000000000000

Save your changes by clicking the **Save** icon in the top left hand corner.

Repeat this process with any remaining Tax Classes.

Save your changes by clicking the **Save** icon in the top left hand corner.

Click on the **Parameters** option beneath the **RVC Information** section.

Note that this is a Revenue Centre level setting and you will need to repeat this step for **every** active Revenue Centre

Click on the **Order Type** tab.

Scroll down to the **Active Tax Rates** field. Deactivate the old Tax Rate by un-checking the Tax Rate. Activate the new Tax Rate by checking it.

Active Tax Rates

Select All

Clear All

- 1 - VAT 13.5%
- 2 - VAT 21.5%
- 3 - No VAT
- 4 - VAT 9%
- 5 - VAT 23%
- 6 -
- 7 -
- 8 -
- 9 -

Save your changes by clicking the **Save** icon in the top left hand corner.

Note repeat this step for each Revenue Centre

Staying within **RVC Parameters** select the **Taxes** tab, un-check the old Print VAT Line for Rate number in the **VAT Options** section. Activate the new Print VAT Line form Rate by checking it. The Rate number is from the **Tax Table** form configured on page 5.

MICROS 9700 – HOW TO CHANGE THE VAT RATE

Tax Printing Options

- Print Tax Line for Rate 1
- Print Tax Line for Rate 2
- Print Tax Line for Rate 3
- Print Tax Line for Rate 4
- Print Tax Line for Rate 5
- Print Tax Line for Rate 6
- Print Tax Line for Rate 7
- Print Tax Line for Rate 8
- Print Tax Line for Rate 9

Select All

Clear All

Click on the [Serving Period](#) option beneath the [RVC Information](#) section.

Note that this is a Revenue Centre level setting and you will need to repeat this step for every active Revenue Centre

Select the first Serving Period by double clicking on it. Scroll down to the [Tax Settings](#) field. Deactivate the old Tax Rate by un-checking the Tax Rate. Activate the new Tax Rate by checking it.

Tax Settings

Tax Rates Enabled:

- 1 - VAT 13.5%
- 2 - VAT 21.5%
- 3 - No VAT
- 4 - VAT 9%
- 5 - VAT 23%
- 6 -
- 7 -
- 8 -

Select All

Clear All

Save your changes by clicking the [Save](#) icon in the top left hand corner.

Repeat this step for each Serving Period and Revenue Centre.

Re-open the MICROS 9700 Control Panel by clicking the [Control Panel](#) option in the left hand toolbar.

Start the MICROS 9700 System by clicking the [Workstation Operations](#) option as below.

Control

- Down
- Server Applications
- Workstation Operations

Reload

Any Winstation workstations will update immediately to reflect the new tax rate. It is recommended to restart any SAR client workstations to ensure that they download the most recent version of the MICROS 9700 database.

MICROS 9700 – HOW TO CHANGE THE VAT RATE

mymicros.net customers

Note A new feature has been introduced to mymicros.net that will remove limitations when reporting and tracking Tax Rates. Currently, the number of Tax Rates in RES 3700 is limited to 8, meaning only 8 different Tax Rates may be configured at a time. As Tax Rates change and empty fields are no longer available, Tax Rates may need to be overwritten, which will lead to incorrect historical tax data.

The new feature, “On Tax Rate Change Create New Tax”, will add effectivity dates for Tax Rates, so when a Tax Rate change is posted to mymicros.net, the old Tax Rate will be given an Effective To date of the current date and the new Tax Rate will be created with an Effective From date for the current date.

This will need to be enabled per Organisation, and is currently available on the www.mymicroseu.net portal but not the www.mymicroseu2.net portal.

A new feature has been introduced to mymicros.net that will remove limitations when reporting and tracking Tax Rates.

Currently, the number of Tax Rates in RES 3700 is limited to 8, meaning only 8 different Tax Rates can be configured at a time. As Tax Rates change and empty fields are no longer available, Tax Rates may need to be overwritten, which will lead to incorrect historical tax data. The new feature, **On Tax Rate Change Create New Tax**, will add effectivity dates for Tax Rates, so when a Tax Rate change is posted to mymicros.net, the old Tax Rate will be given an Effective To date of the current date and the new Tax Rate will be created with an Effective From date for the current date.

To enable this feature, navigate to [Admin | Warehouse | Miscellaneous | Alignment Rules](#). There is a new field with a drop down, Create New Tax Definition. The four available options are:

- Update Existing - updates the current Tax Definition without creating a new one
- On Rate Change - creates a new Tax Definition when a Tax Rate change is posted
- On Name Change - creates a new Tax Definition when a Tax Name change is posted
- On Rate or Name Change - creates a new Tax Definition when either a Tax Rate or Tax Name change is posted

Contact Us

Should you require assistance with these changes, please contact MICROS-Fidelio Support on (+353)91747900.

All support calls with regards to the changing of the VAT rate will be chargeable at a fixed rate of €250 + VAT.

For more information regarding the impact of the VAT change on your business, please visit the Revenue Commissioners website: www.revenue.ie.