



Tax changes for MICROS 3700



MICROS 3700 – HOW TO CHANGE THE VAT RATE

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MICROS Fidelio – Galway



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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 3700 application. Once the changes have been made, you will need to reload the system in the MICROS 3700 Control Panel and then ensure that the updated rate of tax is being used.

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 3700 system in advance of the date of the tax rate change. You can do this by opening the POS Configurator 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.

Each system is configured differently, and you may need to adjust the Headers / Trailers that display on the guest check layout, if those headers and trailers reference the VAT rate.

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Procedure for Changing Tax Rate

To change the active tax rate in MICROS 3700, access the MICROS 3700 POS Configurator by clicking on the icon on the desktop of the MICROS 3700 server.

Login to the POS Configurator.

When the Configurator opens, it will default to the **Sales** tab.



Click on the **Tax Rates** section.

The **Tax Rates** form will open.

Locate the next available row in the **Tax Rates** table (in the example below, it is record 4). Type in the Tax Rate description in the **Name** field (e.g. VAT 23%).

Note that it is very important to create a new tax rate, and not to overwrite an existing one. Failure to do this will result in incorrect historical VAT reporting in MICROS and mymicros.net. N.B. There is a new feature introduced in mymicros v7.0.0 which will remove limitations when reporting tax rates in mymicros.net. For further information see the mymicros.net section of this document.

In the **Tax Collected Name** field type in VAT.

In the **Taxable Sales Name** field type in VATable Sale.

In the **Tax Exempt Name** type in VAT Exempt.

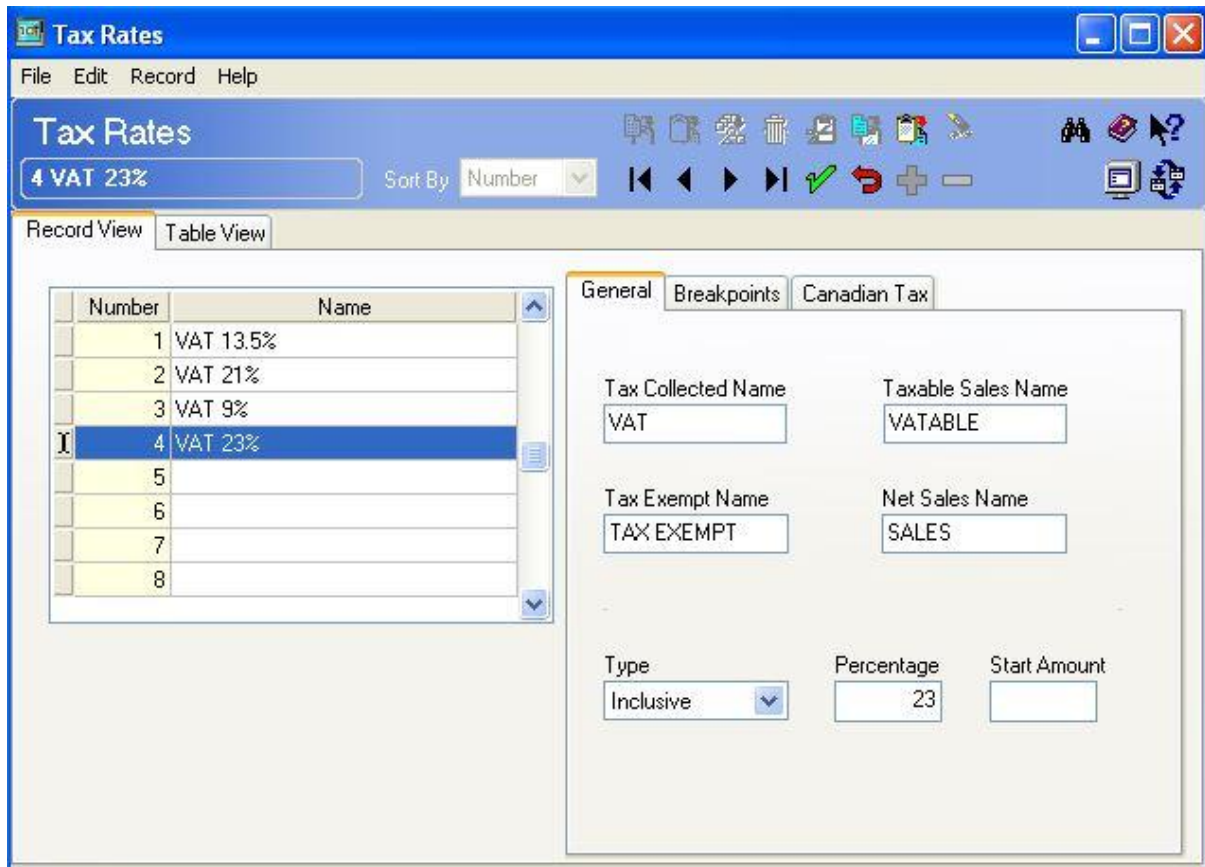
In the **Net Sales Name** type in Sales.

In the **Type** field, select Inclusive from the drop down list.

In the **Percentage** field, type in the new rate of VAT (23)

Leave the **Start Amount** field blank.

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Click the green check icon in the top tool bar to save your changes.

Now make a note of the name of the **Tax Rate** that references the original VAT rate that is being changed (record number 2 – VAT 21% in the example above). You will need to know this information in the next step.

Close the **Tax Rates** form.

Click the **Tax Classes** section in the middle right hand side of the POS Configurator | Sales screen.



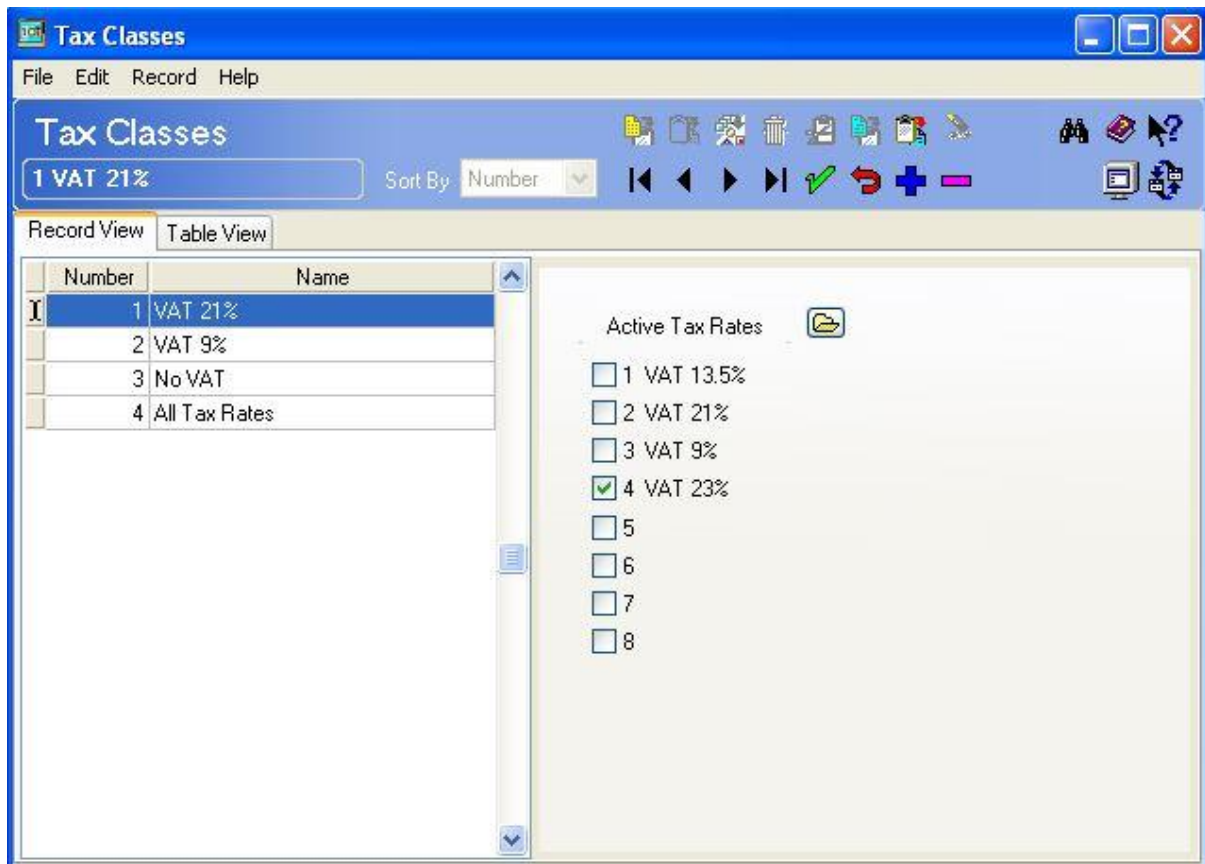
The **Tax Classes** form will open.

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All configured Tax Classes will display. Normally, there are four classes configured (for Irish VAT):

1. VAT 21%
2. VAT 9%
3. No VAT
4. All Tax Rates

Select the VAT 21% **Tax Class**. Un-check the original **Active Tax Rate** and check the VAT 23% that you created in the previous step.



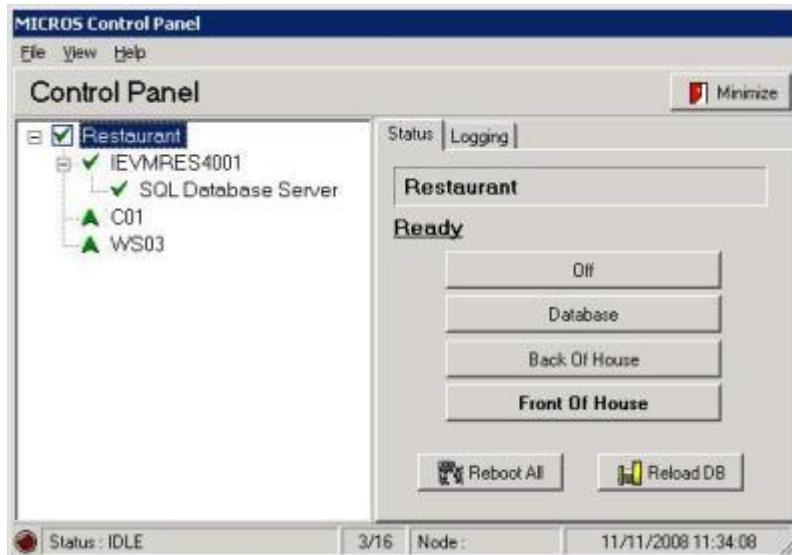
Click on the next Tax Class record and ensure that the correct tax rate(s) is active. Repeat this for any remaining Tax Classes.

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% would be changed to a name of VAT 23%

Click the green check icon in the top tool bar to save your changes.

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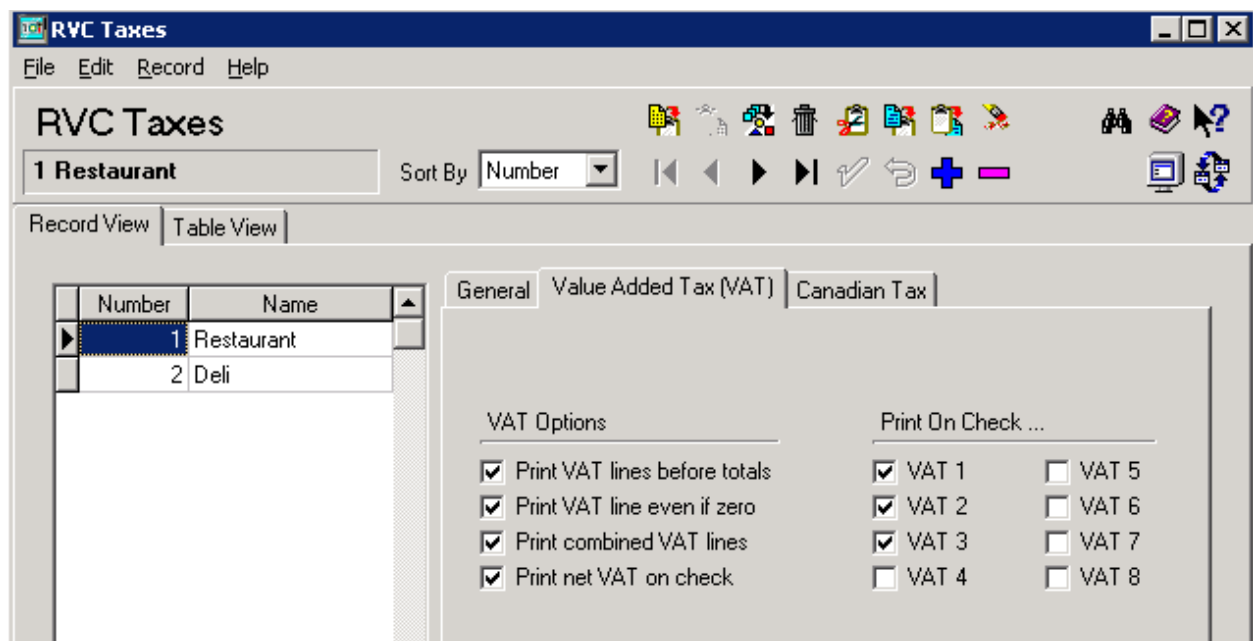
Once this has been changed, open the MICROS 3700 Control Panel and click on Reload / Reload DB.



Ensure that the updated rate of tax is now being used by testing a sample check that contains an item on the higher rate of tax.

If you find that the new tax rate does not print, in the [POS Configurator](#), select the [Revenue Centre](#) tab and then select [RVC Taxes](#). Each tax rate can be set to print or not print on the check.

In the example below, tax rate four (which in our example is 23%) is not set to print on the guest check. Adjust as appropriate and save your changes.



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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

Procedure for Changing Headers / Trailers

To change the Headers / Trailers in MICROS 3700, access the MICROS 3700 POS Configurator by clicking on the icon on the desktop of the MICROS 3700 server.

Login to the POS Configurator.

When the Configurator opens, it will default to the [Sales](#) tab.

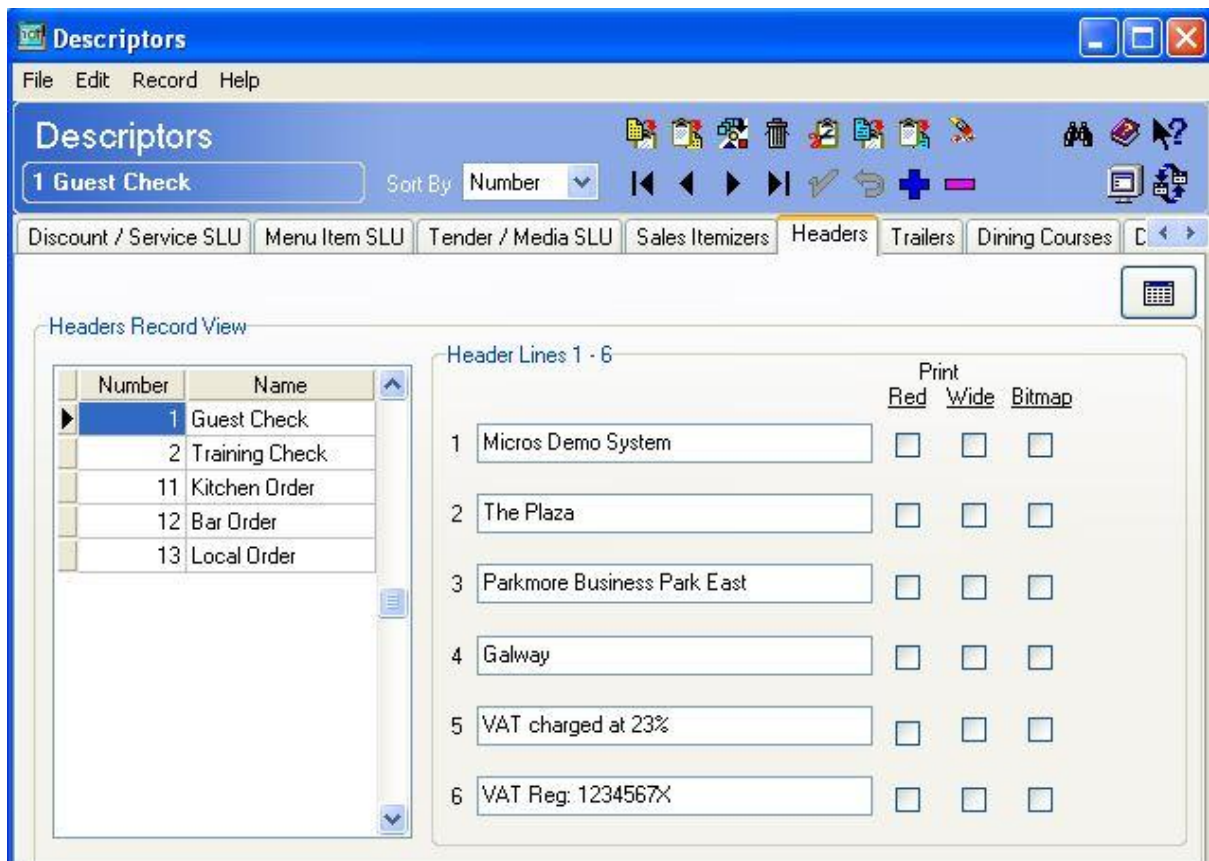
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Click on the **Descriptors** section.

The **Descriptors** form will open.

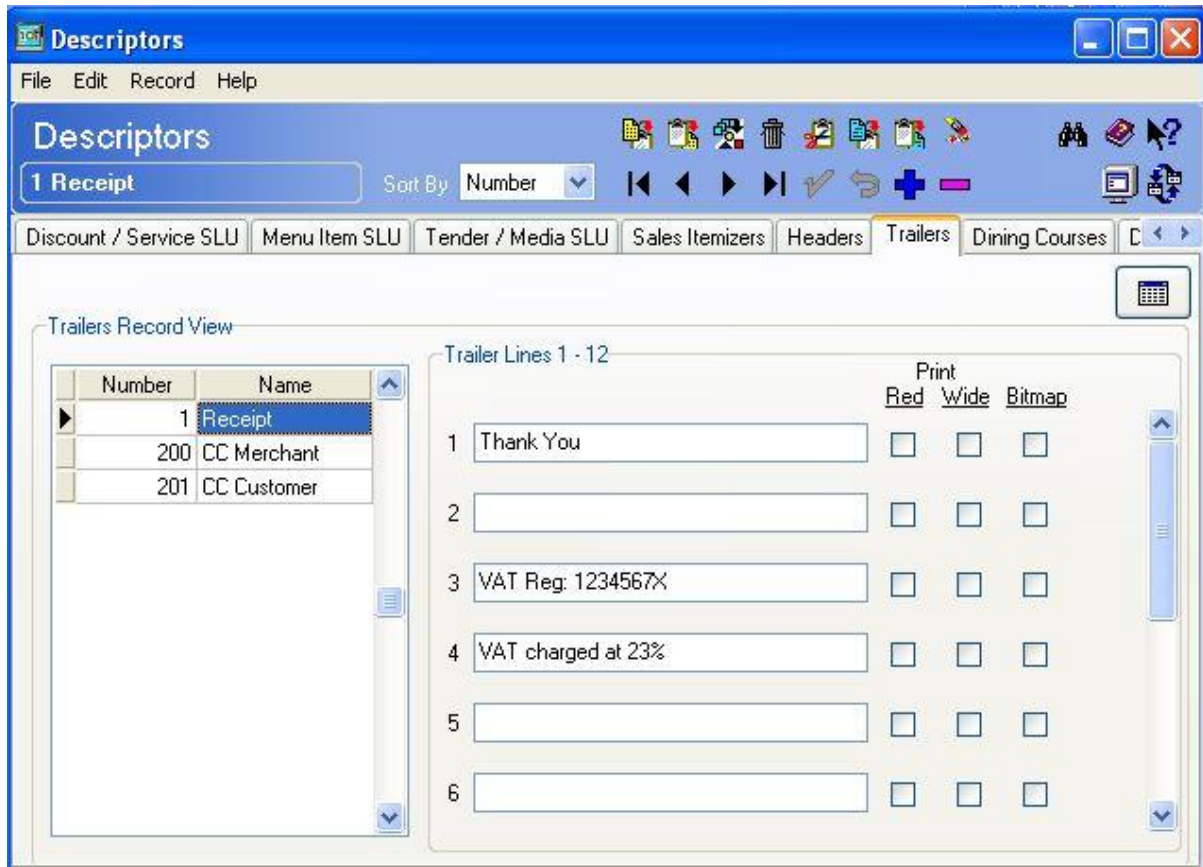
Navigate to the **Headers** tab and change the tax rate on every line in which it is referenced. Repeat for each header in the **Headers Record View** list.



Click the green check icon in the top tool bar to save your changes.

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Navigate to the **Trailers** tab and change the tax rate on every line in which it is referenced. You may need to scroll down in order to find the line. Repeat for each trailer in the **Trailers Record View** list.



Click the green check icon in the top tool bar to save your changes.

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.