



## Irish VAT Changes – 23% Level

1<sup>st</sup> January 2012

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Issued on 08/12/2011 Version 1.0

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### 1. Overview

This document explains the process required to convert your OPERA PMS system to take into account the new VAT levels which come into force on 1<sup>st</sup> January 2012.

The person carrying out this work on behalf of the hotel must have access to the configuration area of OPERA.

### 2. When to make the changes

The changes can only be made once the End of Day routine has been run for the 31<sup>st</sup> December 2011 and the system date is now showing as the 1<sup>st</sup> January 2012.

Once the Night Audit has completed, the following steps must be taken before any new postings are made or any check-outs are processed.

### 3. Checking VAT codes

From the OPERA main menu screen select 'Configuration' and once logged in, go to Cashiering and from the menu select Codes>Transaction Codes>Codes.

Firstly scroll down the codes until you reach the transaction codes which are used for VAT, traditionally these will be in the 7000 area but these may vary per site.

7000	VAT@13.5%	NON_REV	VAT	
7005	VAT@21%	NON_REV	VAT	
7010	VAT@0%	NON_REV	VAT	

Highlight the line for VAT@21% and select the 'Repeat' button, enter the 'New Trn Code' as being the next free transaction code number in that area, so if VAT@21% was 7020, your new code for VAT@23% would be 7025 and enter the description as VAT@23% or the naming convention used for other codes which might be TAX @23%.

Once the code has been created, highlight the new code and press 'Edit'. Now change the TAX number to be TAX6 as shown and once completed click on 'OK'.

Trn. Type	Tax	TAX6
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### 4. Determining VAT Setup

Before moving on, the way tax is configured needs to be checked as this does vary across all Irish hotels depending on your standards and when OPERA was installed. From Configuration, select Cashiering and then from the menu select Codes>Transaction Codes>Codes. Locate the first revenue transaction code which is most likely to be accommodation and press 'Edit'. Once the code detail is showing, select the 'Generates' button and a screen like the below should appear – with the Rule as 'Percentage' – if it does go to section 5 of this document.

Code	Description	Rule	Level	Inactive
7005	VAT@21%	Percentage - 21%	Transaction Code	

If however the Rule shows as 'Tax Types' then please go to section 7 of this document.

Code	Description	Rule	Level	Inactive
7005	VAT@21%	Tax Types	Transaction Code	

## 5. Changing Each Code

If from the above, the taxes are set with a rule of 'Percentage' then each transaction code needs to be amended as follows:

On each transaction code, edit the code and select the generates button and on the line for 21% press the 'Delete' button and select 'Yes' to the message leaving no taxes on the screen. Now press 'New' and from the 'Transaction Code' drop down list scroll down until you locate the code for 'VAT@23%' and press 'OK'. Now tab down to the Percentage box and enter 23 in the field and press 'OK' to save the change and then 'Close' and 'OK'.

Repeat this for all transaction code where VAT at 23% should be charged noting that some codes will have 0%/9%/13.5% tax or be exempt from tax – these should not be amended. Remember if you know the transaction code for the 23% tax this can be typed in manually to save you having to scroll down the list of codes each time.

## 6. Checking New VAT Setup on Each Code

To make sure you have completed the changes correctly, log into PMS and go to Miscellaneous and select Reports from the menu. In the 'Report Group' select 'Configuration' and locate the report which has the REP name of 'CF\_TRXCODES2'. Print or Preview the report and on each transaction code where 23% VAT should be applied you will get the following

Ty.	Group	Subgr.	Sub Ty.	Trn.	Description	Rev	Cash	Man	Def	Gen	Class1	M	Class2
						Value			Flat / Percentage				Generate
C	REV	ACC	L	1000	Accommodation	Y	Y						
					Generate 1	23.00					P		7025

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If on any codes there is no percentage or the 21% value still exists you must go back into configuration and adjust the Generates. Please be careful to make sure codes which genuinely should have 0% tax are not amended.

### 7. Changing VAT with Tax Types

If from the above, the taxes are set with a rule of 'Tax Types' then each transaction code needs to be amended as follows:

On the first transaction code in OPERA which needs amending, edit the transaction code and click on 'Generates' and delete the line with reference to 21% by just selecting 'Delete' and select 'Yes' to the message leaving no taxes on the screen. Now press 'New' and from the 'Transaction Code' drop down list scroll down until you locate the code for 'VAT@23' and press 'OK'.


Now click on the box next to Tax Types and on the screen which appears, select 'New' and enter the date as 01/01/12 and then in the tax type field enter 0 or select from the one available option in the drop down list. Click on percentage and then in the value field enter 23 and press 'OK' and then 'Close' and 'OK' and close that transaction code.

On all subsequent transaction codes where 23% VAT should now be charged, repeat the process detailed above to delete the 21% code, and once removed, press 'New' and select the VAT@23% transaction code from the drop down list. Click on Tax Types and press 'OK' – there is no need to assign any percentage values. Repeat for all transaction codes until completed, remembering that some codes do not need amending if they are at 0%/9%13.5% or Exempt.

### 8. Checking New VAT Setup with Tax Types

To make sure you have completed the changes correctly, log into PMS and go to Miscellaneous and select Reports from the menu. In the 'Report Group' select 'Configuration' and locate the report which has the REP name of 'CF\_TRXCODES2'. Print or Preview the report and on each transaction code where 23% VAT should be applied you will get the following with 'Generate 1' and then Generated value being the code used for VAT@23%:

Ty.	Group	Subgr.	Sub Ty.	Trn.	Description	Rev	Cash	Man	Def	Gen	Class1	M	Class2	M
						Value	Flat / Percentage							
C	REV	ACC	L	1000	Accommodation	Y		Y		Y				
Generate 1											P	7025		



If on any codes there are two generate lines or the generated value has the 21% transaction code you must go back into configuration and adjust the Generates. Please be careful to make sure codes which genuinely should have 0% tax are not amended.

### 9. Completion

Your system is now ready for use so normal check-outs and postings can be resumed. Should you need your folio amending please contact support who will assign you a case number noting that this will be done based on receipt of a purchase order and resource availability.