



# Tax changes for MICROS Symphony



## **MICROS SIMPHONY – HOW TO CHANGE THE VAT RATE**

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MICROS Fidelio – Galway

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## MICROS SIMPHONY – HOW TO CHANGE THE VAT RATE

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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 Symphony 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 1<sup>st</sup> 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 Symphony 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.

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### Procedure for Changing Tax Rate

**Note** that the VAT configuration is Property and Revenue Centre specific. This document instructs on how to create a new tax rate. These steps will need to be repeated for each Property and Revenue Centre combination that will use the new tax rate.

To change the active tax rate in MICROS Symphony:

Ensure that there are no open checks on the MICROS Symphony System. If there are open checks when changing the active tax rate, imbalances may result on the business date that contains checks at the old and the new rate of tax.

Select the first property from the Enterprise hierarchy and then select **Tax Table** from beneath the **Sales** menu in the MICROS Symphony EMC.



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%).

**Note** do not use record numbers higher than 8 when creating new tax rates.

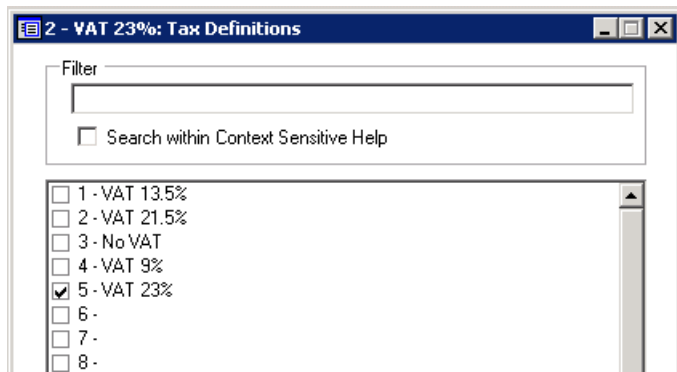
In the **Type** field, select option 3 – Included Percentage.

Leave the **Start** field as 0.00.

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



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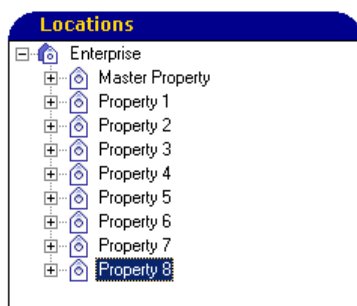
Click **OK** to accept the changes.

Select the **Definitions** field for the next Tax Class and ensure that the old tax rate 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%	4000000000000000
3	No VAT	2000000000000000

Repeat this process with any remaining Tax Classes and be sure to save your changes by clicking the **Save** icon in the top left hand corner.

Return to the Enterprise Hierarchy and expand the first property and select the first applicable Revenue Centre from beneath the Enterprise Hierarchy menu.



**Note** that the changes described next to the Serving Periods and Order types are Revenue Centre level settings and you will need to repeat these steps for every active Revenue Centre in each applicable Property

Click on the **Serving Period** option beneath the **RVC Information** section.

Select the first Serving Period by double clicking on it. Select the **Taxes** tab. Deactivate the old Tax Rate by un-checking the Tax Rate. Activate the new Tax Rate by checking it.

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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 -

Save your changes by clicking the **Save** icon in the top left hand corner and then close the **Serving Period** form.

Click on the **RVC 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

Select the **Order Types** tab.

Select the first Order Type (**Sales** in the example below). In the **Active Tax Rates** section, deactivate the old Tax Rate by un-checking the Tax Rate. Activate the new Tax Rate by checking it.

General Search Options Format Posting and Control **Order Types** Menu Levels

Default Order Type

Select Default Order Type 1 - Sales

Configure Order Types

Select Order Type

- 1 - Sales
- 2 -
- 3 -
- 4 -
- 5 -
- 6 -
- 7 -
- 8 -

General Options: 1 - Sales

- Order Type Is Active
- 1 - Print on Customer Receipt and Guest Check
- 2 - Print on Order Printer
- 5 - Do Not Post Transactions to Tip Report Totals

Active Tax Rates: 1 - Sales

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

Repeat this step for any other Order Types that are enabled in this 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.

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General Search Options Format Posting and Control Order Types Menu Levels Interfaces **Taxes**

Tax Options

- 1 - Do Not Include Tax in Totals on Tip Reports
- 2 - Require a Reference Entry with Tax Exemptions
- 3 - Print VAT Lines Before Summary Totals
- 4 - Always Print VAT Lines Even if 0.00
- 5 - Print Consolidated VAT Line on Checks and Customer Receipts
- 6 - Print VAT Net Totals on Guest Checks and Customer Receipts
- 7 - Print Tax Exempt Voucher

Foreign Tax Options

- 1 - Print Japanese Amount Due
- 2 - Allow Discounts to Affect Japanese Excise Tax Threshold
- 3 - Thai Tax Trailer Uses WS Number Instead of RVC Number

VAT Options

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

Select All

Clear All

Save your changes by clicking the **Save** icon in the top left hand corner and then close the **RVC Parameters** form.

Repeat this step for each Revenue Centre.

Repeat this process for each Property that will be using the new rate of tax.

### 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](http://www.revenue.ie).