



# Tax changes for MICROS e7

**Please note that these changes MUST be made after the end of day has completed on the 31<sup>st</sup> December 2011 and before trading begins on the 1<sup>st</sup> January 2012.**

**You will not be able to backdate the Tax calculation.**



## **MICROS e7 – HOW TO CHANGE THE VAT RATE**

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## MICROS e7 – HOW TO CHANGE THE VAT RATE

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## MICROS e7 – 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 MICROS e7.

### Procedure for changing Tax Rate

On the PC, maximize the e7 program, the icon on the desktop will not do anything as hopefully the system will be running already. Double click the icon in the taskbar:



Use the numbers to enter your sign in password then select sign in.



## MICROS e7 – HOW TO CHANGE THE VAT RATE

The screenshot shows the 'Tax Rate' configurator in the MICROS e7 system. The 'General' tab is selected. The 'Tax collected name' field is highlighted with a red oval and contains '20% Vat'. The 'Percentage' field is also highlighted with a red oval and contains '21'. The 'Name' field contains 'Vat.'. A red arrow icon is visible in the top right corner of the interface.

Change the value in the Percentage box to **23**, the new tax rate. Then amend the Tax collected name to VAT @ 23 % / amend the Name to match the Tax collected then select the Floppy Disk icon to save your changes.

Exit the Configurator, using the Red Arrow top right hand corner.

### 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)