

VAT modifications for 01.01.2011  
Manual for Opera



## Prefix

From January 1, 2011 the VAT will change for Switzerland as followed:

From 2.4% to 2.5%  
From 3.6% to 3.8%  
From 7.6% to 8%

For this we need to do some changes in the Opera configuration. Some can be done by the hotel. The VAT summary in the folio has to be changed by MICROS-Fidelio Suisse AG and we will charge a fix amount of CHF 500.—per Hotel.

This documentation will take you step by step through the necessary changes.

The changes on the Transaction Codes will have to be done right after the night audit of the 31.12.2010 (the night from 31.12.2010 to 01.01.2011)

Please read this documentation carefully, if you have questions, please contact our Opera support through 044 701 96 00 per e-mail at [support@checkindata.com](mailto:support@checkindata.com)

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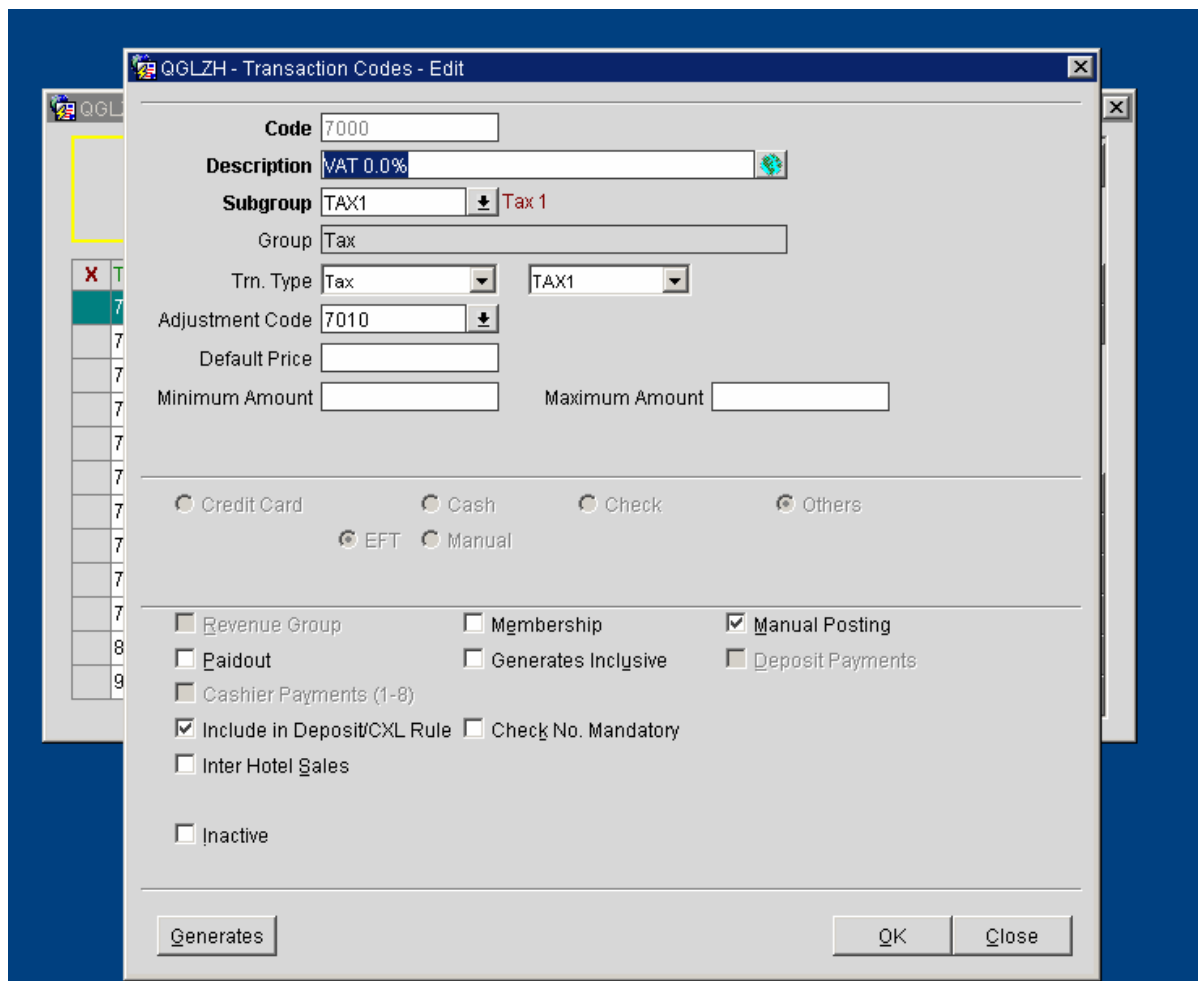
Go to Setup -> Configuration -> Cashiering -> Codes -> Transaction Codes and scroll down to the VAT Transaction Codes:

QGLZH - Transaction Codes

Trn. Code [ ] Group [ ]  
 Subgroup [ ] Property QGLZH [ ]

Trn. Code	Description	Group	Subgroup	Generates
7000	VAT 0.0%	TAX	TAX1	
7010	VAT 0.0% Adjustment	TAX	TAX1	
7100	VAT 2.4%	TAX	TAX2	
7110	VAT 2.4% Adjustment	TAX	TAX2	
7200	VAT 3.6%	TAX	TAX3	
7210	VAT 3.6% Adjustment	TAX	TAX3	
7300	VAT 7.6% F&B	TAX	TAX4	
7310	VAT 7.6% F&B Adjustment	TAX	TAX4	
7400	VAT 7.6% Misc	TAX	TAX5	
7410	VAT 7.6% Misc Adjustment	TAX	TAX5	
8000	Paid Out	PO	PAOU	
9000	Cash	PAY	PAY1	

Search  
 All  
 None  
 Copy  
 Repeat  
 New  
 Edit  
 Delete  
 Close



Open all VAT Transaction Codes with EDIT and note down the entry of the field just beside Trn. Type, eg VAT 0.0% = TAX1, VAT 2.4% = TAX2, VAT 3.6% = TAX3, VAT 7.6% F&B = TAX4, VAT 7.6% Misc = TAX5, the VAT Adjustment Codes 2.4%, 3.6%, 7.6% F&B and 7.6% Misc have always the same Tax Bucket as the corresponding VAT Codes.

For each new VAT code we need a new Transaction Code with the corresponding adjustment code. It is very important that the new codes have each its own bucket. Please create your new codes as follows (the number might be different at your hotel). In our example bucket TAX1 – TAX5 are already used by the existing VAT Transaction Codes. The buckets are used for the VAT split on the guest invoice.

- VAT 2.5% and VAT 2.5% Adjustment = TAX6
- VAT 3.8% and VAT 3.8% Adjustment = TAX7
- VAT 8.0% F&B and VAT 8.0% F&B Adjustment = TAX8
- VAT 8.0% Misc and VAT 8.0% Misc Adjustment = TAX9

QGLZH - Transaction Codes

Trn. Code  Group   
 Subgroup  Property QGLZH

X	Trn. Code	Description	Group	Subgroup	Generates
	7000	VAT 0.0%	TAX	TAX1	
	7010	VAT 0.0% Adjustment	TAX	TAX1	
	7100	VAT 2.4%	TAX	TAX2	
	7110	VAT 2.4% Adjustment	TAX	TAX2	
	7150	VAT 2.5%	TAX	TAX2	
	7160	VAT 2.5% Adjustment	TAX	TAX2	
	7200	VAT 3.6%	TAX	TAX3	
	7210	VAT 3.6% Adjustment	TAX	TAX3	
	7250	VAT 3.8%	TAX	TAX3	
	7260	VAT 3.8% Adjustment	TAX	TAX3	
	7300	VAT 7.6% F&B	TAX	TAX4	
	7310	VAT 7.6% F&B Adjustment	TAX	TAX4	

Search  
All  
None  
Copy  
Repeat  
New  
Edit  
Delete  
Close

QGLZH - Transaction Codes

Trn. Code  Group   
 Subgroup  Property QGLZH

X	Trn. Code	Description	Group	Subgroup	Generates
	7350	VAT 8.0% F&B	TAX	TAX4	
	7360	VAT 8.0% F&B Adjustment	TAX	TAX4	
	7400	VAT 7.6% Misc	TAX	TAX5	
	7410	VAT 7.6% Misc Adjustment	TAX	TAX5	
	7450	VAT 8.0% Misc	TAX	TAX5	
	7460	VAT 8.0% Misc Adjustment	TAX	TAX5	
	8000	Paid Out	PO	PAOU	
	9000	Cash	PAY	PAY1	
	9001	Cheque	PAY	PAY1	
	9010	American Express	PAY	PAY2	
	9011	Diners Club	PAY	PAY2	
	9012	MasterCard	PAY	PAY2	

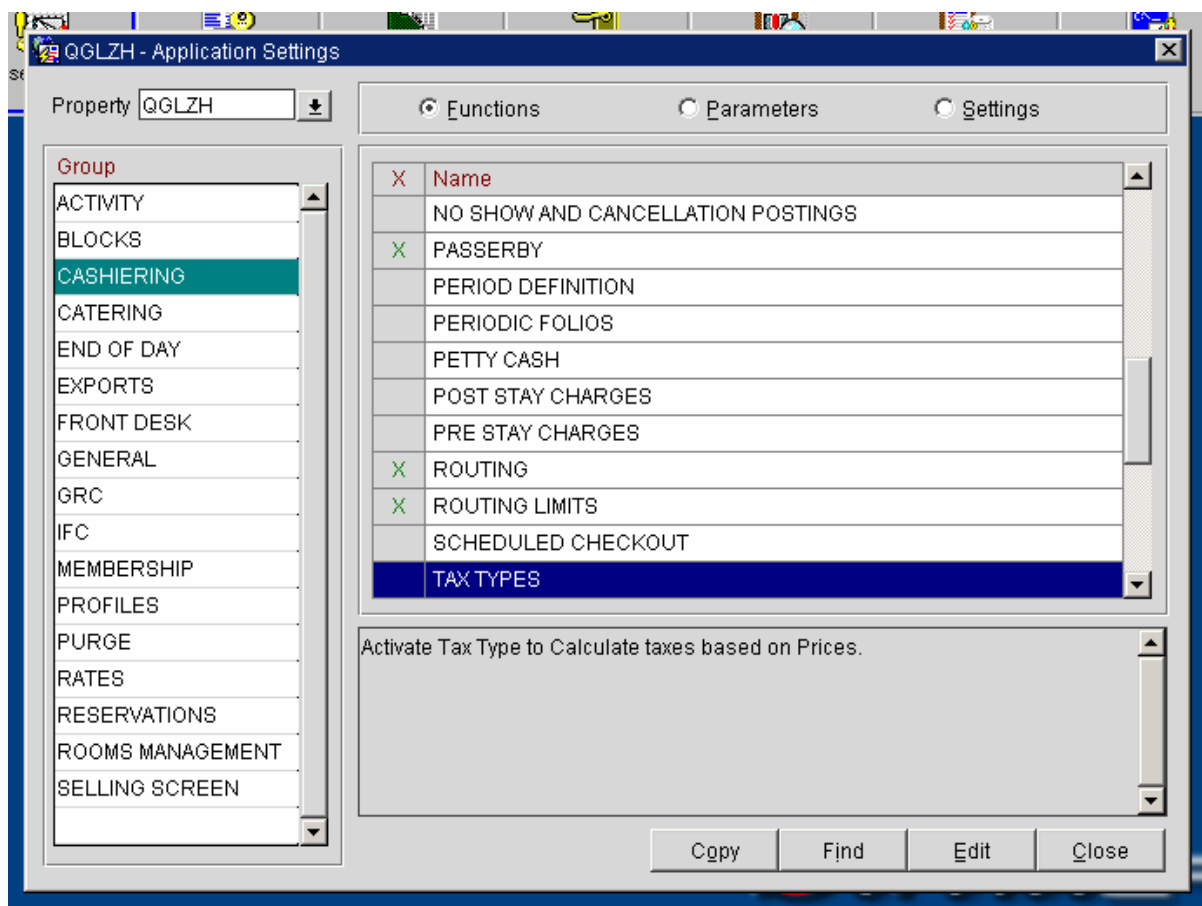
Search  
All  
None  
Copy  
Repeat  
New  
Edit  
Delete  
Close

Above changes should be done well before the 31.12.2010.

# The following changes must be done directly after the night audit of 31.12.2010 (night of 31.12.10-01.01.11)

## VAT modifications on the Transaction Codes

First of all you need to check if your property is using Tax Types, please go to Setup, Application Settings, Cashiering, Functions and search for TAX TYPES, if its tagged with a X then TAX TYPES are used.



In this example Tax Types are not used. The modifications on the transaction codes depend on this setting, both possibilities are described below.

## Modifications of the Transaction Codes to 2.5%, 3.8%, 8.0%, without TAX Types

Go to Setup -> Configuration -> Cashiering -> Codes -> Transaction Codes and use EDIT to open the first Transaction Code.

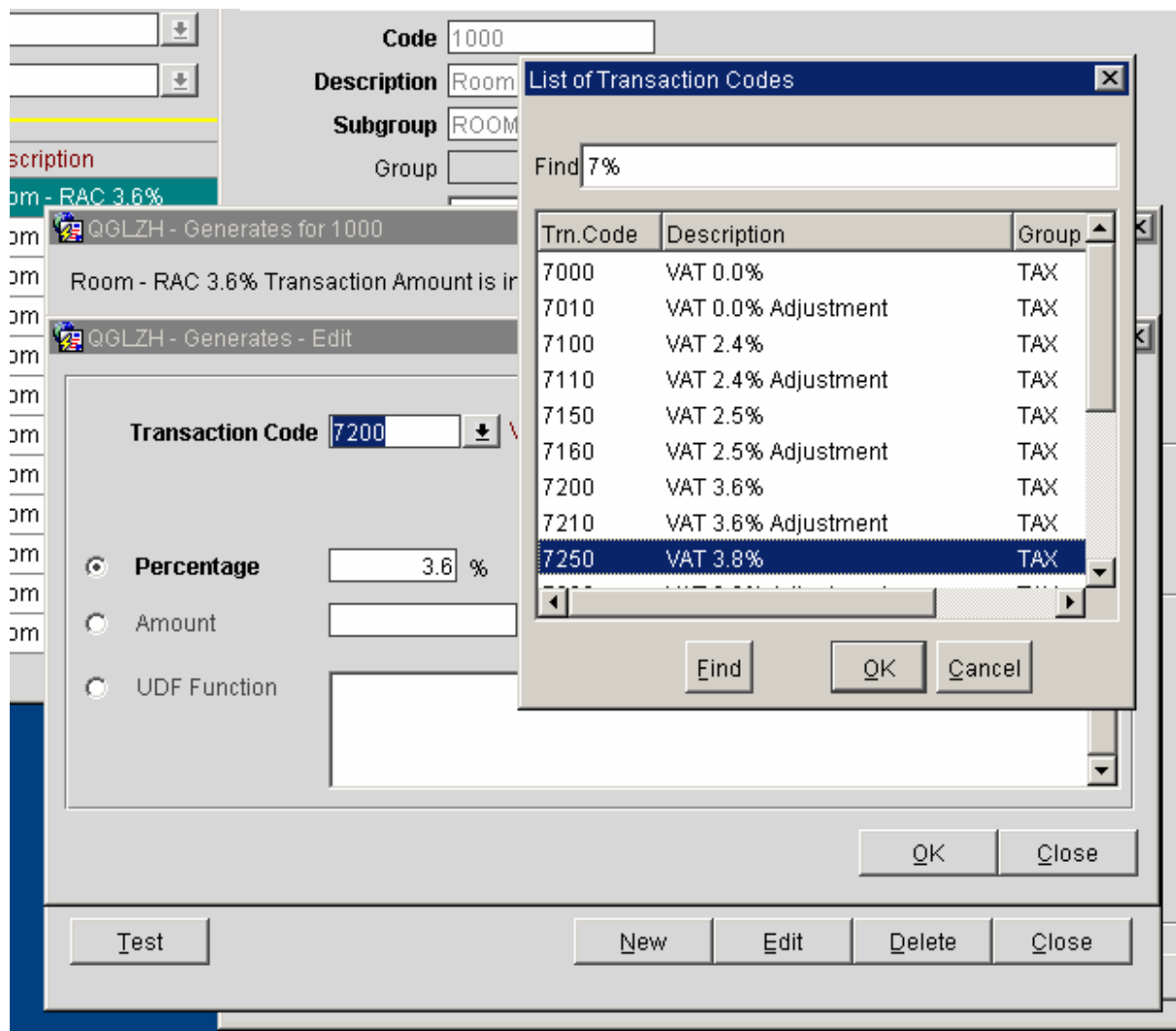
Trn. Code	Description
1000	Room - RAC 3.6%
1001	Room - RAC (M) 3.6%
1002	Room - NBI 3.6%
1003	Room - NBI (M) 3.6%
1004	Room - NLI 3.6%
1005	Room - NLI (M) 3.6%
1006	Room - RER 3.6%
1007	Room - RER (M) 3.6%
1008	Room - CBI 3.6%
1009	Room - CBI (M) 3.6%
1010	Room - CLI 3.6%
1011	Room - CLI (M) 3.6%

**QGLZH - Transaction Codes - Edit**

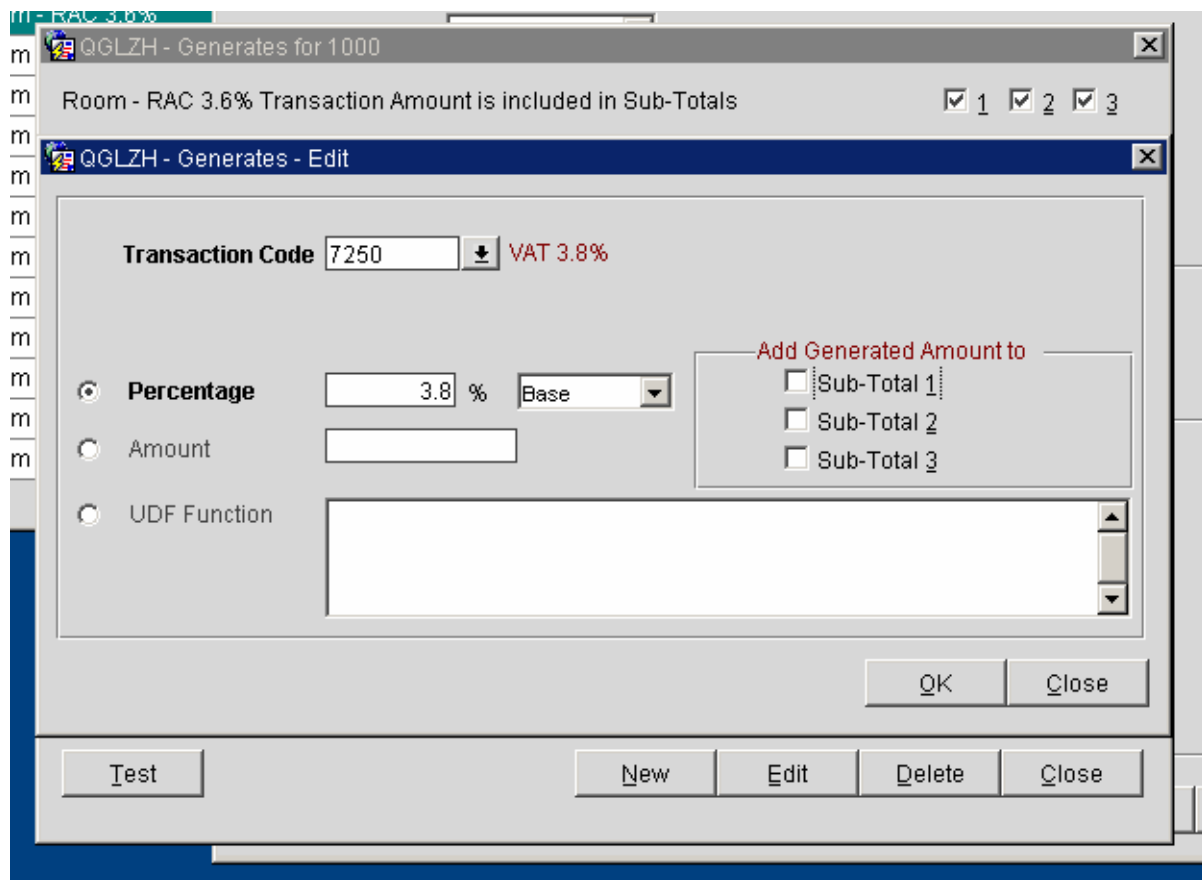
Code: 1000  
 Description: Room - RAC 3.6%  
 Subgroup: ROOM  
 Group:   
 Trn. Type: Lodging  
 Adjustment Code: 1001  
 Default Price:   
 Minimum Amount:   
 Maximum Amount:   
 Credit Card  Cash  Check  Others  
 EFT  Manual  
 Revenue Group  Membership  Manual Posting  
 Payout  Generates Inclusive  Deposit Payments  
 Cashier Payments (1-8)  
 Include in Deposit/CXL Rule  Check No. Mandatory  
 Inter Hotel Sales  
 Inactive  
 Generates OK Close

First change the VAT percentage in the description, in above example from Room – RAC 3.6% to Room RAC 3.8%. Please check if **Generates Inclusive** is tagged. Then click on the button GENERATES.

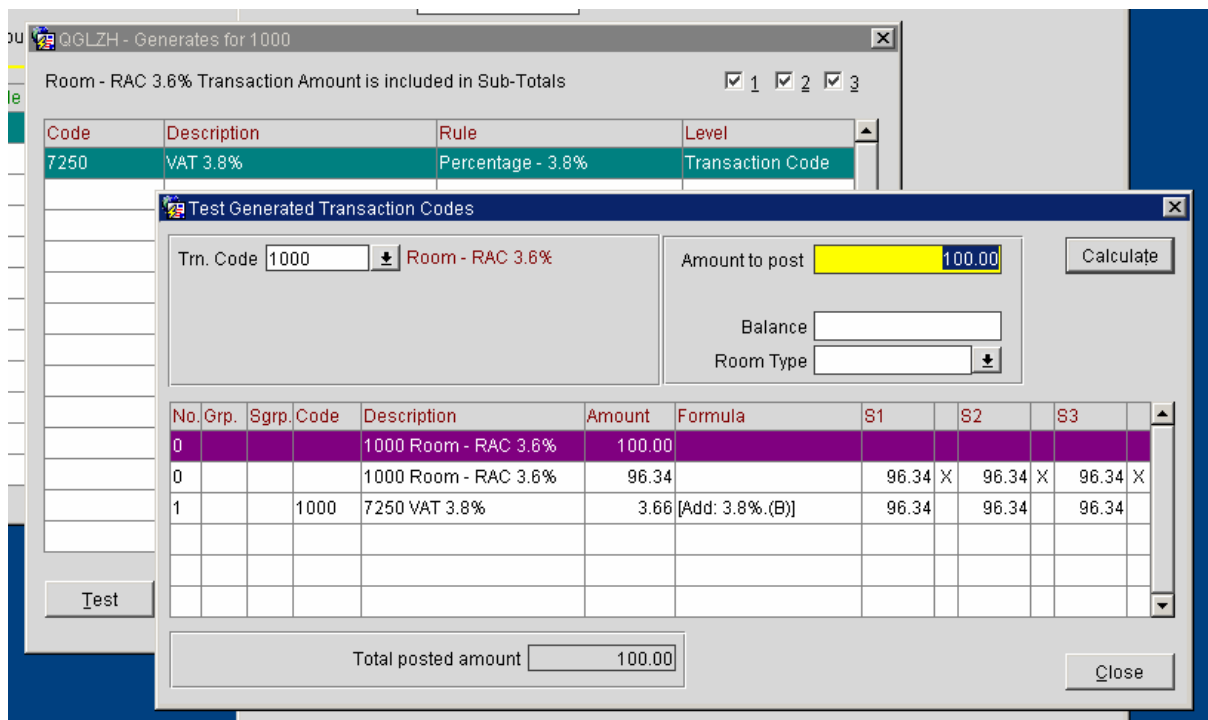




Change the field **Transaction Code** to the new VAT Transaction Code, then change on the field **Percentage** to the new VAT percentage.

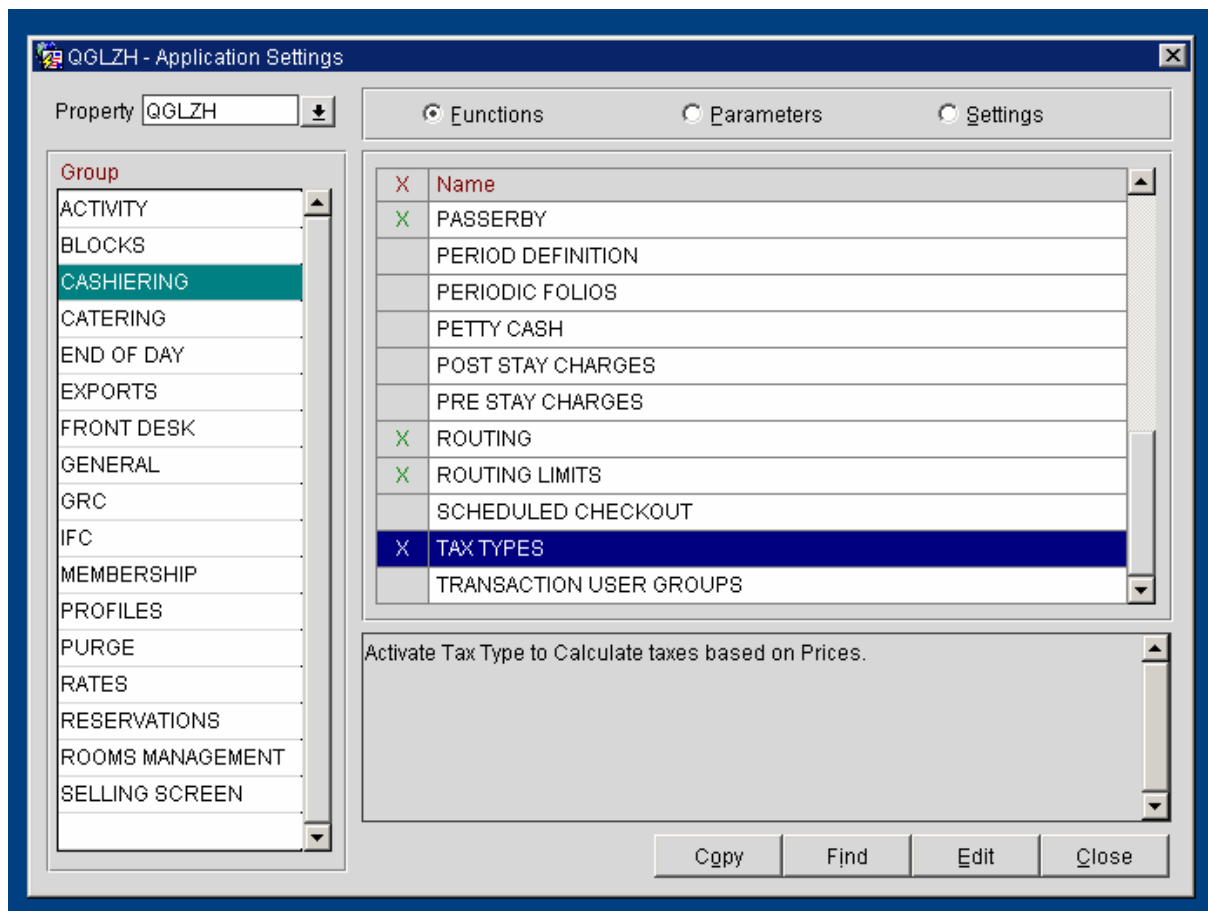


Save with OK



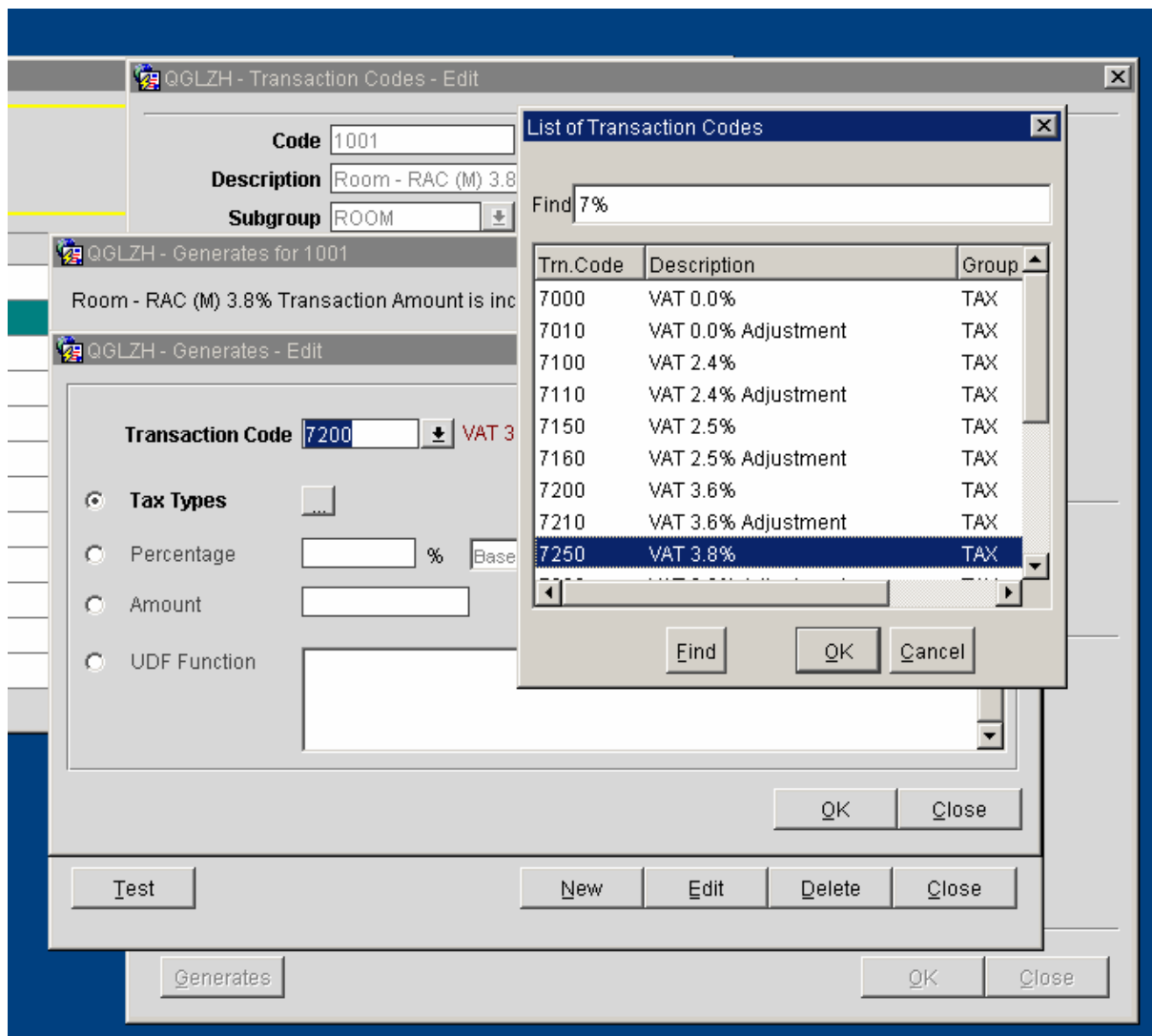
Use the TEST button to check if your VAT is correct.  
**This you have to do for all Transaction Codes with VAT, except VAT 0.0%.**

### Modifications of the Transaction Codes to 2.5%, 3.8%, 8.0%, with TAX Types

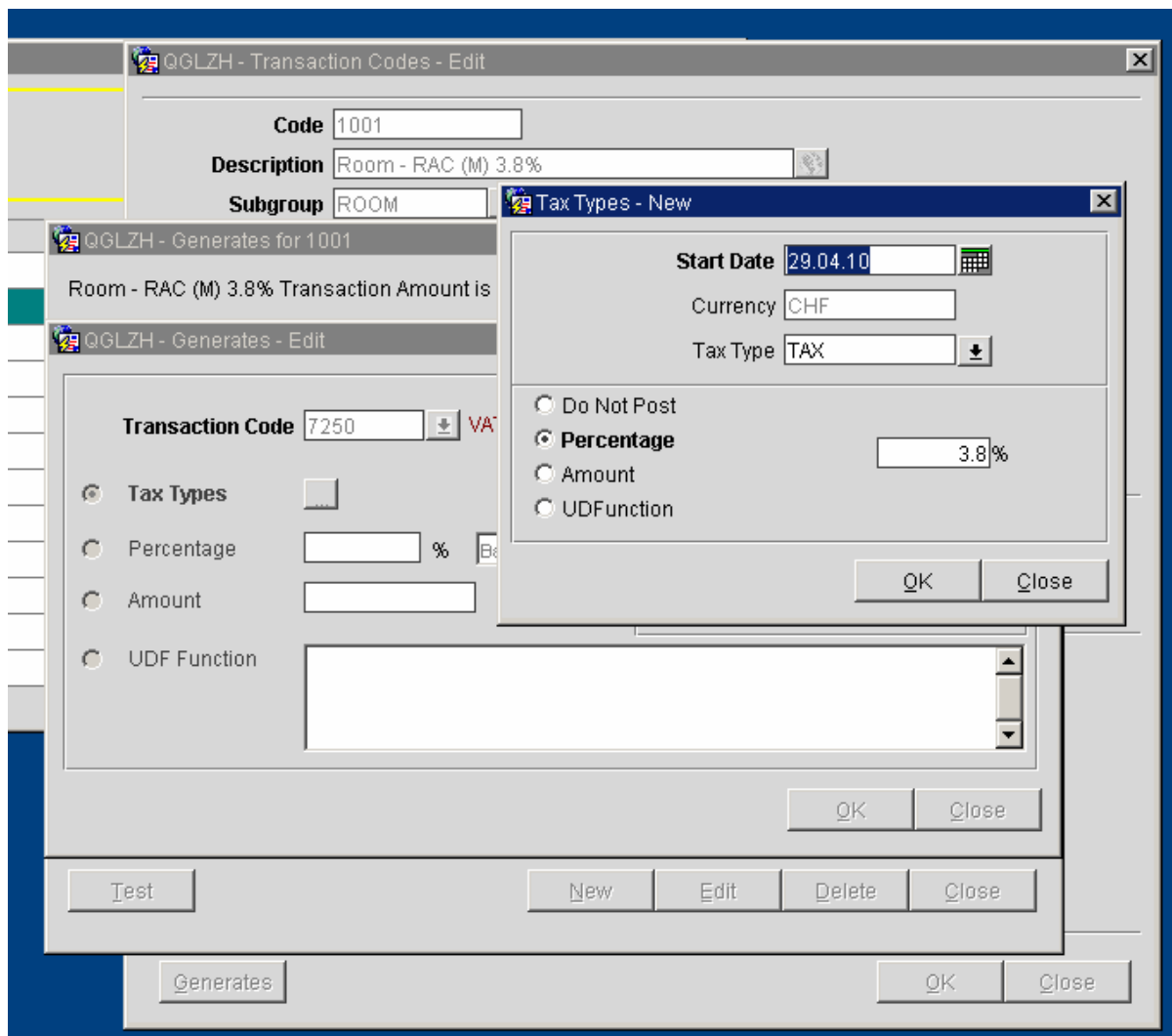


Go to Setup -> Configuration -> Cashiering -> Codes -> Transaction Codes and use EDIT to open the first Transaction Code.

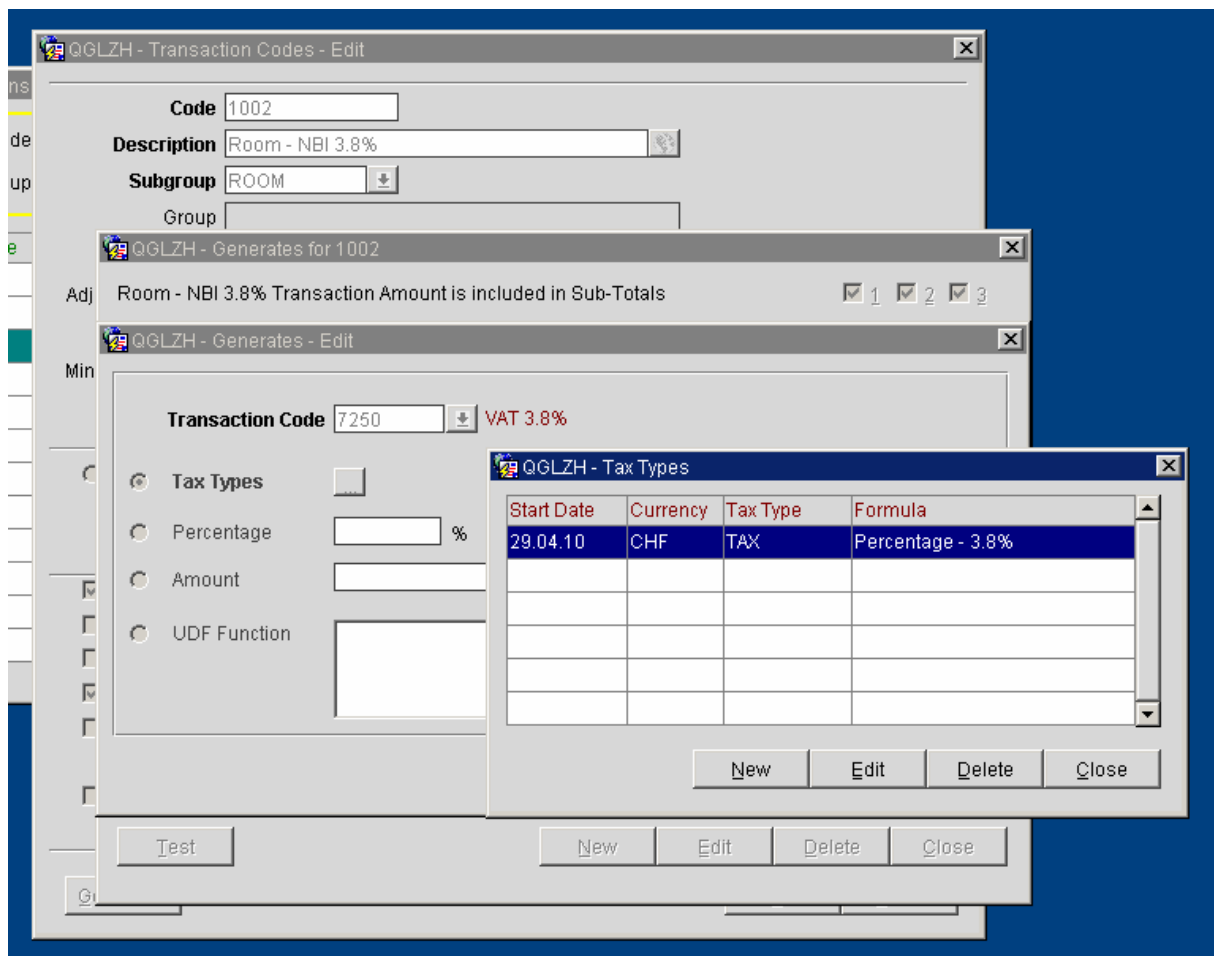




Change the field **Transaction Code** to the new VAT Transaction Code, then click on the square field just next to **Tax Types**.



On the field **Tax Type** choose the default value, normally it has just one entry, in the field Percentage enter the new VAT percentage.



Go to CLOSE, CLOSE again and with TEST you can check if the new VAT calculation is correct.

Code: 1001  
Description: Room - RAC (M) 3.8%

Room - RAC (M) 3.8% Transaction Amount is included in Sub-Totals  1  2  3

Code	Description	Rule	Level
7250	VAT 3.8%	Tax Types	Transaction Code

Trn. Code: 1001 Room - RAC (M) 3.8%

Amount to post: 100.00  
Tax Types: Taxable  
Balance:   
Room Type:

No.	Grp.	Sgrp.	Code	Description	Amount	Formula	S1	S2	S3
0				1001 Room - RAC (M) 3.8%	100.00				
0				1001 Room - RAC (M) 3.8%	96.34		96.34 X	96.34 X	96.34 X
1			1001	7250 VAT 3.8%	3.66	[Add: 3.8%.(B)Prices]	96.34	96.34	96.34

Total posted amount: 100.00

**This you have to do for all Transaction Codes with VAT, except VAT 0.0%. You will notice that once you change the VAT transaction code that the Tax Type has changed as well.**

## VAT summary on the invoices

The VAT percentage on the details of the invoice comes directly from the transaction code description in the configuration.

The changes on the invoice for the VAT summary at the bottom of the invoice will need to be done by MICROS-Fidelio Suisse.

	Net Amount	VAT Amount	Gross Amount
	CHF	CHF	CHF
<b>VAT 0% (City Tax)</b>	5.80	0.00	5.80
<b>VAT 2.4%</b>	0.00	0.00	0.00
<b>VAT 3.6%</b>	816.60	29.40	846.00
<b>VAT 7.6% (F&amp;B)</b>	1,319.70	100.30	1420.00
<b>VAT 7.6% (Divers)</b>	529.74	40.26	570.00

We have 2 possibilities, the easier way is to check all invoices out after the night audit of the 31.12.2010 and check them in again, transferring the balance of the old invoice with a transaction code called Transfer old Balance no VAT calculation attached. Then Opera can print the correct text with the VAT summary, eg 7.6% or 8.0%. We have no invoices in Opera with 3.6% and 3.8 as well as 7.6% or 8.0%. This way we are also compatible with the Bill History. On departure yours guests will get 2 invoices.

If you choose not to check all your invoices out, we need to display out of compatibility reasons all 9 possible lines. It is then also not possible to deduct or rebate postings prior to 01.01.2011, because the transaction codes have the new VAT attached. Doing so would make the summary incorrect.

In case you do not check out all your invoices we need to display the summary as follows in the future:

	<b>Net Amount CHF</b>	<b>VAT Amount CHF</b>	<b>Gross Amount CHF</b>
<b>VAT 0% (City Tax)</b>	5.80	0.00	5.80
<b>VAT 2.4%</b>	0.00	0.00	0.00
<b>VAT 2.5%</b>	0.00	0.00	0.00
<b>VAT 3.6%</b>	816.60	29.40	846.00
<b>VAT 3.8%</b>	337.19	12.81	350.00
<b>VAT 7.6% (F&amp;B)</b>	1,319.70	100.30	1420.00
<b>VAT 8.0% (F&amp;B)</b>	46.30	3.70	50.00
<b>VAT 7.6% (Divers)</b>	529.74	40.26	570.00
<b>VAT 8.0% (Divers)</b>	23.15	1.85	25.00

In case you check all your invoices out we can use the following solution:

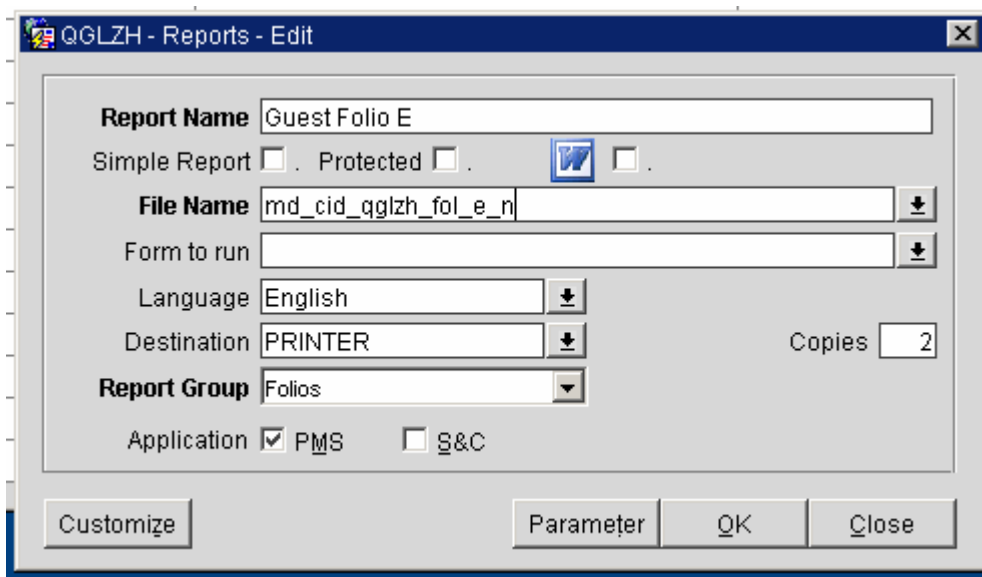
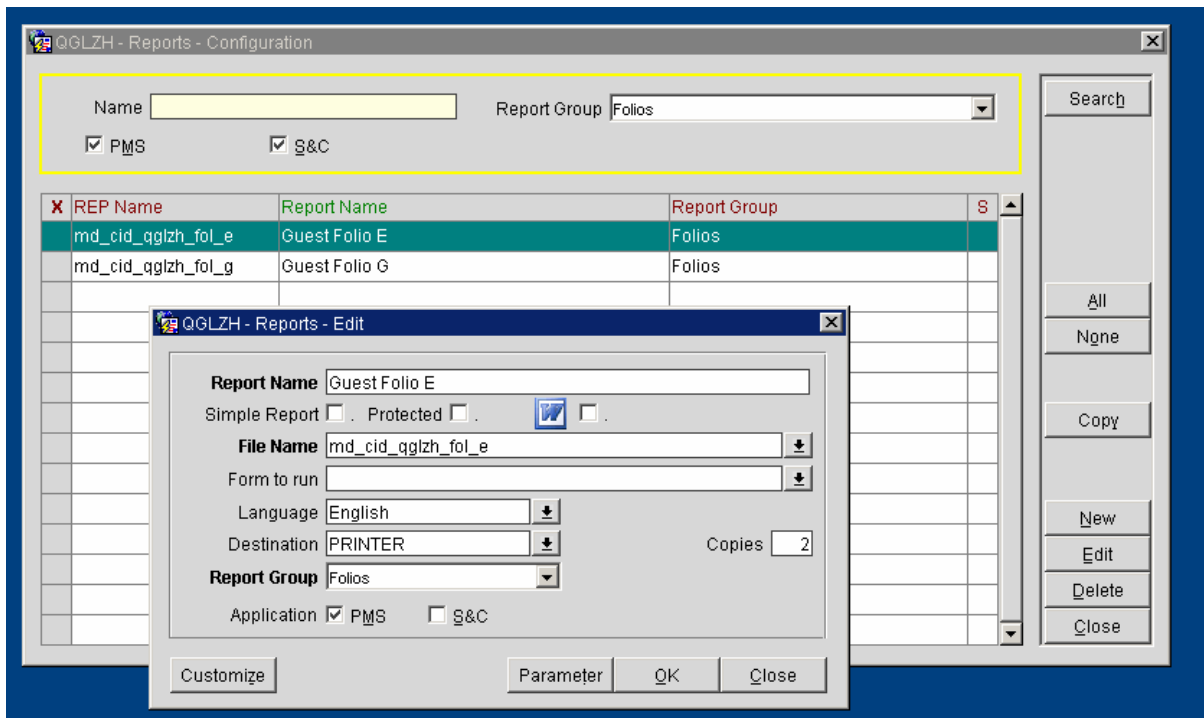
	<b>Net Amount CHF</b>	<b>VAT Amount CHF</b>	<b>Gross Amount CHF</b>
<b>VAT 0% (City Tax)</b>	0.00	0.00	0.00
<b>VAT 2.5%</b>	0.00	0.00	0.00
<b>VAT 3.8%</b>	337.19	12.81	350.00
<b>VAT 8.0% (F&amp;B)</b>	46.30	3.70	50.00
<b>VAT 8.0% (Divers)</b>	23.15	1.85	25.00

Invoice out of the folio history will show the old VAT levels:

	<b>Net Amount CHF</b>	<b>VAT Amount CHF</b>	<b>Gross Amount CHF</b>
<b>VAT 0% (City Tax)</b>	5.80	0.00	5.80
<b>VAT 2.5%</b>	0.00	0.00	0.00
<b>VAT 3.6%</b>	816.60	29.40	846.00
<b>VAT 7.6% (F&amp;B)</b>	1,319.70	100.30	1420.00
<b>VAT 7.6% (Divers)</b>	529.74	40.26	570.00

In order to prepare the folios for you we need to know from you what solution you would like to have.

We will copy the new folios well before to your system. After the modifications on the transaction code you need to activate the new folio formats. Please go to Setup -> Configuration-> Setup-> Report Setup-> Reports search for the Report Group Folios. Here are all your folio templates. Click on EDIT on the first entry and add \_n to the File Name, in our example from md\_cid\_qglzh\_fol\_e to md\_cid\_qglzh\_fol\_e\_n. Do this for all templates, also change in Report Group Accounts Receivable Folios and Report Group Passerby Folio.

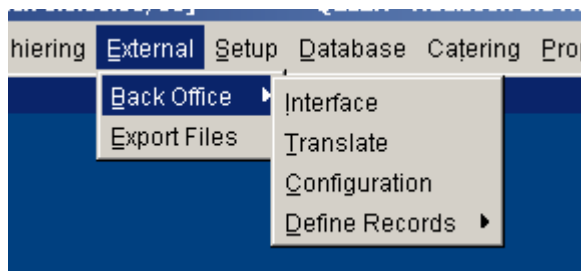


You need to do this for all templates.

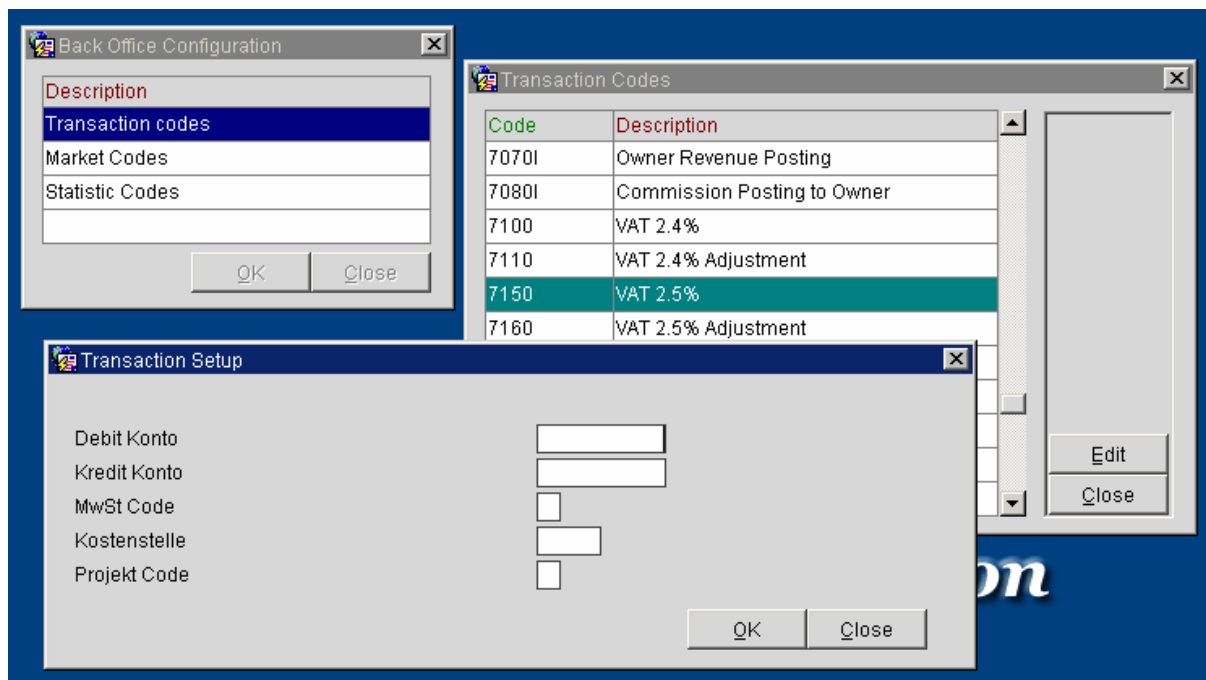
## FIBU / BOF Interface

If you have an interface to your backoffice system, then you will have to map the new VAT transaction codes to your backoffice software and if necessary you need to change the VAT Code in the mapping screen

Go to : External -> Backoffice -> Configuration-> Transaction Codes:



Open the mapping screen on the first transaction code with OK:



On the existing transaction codes you might have to change the field VAT Code (it can be labeled differently, VAT Code). The new VAT transaction code you have to map debit and credit account.