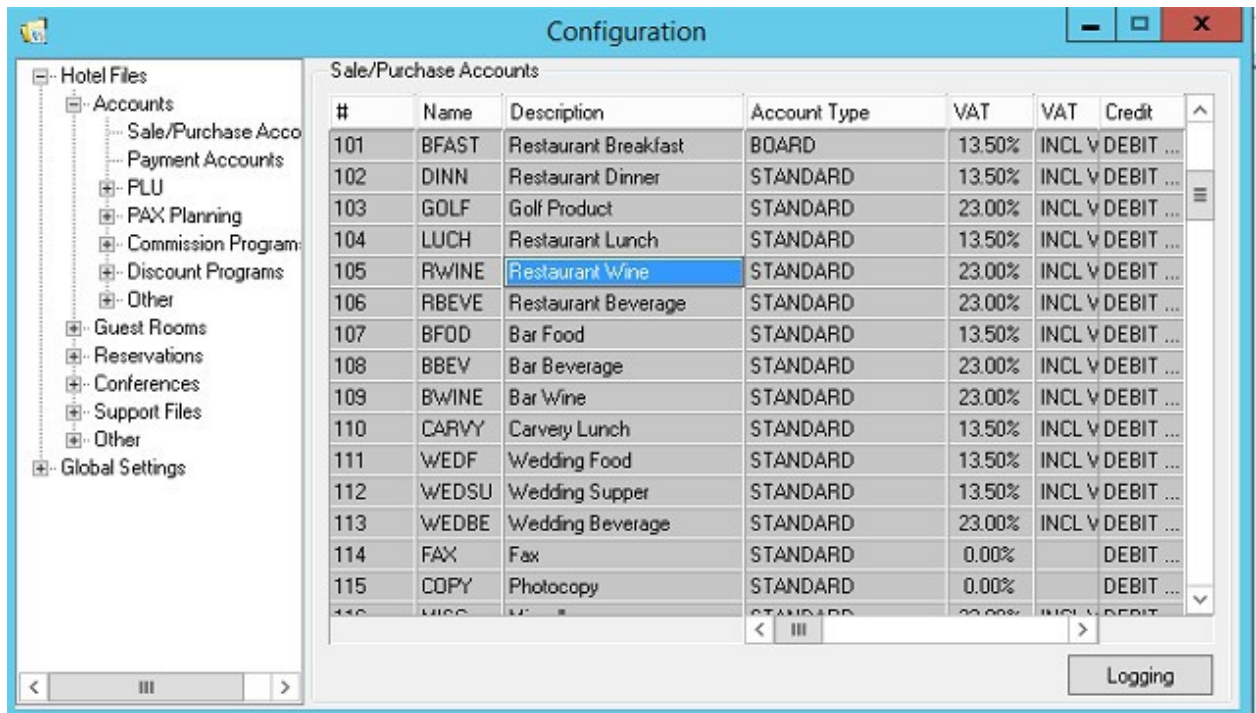


How to change VAT rates in HotSoft 7

To change the vat rate in HotSoft on the 1st March 2021, the VAT rate is already set up so it is only a matter of changing any account codes that are on the current vat rate of 21% over to 23%.

Please note that this change needs to be made after close of business on the 28th February 2021 and before any transactions are put through on the 1st of March 2021

- All sales account codes that are on 21% must be changed to 23%
- Log into HotSoft with a user that has the appropriate access rights to the configuration section.
- From the Main Screen, click on Hotel, Maintenance and Configuration.
- This will open a box in the top left of the screen with an option called hotel files
- Double click on Hotel Files and double click on Accounts
- Then click on Sale / Purchase Accounts.
- This will display a list of all Sales Accounts in HotSoft



The screenshot shows the 'Configuration' window in HotSoft 7. On the left is a tree view under 'Hotel Files' with 'Accounts' expanded, showing 'Sale/Purchase Accounts' selected. The main area displays a table of 'Sale/Purchase Accounts' with columns: #, Name, Description, Account Type, VAT, VAT, and Credit. The table lists 15 accounts, with account 105 'RWINE Restaurant Wine' highlighted. Accounts 101-104 and 106-115 have a VAT rate of 13.50%, while accounts 105 and 110-115 have a VAT rate of 23.00%. Accounts 114 and 115 have a VAT rate of 0.00%.

#	Name	Description	Account Type	VAT	VAT	Credit
101	BFAST	Restaurant Breakfast	BOARD	13.50%	INCL V	DEBIT ...
102	DINN	Restaurant Dinner	STANDARD	13.50%	INCL V	DEBIT ...
103	GOLF	Golf Product	STANDARD	23.00%	INCL V	DEBIT ...
104	LUCH	Restaurant Lunch	STANDARD	13.50%	INCL V	DEBIT ...
105	RWINE	Restaurant Wine	STANDARD	23.00%	INCL V	DEBIT ...
106	RBEVE	Restaurant Beverage	STANDARD	23.00%	INCL V	DEBIT ...
107	BFOD	Bar Food	STANDARD	13.50%	INCL V	DEBIT ...
108	BBEV	Bar Beverage	STANDARD	23.00%	INCL V	DEBIT ...
109	BWINE	Bar Wine	STANDARD	23.00%	INCL V	DEBIT ...
110	CARVY	Carvery Lunch	STANDARD	13.50%	INCL V	DEBIT ...
111	WEDF	Wedding Food	STANDARD	13.50%	INCL V	DEBIT ...
112	WEDSU	Wedding Supper	STANDARD	13.50%	INCL V	DEBIT ...
113	WEDBE	Wedding Beverage	STANDARD	23.00%	INCL V	DEBIT ...
114	FAX	Fax	STANDARD	0.00%		DEBIT ...
115	COPY	Photocopy	STANDARD	0.00%		DEBIT ...

- All accounts that show 21% in the VAT column must be changed.



- To change the VAT % double click on the Sales Account this will open a window for you tab down to the VAT field and change this to 23%

A screenshot of a software window titled "Sale/Purchase Accounts". The window has a close button (X) in the top right corner. Below the title bar, there are two buttons: "Save" with a green checkmark icon and "Help" with a blue question mark icon. The main area of the window contains a form with various fields. The "VAT (%)" field is highlighted with a yellow background and contains the value "23.00". Other fields include "Account No." (101), "Account Name" (TEL), "Description" (Telephone), "Account Type" (TELEPHONE), "Debit/Credit" (DEBIT), "VAT" (INCL VAT), "Planning Code", "Sales Category" (SUNDRY), "Cost Center" (HOTEL), "Comm. Category", "Merchandise" (HOTEL), "Disc. Category", "Account Class" (SUNDR), "Default Price" (0.00), "Housekeeping" (NO), "Children" (0.00), "Service Charge" (NO), and "Special" (0.00).

Sale/Purchase Accounts	
Save Help	
Sale/Purchase Accounts	
Account No.	101
Account Name	TEL
Description	Telephone
(Alias)	
Account Type	TELEPHONE
Debit/Credit	DEBIT
VAT	INCL VAT
VAT (%)	23.00
Planning Code	
Sales Category	SUNDRY
Cost Center	HOTEL
Comm. Category	
Merchandise	HOTEL
Disc. Category	
Account Class	SUNDR
Default Price	0.00
Housekeeping	NO
Children	0.00
Service Charge	NO
Special	0.00
Hide	NO

- Press F10 or click on Save.
- Repeat this procedure until all your relevant sales codes have been changed to the new VAT rate of 23%

*****HOTELS THAT HAVE THE ACCOUNTING LINK*****

You will already have the mappings set up for 23% VAT T code, so it will work without issue.