



HOISTGROUP™

Spa Vat Setup Guide

Contents

Introduction 3
Configuration Screen 3
VAT Details 5
Amend Treatments 6
Amend Packages 9
Amend Retail Items 11

Introduction

The government announced on 8 July 2020 that it intended to legislate to apply a temporary 5% reduced rate of VAT to certain supplies relating to hospitality, hotel and holiday accommodation and admission to certain attractions.

The reduced rate was initially introduced to last for a temporary period between 15 July 2020 and 12 January 2021. This period was subsequently extended to 31 March 2021.

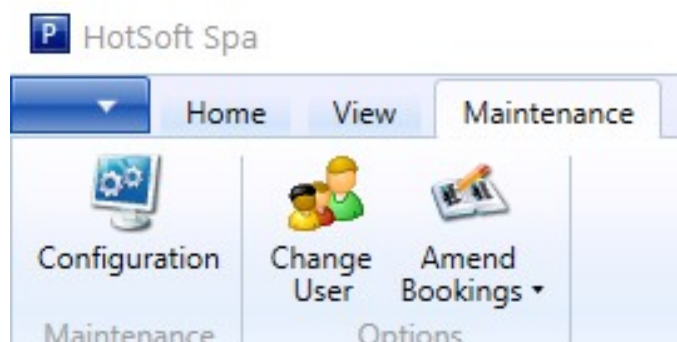
The government announced at Budget 2021 that the temporary reduced rate will be extended for a further six-month period at 5% until 30 September 2021.

A new reduced rate of 12.5% will then be introduced which will end on 31 March 2022. The scope of the relief will remain unchanged.

This guide will show you how to create and amend VAT details for Spa Treatments and Spa Retail items

Configuration Screen

Once the user has logged, from the main screen select Maintenance and Configuration























The user will be displayed with the following screen




HotSoft Spa Configuration

HotSoft Spa Configuration







Lookup Files

- | | | | | | |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|  Alert Notes |  Analysis Details |  Booking Extra Details |  Cancellation Reason |  Classes and Events |  Class Types |
|  Contact Types |  Customer Fields |  Discount Category |  Guest Types |  Hotel Categories |  KPI Definitions |
|  Online Rules |  Rolling Rota |  Rota Templates |  Qualification Codes |  Source Details |  Time Based Co |
|  Vat Details |  Waiting List Codes | | | | |





Facility Details

- | | | |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|  Facility Groups |  Facility Details |  Create Diary |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|




Staff Details

- | | | | | | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|  Staff Groups |  Staff Details |  Staff Qualifications |  Staff Authorisations |  Staff Rota Prompts |  Staff Rota |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

Treatments and Packages

- | | | | | |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|  Treatment Group Types |  Treatment Groups |  Treatments |  Packages |  HotSoft Packages |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|


POS Settings


- | | | | | | |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|  Payment Method |  Workstations |  Credit Reasons |  Locations |  Suppliers |  Vouchers |
|  Retail Categories |  Retail Items |  Shortcut Groups |  Retail Item Shortcuts |  Multiple Departments | |


VAT Details

Under the heading of Lookup Files, you will see Vat Details.
This allows you to specify what TAXES are used and their amounts. It will also allow you to specify the Tax Name e.g. VAT

P Lookup Files —


New


Edit


Delete

Vat Details

Code	Description
1	VAT 13.5%
2	VAT 23%
3	VAT 0%

To enter a new VAT Code, click on 

Type a number in the Code box to represent the description, then type a Description.

Enter a Percentage amount.




P Vat Details —

Code	<input style="width: 80%;" type="text" value="6"/>
Description	<input style="width: 80%;" type="text" value="Vat 12.5%"/>
Percentage	<input style="width: 80%;" type="text" value="12.50"/>



Click on Save. This will return back to the Vat Selections screen

P Lookup Files —

New Edit Delete


Vat Details

Code	Description
1	VAT 13.5%
2	VAT 23%
3	VAT 0%
4	Vat 21%

Amend Treatments






To apply a new vat rate to a new or existing treatment you will need to select

Treatments  from under the Treatments and Packages Header. This will display all your current treatments.

Select the treatment you want to amend

P Lookup Files —

 New
 Edit
 Delete

Treatments

Code	Description	Ti
LAD3	2 Mini Treats	L
MA006	Prenatal Reflexology	M
MAMA001	Pregnancy Back Massage	M
MAMA002	Pregnancy Full Body Massage	M
MAMA003	Organic Prenatal Voyager	M
MAMA004	Elemis Face & Body Treatment	M
MASS001	Mindful Moments Hot Oil Massage 25 mins	M
MASS002	Mindful Moments Hot Oil Full Body M	M
MASS003	Deeper Than Deep 30 min	M
MASS004	Deeper Than Deep full Body	M
MASS005	Hot Stone Back Massage	M
MASS006	Hot Stone Full Body Massage	M
MASS007	Voya Voyager Massage Journey	M
MASS008	Indian Head Massage	M

Once the treatment has been selected, you will be displayed with the treatment setup screen

P Treatments

Treatment Facilities   Contraindication  Linked Retail Items




Code	<input type="text" value="MASS008"/>		
Description	<input type="text" value="Indian Head Massage"/>		
Prompt	<input type="text"/>		
Price	<input type="text" value="80.00"/>	Duration in Minutes	<input type="text"/>
Cost Price	<input type="text" value="0.00"/>		

Details Options Specials Time Based Courses Online Availability No

Vat Code	<input type="text" value="VAT 13.5%"/>
HotelCategory	<input type="text" value="Spa Treatments - 4000"/>
Analysis Details	<input type="text" value="Massage"/>
Qualification	<input type="text" value="Massage"/>
Group	<input type="text" value="Massage"/>
Colour	<input type="text"/>
Posting Code	<input type="text"/>

As you can see the Vat Code is displaying VAT 13.5%. To Change this click on the VAT 13.5% drop down box and select the new desired code

P Treatments

 Treatment Facilities
  Contraindication
  Linked Retail Items

Code:

Description:

Prompt:

Price: Duration in Minutes:

Cost Price:

Vat Code:

HotelCategory:

Analysis Details:

Qualification:

Group:

Click on Save to finish . This will return to the treatment selection screen.

Amend Packages




To apply a new vat rate to an existing or new package you will need to select Packages




from under the Treatments and Packages Header. This will display all your current packages.

Select the package you want to amend


P Lookup Files —



New



Edit



Delete

Packages

Code	Description
P0001	Beautiful Afternoon 30 Mins
P0002	Beautiful Afternoon 60 Mins

Once the package has been selected you will be displayed with the package setup screen

P Packages —

Code

P0001

Description

Beautiful Afternoon 30 Mins

Price

69.00

Posting Code

Details

Treatments

Options

Availability

Hotel Allocations

M

Vat Code

VAT 13.5% v

HotelCategory

Spa Treatments - 4000 v

Analysis Details

Packages

Group

Packages

Allow Booking in Any Order
 Course

As you can see the Vat Code is displaying VAT 13.5%. To change this click on the VAT 13.5% drop down box and select the new desired code

P Packages

Code

Description

Price

Posting Code

[Details](#)
[Treatments](#)
[Options](#)
[Availability](#)
[Hotel Allocations](#)

Vat Code


HotelCategory

Analysis Details

Group

Allow Booking in Any Order
 Course




Click on Save to finish . This will return to the Package selection screen.

[Amend Retail Items](#)






To apply a new vat rate to an existing or new retail item, you will need to select Retail

Items  from under the POS Settings Header. This will display all your current retail items.

Select the retail item you want to amend

P Lookup Details




 Search Description

Retail Items

Code	Description
0641628784066	Elemis Pro-Collagen Sparkling Treats
0641628784073	Elemis Frangipani Sweet Dreams
0641628784080	Elemis Peptide 24/7 Dream Duo
0641628784097	Elemis The Gift of Radiance
0641628784103	Elemis Travel Treasures for Her
0641628784127	Elemis Superfood Skin Feast
0641628784134	Elemis Shine Bright Duo
0641628784141	Elemis Superfood Delicious Delights
0641628784165	Elemis Frangipani Body Duo
0641628784172	Elemis Men's Dynamic Duo
0641628784202	Elemis Joyful Glow Candle
5391514220431	Voya Travel Candle
5391514221384	Voya Exfoliating Body Brush
5391514222404	Voya Softly Does It Body Lotion

Once the retail item has been selected you will be displayed with the retail item setup


P Retail Items

Code	<input type="text" value="0641628784097"/>
Description	<input type="text" value="Elemis The Gift of Radiance"/>
Cost Price	<input type="text" value="0.00"/> 0.00% Markup
Retail Price	<input type="text" value="78.00"/> <input type="checkbox"/> Allow Price Amend
Posting Code	<input type="text"/>
Analysis	<input type="text"/>
Vat Code	<input type="text" value="VAT 23%"/>
Hotel Category	<input type="text" value="Spa Retail - 4010"/>
Category	<input type="text" value="ELEMIS CHRISTMAS"/>
Other Code	<input type="text"/>

As you can see the Vat Code is displaying VAT 23%. To change this click on the VAT 23% drop down box and select the new desired code

Code	<input type="text" value="0641628784097"/>
Description	<input type="text" value="Elemis The Gift of Radiance"/>
Cost Price	<input type="text" value="0.00"/> 0.00% Markup
Retail Price	<input type="text" value="78.00"/> <input type="checkbox"/> Allow Price Amend
Posting Code	<input type="text"/>
Analysis	<input type="text"/>
Vat Code	<input type="text" value="Vat 12.5%"/>
Hotel Category	<input type="text" value="Spa Retail - 4010"/>
Category	<input type="text" value="ELEMIS CHRISTMAS"/>
Other Code	<input type="text"/>

From Date	To Date	Description
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Click on Save to finish . This will return to the Retail Items selection screen.