

## SIHOT - HANDLING OF VAT-CHANGES

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Reduced VAT to be implemented as part of the Covid-19 recovery strategy laid out by the German government, starting 1<sup>st</sup> July 2020

24.11.2021



## Contents

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1	Changelog	4
2	VAT-changes as of Juli 2020	5
3	Important preparations in SIHOT.PMS	5
3.1	Trial balance differences	5
3.2	Checking user rights	6
4	VAT-changes in SIHOT.PMS on 30 <sup>th</sup> June 2020	7
4.1	Data storage/backup	7
4.2	Change VAT-tables	7
4.3	Configuration accounts	8
4.4	Restart	9
4.5	Changing food-services	9
4.6	Package master files	10
4.7	Restart	11
5	VAT-changes in POS systems on 30 <sup>th</sup> June 2020	12
5.1	VAT-changes in SIHOT.POS	12
5.1.1	Changing VAT-rates	12
5.1.2	Changing food-items	13
5.2	Communication POS - SIHOT	13
5.2.1	RMS-protocol	14
5.2.2	Vectron, Micros and Fias	15
5.2.3	KasBIG-Protokoll	15
6	Corrections	16
7	Notes	18
7.1	Invoices	18
7.2	Post packages in advance	18
7.3	Deposits and gift vouchers	19
7.4	Accounting	19
7.5	Save revenues with repetition	19
8	VAT-changes in SIHOT.PMS on 31 <sup>st</sup> December 2022	19
8.1	Data storage/backup	19
8.2	Change VAT-tables	19
8.3	Configuration accounts	20

8.4	Restart	20
8.5	Corrections	20
9	VAT-changes in POS systems on 31st December 2020	22
9.1	VAT-changes in SIHOT.POS	22
9.2	Communication POS - SIHOT	23
10	Reverting VAT on food on 30 <sup>th</sup> June 2021	23
10.1	Data storage/backup	24
10.2	Changing VAT-rates in SIHOT.PMS	24
10.3	Changing VAT-rates in SIHOT.POS	25
10.4	Kommunikation Kasse - SIHOT	25
10.4.1	RMS Protokoll	25
10.4.2	Vectron, Micros and Fias	26
10.4.3	KasBIG-Protocol	26
10.5	Corrections	26
11	Checklisten MwSt.-Umstellung	28

## 1 CHANGELOG

Date	Version	Name	Description
25.06.2020	2.0	C. Ethell	Translation
24.11.2021	2.0	C. Ethell	Update – extended duration of measures

## 2 VAT-CHANGES AS OF JULI 2020

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Due to the Covid-19 crisis, the German government has decided to lower the value added tax (German: Mehrwertsteuer, abbreviated MwSt.) from the current 19% and 7% (for selected items) down to 16% and 5% respectively, as of 1<sup>st</sup> July 2020. The lower rates will apply for a limited period of time, ending 31<sup>th</sup> December 2022. In addition, food items will no longer be taxed at the full rate, but at the lower tax rate; i.e. 5% until 1<sup>st</sup> January 2021 and from then on 7% until 31<sup>st</sup> December 2022.

Please note, this document was prepared with the information available on 24<sup>th</sup> November 2021. The details given herein may be changing in due course.

In this document, you'll find information and instructions for the following:

- Changing the VAT rates in SIHOT.PMS
  - Which preparations are necessary?
  - Which changes do you need to carry out on 30th June?
  - How do you change the VAT back to normal after 6 months?
  
- Changing the VAT rates in F&B POS systems
  - Which changes do you need to carry out in SIHOT.POS?
  - How are the changes handled in POS-interfaces with third party systems?
  - How does this affect SIHOT.PMS?
  - How do change the VAT in SIHOT.POS back to normal after 6 months?
  - How does that affect SIHOT.PMS?
  - How do you change the VAT for food back to 19% next year?
  
- Changing invoices for postings with the previous VAT-rates
  
- Other important information

If your POS runs on a third party system, please contact the respective supplier or support department to find out how to change the VAT in your system.

A German version of this document is available for download on our website [www.sihot.com](http://www.sihot.com).

## 3 IMPORTANT PREPARATIONS IN SIHOT.PMS

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### 3.1 TRIAL BALANCE DIFFERENCES

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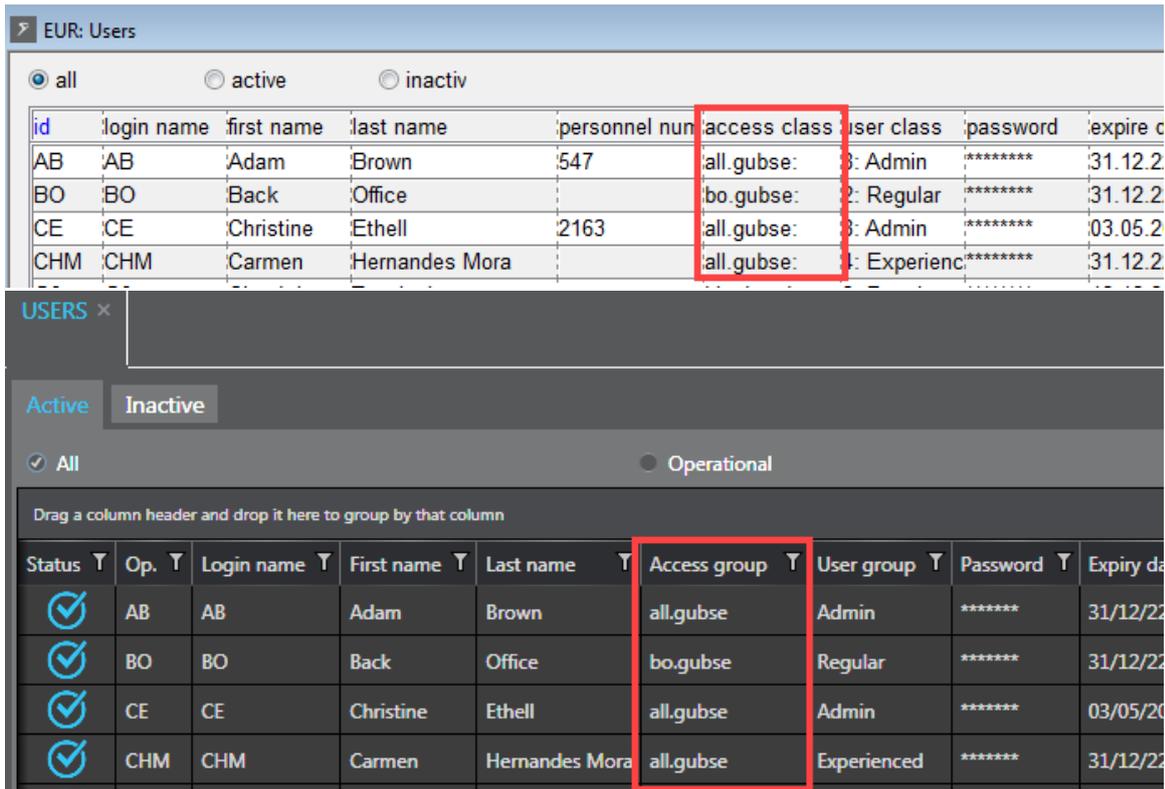
The trial balance in the GM's info should not show any irregularities. Any differences must be cleared **well in advance** before the changeover.

After changing to the VAT rates, it is impossible to find out where the differences might stem from let alone correct them!

### 3.2 CHECKING USER RIGHTS

Also well before the changeover, check the user rights and user groups to ensure that the staff responsible for changing over the VAT-rates are actually able to carry out the required tasks.

In the menu Administration – Users, check the user group (access class) of the staff members involved in the changeover.



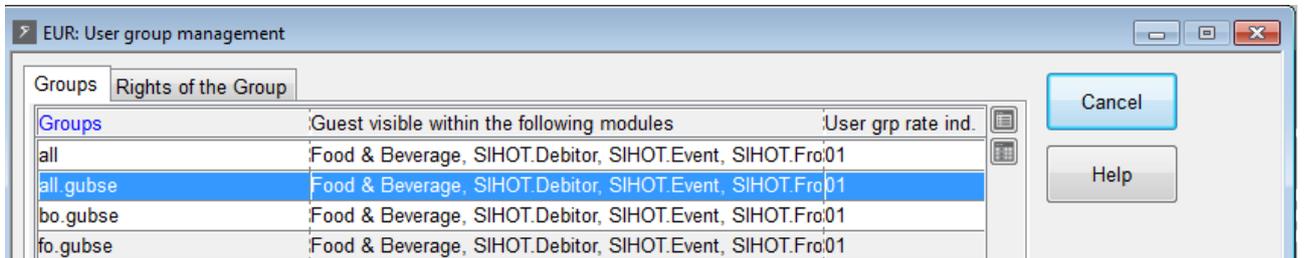
id	login name	first name	last name	personnel num	access class	user class	password	expire c
AB	AB	Adam	Brown	547	all.gubse:	3: Admin	*****	31.12.2
BO	BO	Back	Office		bo.gubse:	2: Regular	*****	31.12.2
CE	CE	Christine	Ethell	2163	all.gubse:	3: Admin	*****	03.05.2
CHM	CHM	Carmen	Hernandes Mora		all.gubse:	1: Experienc	*****	31.12.2

Status	Op.	Login name	First name	Last name	Access group	User group	Password	Expiry da
✓	AB	AB	Adam	Brown	all.gubse	Admin	*****	31/12/22
✓	BO	BO	Back	Office	bo.gubse	Regular	*****	31/12/22
✓	CE	CE	Christine	Ethell	all.gubse	Admin	*****	03/05/20
✓	CHM	CHM	Carmen	Hernandes Mora	all.gubse	Experienced	*****	31/12/22

Figure 1: User and their user groups in Classic-and Flex-clients

If working with the SIHOT Classic-client, the dialog User group management (menu Admin) shows you the rights for this user group.



Groups	Guest visible within the following modules	User grp rate ind.
all	Food & Beverage, SIHOT.Debitor, SIHOT.Event, SIHOT.Fro01	
all.gubse	Food & Beverage, SIHOT.Debitor, SIHOT.Event, SIHOT.Fro01	
bo.gubse	Food & Beverage, SIHOT.Debitor, SIHOT.Event, SIHOT.Fro01	
fo.gubse	Food & Beverage, SIHOT.Debitor, SIHOT.Event, SIHOT.Fro01	

Figure 2: User group rights in the Classic-client

In order to carry out the required changes, the users must have the following rights:

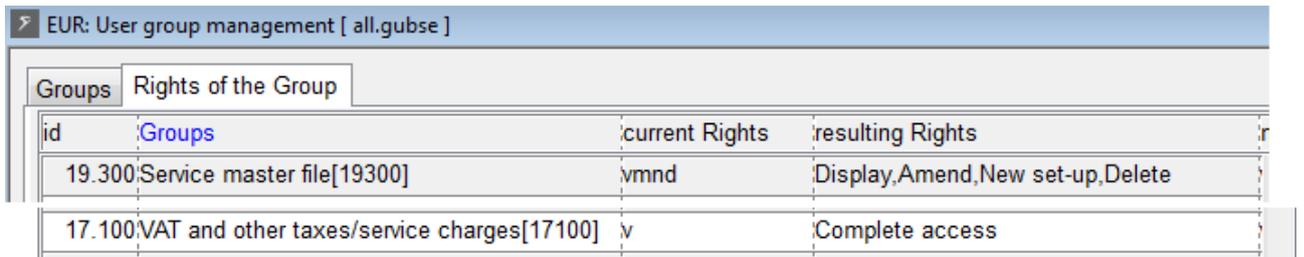
Service master file [19300]

- v: view (Display)

- m: modify (Amend)
- n: new (New set-up)

VAT and und Taxen [17100]:

- v: complete ACCESS



EUR: User group management [ all.gubse ]			
Groups		Rights of the Group	
id	Groups	current Rights	resulting Rights
19.300	Service master file[19300]	vmnd	Display,Amend,New set-up,Delete
17.100	VAT and other taxes/service charges[17100]	v	Complete access

Figure 3: User rights (Classic-Client)

You may either you change the rights of the user group or temporarily assign another user group to the staff members concerned.

## 4 VAT-CHANGES IN SIHOT.PMS ON 30<sup>TH</sup> JUNE 2020

The changeover is carried out **after** posting the fix services of 30<sup>th</sup> June, which would usually be after running the night audit.

### 4.1 DATA STORAGE/BACKUP

- In a local SIHOT-installation, carry out a backup.

Save this backup like a yearly backup of the database on a separate medium for safekeeping and future reference.

If your SIHOT-installation runs in a SIHOT data center, you are not required to carry out any further steps in this regard. We will store your monthly backup in the yearly backup archive.

### 4.2 CHANGE VAT-TABLES

To change the VAT-rates proceed as follows:

- Call up the dialog VAT and other taxes/service charges.
- Overwrite the existing descriptions and VAT rates in the table. If necessary, also adjust your hotel-specific tax rates for down payments or deposits.
- For manual corrections, create two new entries with the old tax rates. These are used when you need to correct postings.

EUR: VAT and other taxes/service charges	
Value Added Tax	before
Description	%
VAT 19%	19,00
VAT 7%	7,00
no VAT	0,00
	0,00
	0,00
	0,00
	0,00
	0,00
Deposit 19%	19,00
Deposit 7%	7,00

EUR: VAT and other taxes/service charges	
Value Added Tax	after
Description	%
VAT 16%	16,00
VAT 5%	5,00
no VAT	0,00
	0,00
VAT corrections 19%	19,00
VAT corrections 7%	7,00
	0,00
	0,00
Deposit 16%	16,00
Deposit 5%	5,00

Figure 4: VAT-table in Classic-client

VAT AND OTHER TAXES ×	
Value Added Tax	before
Description	%
VAT 19%	19,00
VAT 7%	7,00
no VAT	0,00
Deposit 19%	19,00
Deposit 7%	7,00

VAT AND OTHER TAXES ×	
Value Added Tax	after
Description	%
VAT 16%	16,00
VAT 5%	5,00
no VAT	0,00
VAT corrections 19%	19,00
VAT corrections 7%	7,00
Deposit 16%	16,00
Deposit 5%	5,00

Figure 5: VAT-table in Flex-client

### 4.3 CONFIGURATION ACCOUNTS

If your data is transferred from SIHOT.PMS with an export to financial accounting, please check with the respective system whether overwriting tax rates in SIHOT won't cause any problems and whether you can thus keep on using the existing VAT-codes. For example, if the normal VAT rate of 19% is transferred using the code "00", this code will be used for 16% after the changeover. The adjustment of the tax rates themselves is then done in the accounting.

If you are not allowed to use the same codes, a possible alternative could be as follows:

- Instead of overwriting the entries in the VAT-table as described in point 4.2, create new entries with 16% and 5%.
- Change the taxes in all services in SIHOT.PMS accordingly.

In most companies, the revenues are transferred to the accounting department according to the date on which they were generated. However, if your accounting goes by invoice dates, make sure that in this case, all accounts (including those with a 0-balance) are settled by 30<sup>th</sup> June 2020. This also includes the accounts of guests staying over the changeover data, only you don't inactivate those accounts after settlement. Thus, the revenues with 19% and 7% VAT will be transmitted to the accounting department in time with the invoice.

#### 4.4 RESTART

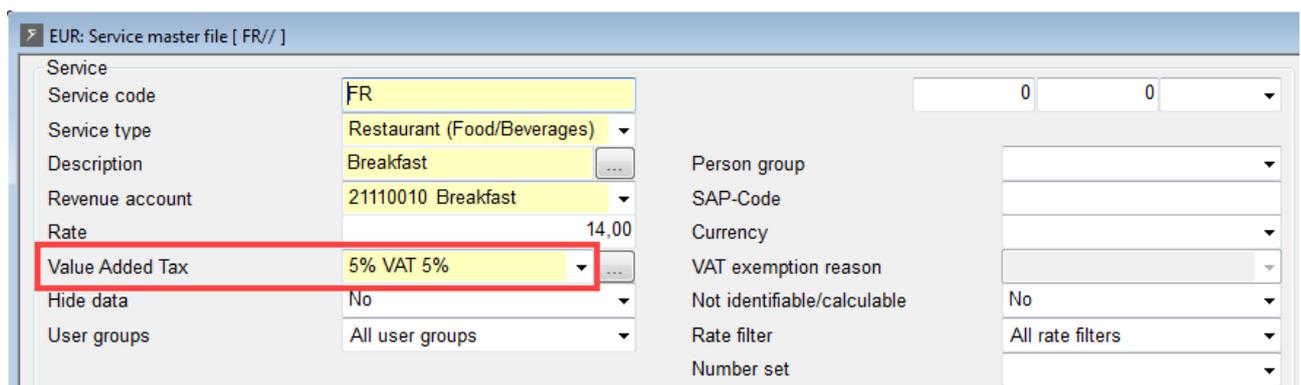
- Restart SIHOT in all workstations.

This ensures that the changed VAT rates are loaded correctly and can be used by all users.

#### 4.5 CHANGING FOOD-SERVICES

All food services that you post in SIHOT.PMS - not in the POS - must show the reduced VAT rate of 5% instead of the full VAT rate as of 1 July. This includes, for example, all breakfast services that appear in the component lists of your packages.

- Open the service master in the Master data menu.
- Search for the relevant services.
- Change the VAT rate to 5%.
- Save the change.
- Adjust all other affected services, including the service masters files for specific person groups.



The screenshot shows the 'EUR: Service master file [ FR// ]' window. The 'Value Added Tax' field is highlighted with a red box and set to '5% VAT 5%'. Other fields include Service code (FR), Service type (Restaurant (Food/Beverages)), Description (Breakfast), Revenue account (21110010 Breakfast), Rate (14,00), Hide data (No), and User groups (All user groups). Other fields like Person group, SAP-Code, Currency, VAT exemption reason, Not identifiable/calculable, Rate filter, and Number set are also visible.

SERVICE MASTER FILE ×  
FR

**Service data** ^

Service code: FR Person type: [dropdown]  
 Description: Breakfast × Rate: 14,00 Currency: [dropdown]

**Service data** v  
 Commission v

**Value Added Tax** ^

Value Added Tax: 5% VAT 5% Split VAT: [dropdown]

Figure 6: Master file for a food-service in Classic- and Flex-client

## 4.6 PACKAGE MASTER FILES

Check that any packages containing services with different VAT-rates in their component lists are defined as follows:

- Field VAT calculation = *To components*

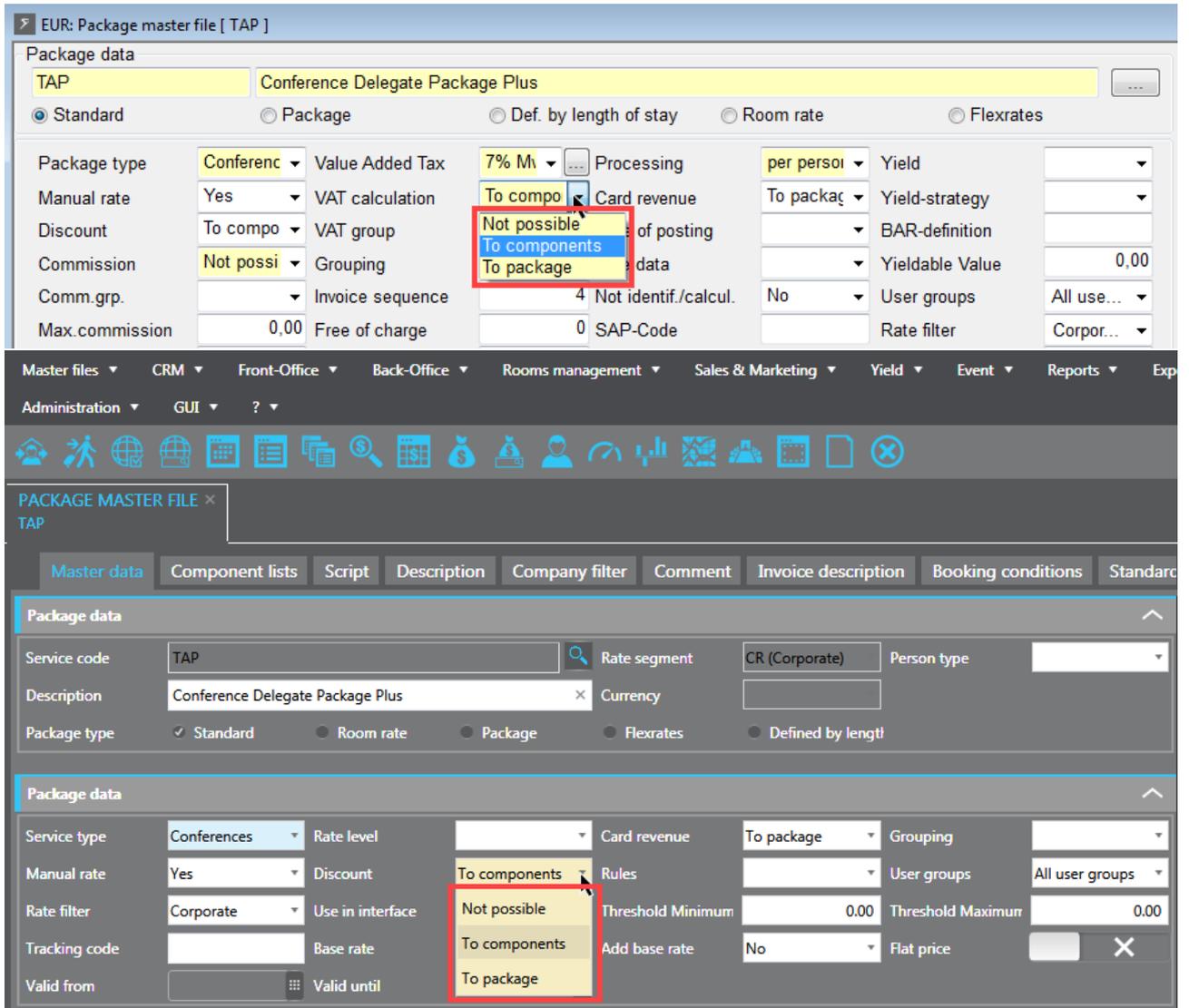


Figure 7: Package master file in Classic-and Flex-clients

## 4.7 RESTART

- Restart SIHOT in all workstations.

This ensures that the changed master files are loaded correctly and can be used by all users.

## 5 VAT-CHANGES IN POS SYSTEMS ON 30<sup>TH</sup> JUNE 2020

In addition to the adjustments in SIHOT.PMS, the VAT-rates must also be changed in the POS, ensuring that the service postings sent via the interface are processed correctly in SIHOT.PMS.

If you are not using SIHOT.POS, please contact the manufacturer or dealer for information on the changeover and continue with section **Fehler! Verweisquelle konnte nicht gefunden werden.Fehler! Verweisquelle konnte nicht gefunden werden..**

### 5.1 VAT-CHANGES IN SIHOT.POS

In SIHOT.POS, you need to:

1. change the VAT-rates.
2. change all food-items from the full VAT-rate to the reduced VAT-rate.

Both should be done after the Z-POS on 30<sup>th</sup> June and before posting any services on 1<sup>st</sup> July.

#### 5.1.1 Changing VAT-rates

To change the VAT rates, proceed as follows:

- Open Backoffice.
- In the menu **Sales Articles**, select **VAT**.
- The the entries from 19% to 16% and from 7% to 5%.
- Click **OK** to save and close the dialog.

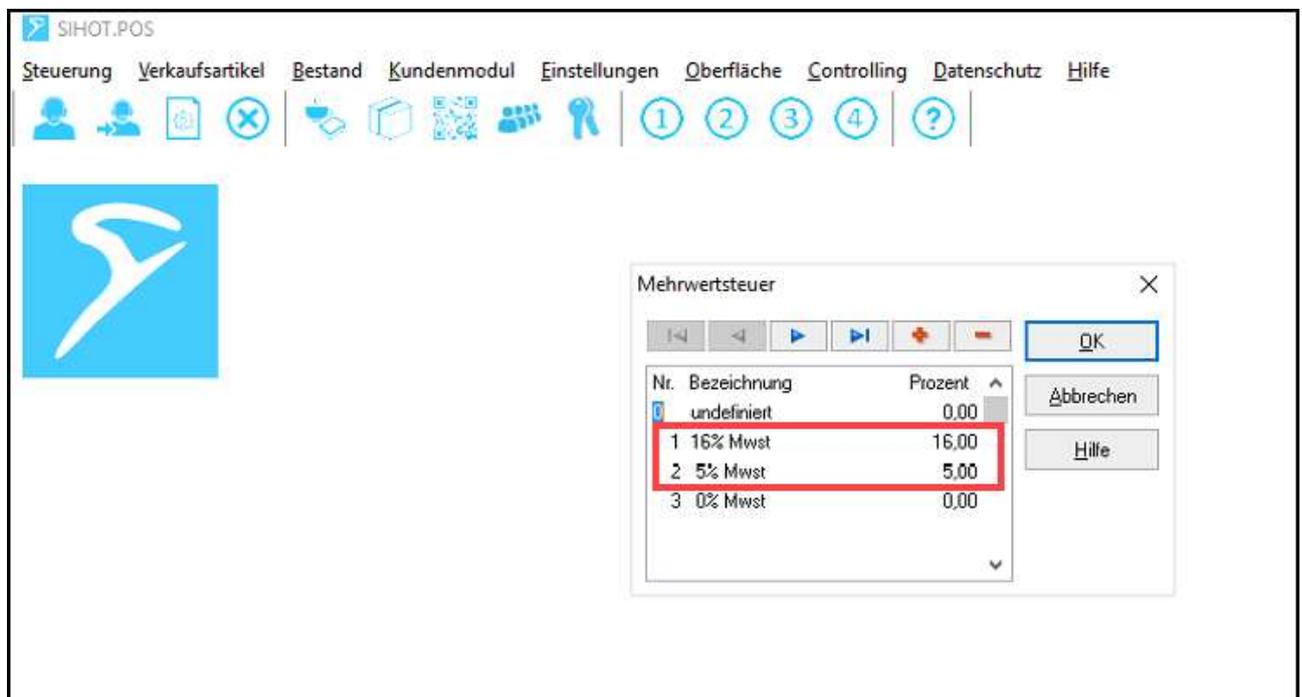
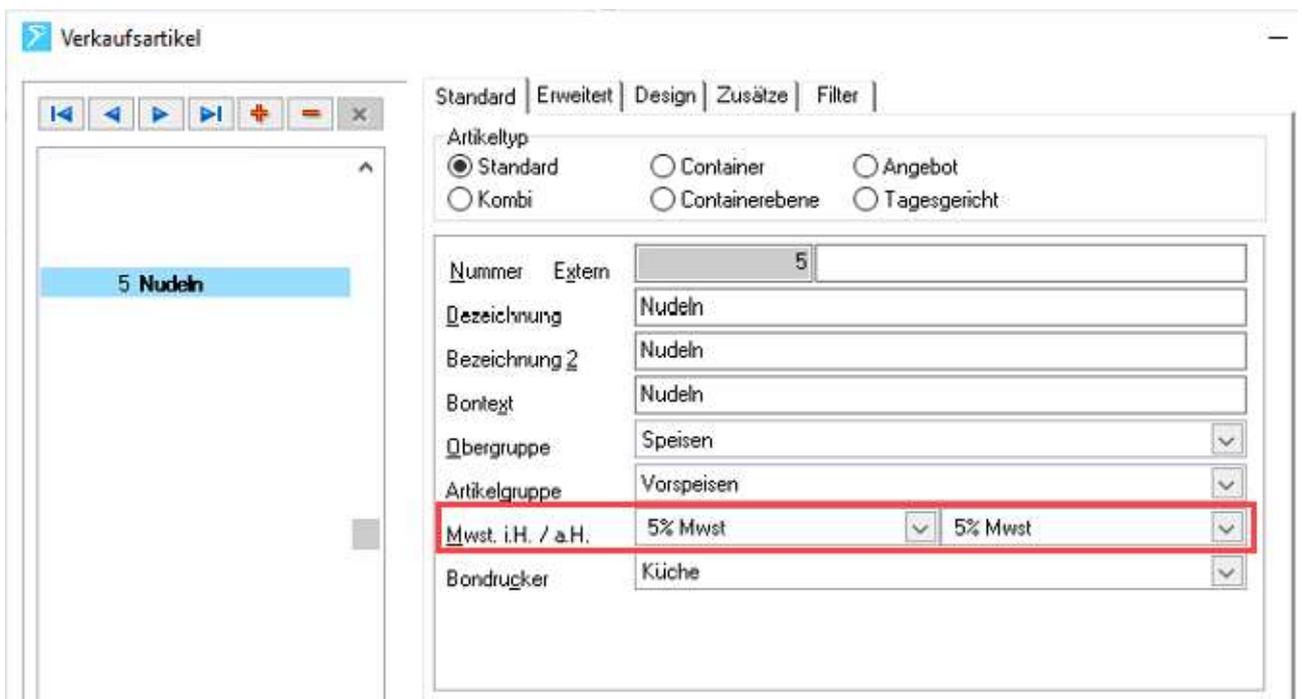


Figure 8: Changing the VAT in SIHOT.POS

### 5.1.2 Changing food-items

Every article that is classified as a food item must be changed from the full VAT rate to the reduced VAT rate. Proceed as follows:

- Go to Backoffice.
- In the menu Retail item, open Items.
- Call up the first item to be changed.
- In the field VAT1 (rate applied to patrons eating in as opposed to VAT2 used for take outs), select the 7%-entry.
- Repeat the same with all food-items in the POS.



The screenshot shows the 'Verkaufsartikel' (Sales Article) configuration window. The left pane shows a list of items with '5 Nudeln' selected. The right pane shows the configuration details for this item. The 'Mwst. i.H. / a.H.' field is highlighted with a red box, indicating the VAT rate configuration. The 'Mwst. i.H.' dropdown is set to '5% Mwst' and the 'Mwst. a.H.' dropdown is also set to '5% Mwst'.

Standard	Erweitert	Design	Zusätze	Filter
Artikeltyp <input checked="" type="radio"/> Standard <input type="radio"/> Container <input type="radio"/> Angebot <input type="radio"/> Kombi <input type="radio"/> Containerebene <input type="radio"/> Tagesgericht				
Nummer	Extern	5		
Bezeichnung	Nudeln			
Bezeichnung 2	Nudeln			
Bontext	Nudeln			
Überggruppe	Speisen			
Artikelgruppe	Vorspeisen			
Mwst. i.H. / a.H.	5% Mwst		5% Mwst	
Bondrucker	Küche			

Figure 9: Changing food-articles in SIHOT.POS

## 5.2 COMMUNICATION POS - SIHOT

In order to process the postings from restaurants and other outlets to SIHOT, the POS-items or article groups have their own service master file in SIHOT.PMS. When the interface sends services from the POS, SIHOT automatically checks if this service already has a master file. However, because of the changed VAT-rate in the POS, technically, this is a “new” service for SIHOT.PMS.

At this point, the programming of the interfaces is vastly different. Depending on which POS is being used at your hotel, you need to take the respective steps to ensure a smooth flow communication between the POS and SIHOT.PMS.

The table below shows you which interface is used by common POS systems in Germany. If your POS is not listed or if you are working with a different, individual solution, please contact the SIHOT Support.

POS	Interface
AddiPOS	RMS protocol
Aloha POS	Micros protocol
Amadeus	KasBIG protocol
Apro	RMS protocol
Book4Time	FIAS protocol
Companion	RMS protocol
Diventa	RMS protocol
Eucasoft	KasBIG protocol
Gastrofix	RMS protocol
Gastronovi	RMS protocol
Globaltouch	RMS protocol
Guscom	RMS protocol
Hello Tess	RMS protocol
Hypertouch	KasBIG protocol
Infrasys	FIAS protocol
Matrix	RMS protocol
MenuMate	RMS protocol
Micros	Micros protocol
Novatouch	RMS protocol
Opera	Micros protocol
Schultes	KasBIG protocol
SIHOT.POS	RMS protocol
Steingress	RMS protocol
TC Pos	RMS protocol
Tevalis	RMS protocol
Vectron	Vectron protocol
Xenia POS	FIAS protocol

### 5.2.1 RMS-protocol

The VAT-rate is one of the identifying factors to match the POS-service with a service in SIHOT.PMS. I.e. if the POS sends a service with a changed VAT rate, SIHOT will no longer recognise this service. Instead, SIHOT will automatically create a new service based on the default service (service code: "!!!").

- Search for services with the same revenue account of the default service.
- Change the descriptions and the revenue accounts in all of these newly created services.

Depending on when the food items with changed VAT rate are posted in the POS, you may need to check daily for newly created services.

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#### TIP:

You can eliminate the daily search for new services, if the POS posts all changed items once to a misc. account (paymaster). Thus, they will be sent to the PMS and SIHOT immediately creates the respective service master files. You can then change all of them in one go. Don't forget to cancel the dummy-postings, though.

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### 5.2.2 Vectron, Micros and Fias

In these interfaces, the services in SIHOT are mapped using the POS number, article group and - in some cases - the shift. I.e. there is a clear assignment between the services in SIHOT and the POS.

- In SIHOT.PMS, change the VAT in the service master files of the respective POS services.

### 5.2.3 KasBIG-Protokoll

This interface is „mapping“ the services in the POS and SIHOT, which means that using the POS number, article group and VAT-rate, each POS service is linked to a service in SIHOT.PMS

As the mapping includes the VAT-rate, the SIHOT Support must adjust the mapping in the interface. To do so, complete the tables below and send them to SIHOT Support team.

POS VAT („MwSt“) code	VAT („MwSt“) percentage
1	7%

Article group code in POS	Article name in POS
4	AFG

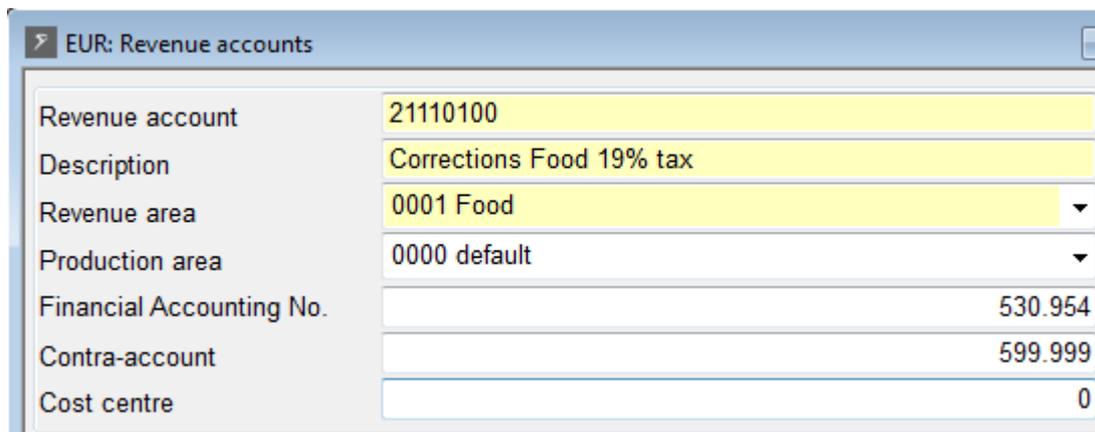
POS number	Article group code in POS	POS VAT code	Service code in SIHOT
2	4	1	XYZ

- Change the VAT-code of the affected services in SIHOT.PMS.

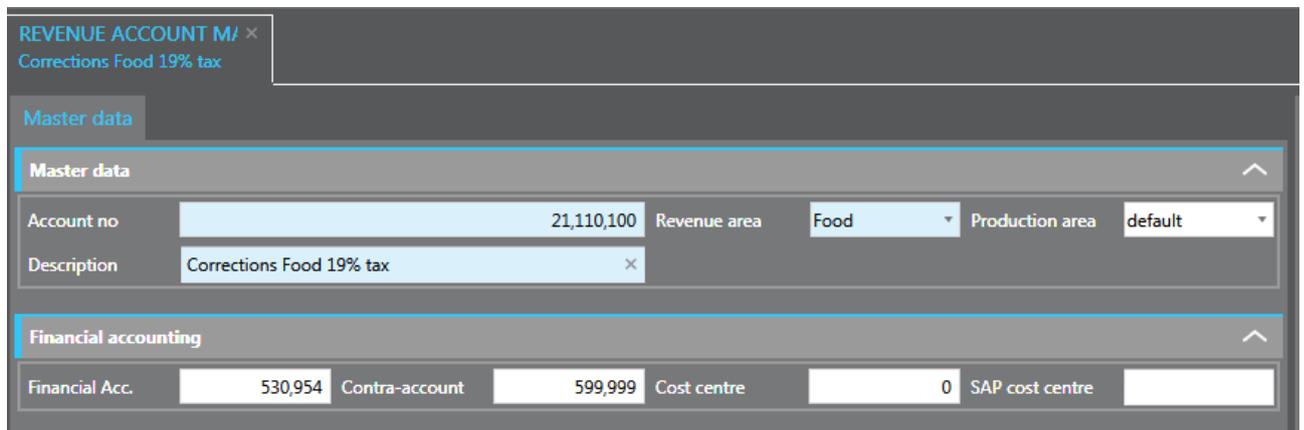
## 6 CORRECTIONS

Corrective postings for charges that were posted prior to the changeover, must be posted with the same VAT-rate as the original posting. If you need to correct such postings with the old VAT-rate, proceed as follows:

- Create new revenue accounts for corrections with the two old VAT-rates.
- Obtain the required information from your Accounts department (Financial accounting number, contra account, cost center, etc.)



Revenue account	21110100
Description	Corrections Food 19% tax
Revenue area	0001 Food
Production area	0000 default
Financial Accounting No.	530.954
Contra-account	599.999
Cost centre	0



REVENUE ACCOUNT M/ ✕	
Corrections Food 19% tax	
Master data	
Master data	
Account no	21,110,100
Revenue area	Food
Production area	default
Description	Corrections Food 19% tax ✕
Financial accounting	
Financial Acc.	530,954
Contra-account	599,999
Cost centre	0
SAP cost centre	

Figure 10: Revenue account for corrections in Classic-and Flex-clients

- Create two new service master files for corrective postings as follows:
  - Define a name by which this service can be easily identified.
  - Enter the new revenue accounts created for this purpose.
  - Do not define a price.
  - Allow manual rates (field Manual rate = yes).
  - Enter the old VAT-rates of 19% and 7% respectively.

EUR: Service master file [ SPX// ]

Service code	SPX	0	0
Service type	Restaurant (Food/Beverages)		
Description	Correction for food 19% tax	Person group	
Revenue account	21110100 Corrections Food 1	SAP-Code	
Rate	0,00	Currency	
Value Added Tax	19% MwSt.	VAT exemption reason	
Hide data		Not identifiable/calculable	No
User groups		Rate filter	All rate filters
		Number set	

Service data	Call charge rates	Comment	Taxes/Service charges	Seasonal rate	Traces	Script	External IDs
Manual rate	Yes	Processing	per person	Type of paym. if p/o			
Discount	No	Fiscal	Yes	Event group			
Fixed rate	No	Card revenue	No	Meal plan			
Commission	No	Grouping		Hsk freq.			

SERVICE MASTER FILE x  
SPX

Master data | Script | Seasonal rate | Traces | Description | Comment | Invoice description | External IDs | Service re: ▶

Service data

Service code: SPX | Person type: | Description: Correction for food 19% tax | Rate: 0.00 | Currency: |

Service data

Service type	Restaurant (...)	Fixed rate	No	Card revenue	No	Rate filter	All rate filters
Manual rate	Yes	Discount	No	Negative posting	No	Prepaid-Type	
Revenue account	Corrections...	Use in interface		User groups			

Commission

Value Added Tax

Value Added Tax: 19% MwSt. | Split VAT: |

Figure 11: Service master file for corrections in Classic-and Flex-clients

If you recall an invoice from before the changeover with rebate level 5, the contra-postings will have the same VAT-rate as the original posting.

- Post the correct charges using the new service for these corrections. Use the field Description in the posting to ensure the charges are showing their correct name on the invoice.

If you're using rebate level 6, the cancellation and the reposting will have the same VAT-rate as the original posting.

- Cancel the faulty charges and repost the correct charges using the new service for these corrections. Use the field *Description* in the posting to ensure the charges are showing their correct name on the invoice.

## 7 NOTES

### 7.1 INVOICES

Bills with food-related charges from before and after the changeover will show the correct VAT rate (“MwSt.”) according the day that they were charged on.

<i>Rechnung</i>					
<b>Datum:</b>	02.07.2020	<b>Zimmer:</b>	206		
<b>Rechnungsnummer:</b>	20005672	<b>Anreise:</b>	30.06.2020		
<b>Reservierungsnummer:</b>	20002793/1	<b>Abreise:</b>	02.07.2020		
Datum	Bezeichnung	Menge	Einzelpreis EUR	Gesamtpreis EUR	
30.06.2020	Übernachtung und Frühstück	1	80,00	80,00	
	<i>Logis</i>	7,00%	1	66,00	66,00
	<i>Frühstück</i>	19,00%	1	14,00	14,00
01.07.2020	Übernachtung und Frühstück	1	80,00	80,00	
	<i>Logis</i>	5,00%	1	66,00	66,00
	<i>Frühstück</i>	5,00%	1	14,00	14,00
Saldo Leistungen					160,00
Datum	Zahlungsart	Karten-Nr.	Betrag Devisen	Währung	Zahlung EUR
02.07.2020	EC-Karte				-160,00
Saldo Zahlungen					-160,00
Restbetrag					0,00
In dieser Rechnung sind folgende Mehrwertsteuerbeträge enthalten:					
MwSt.-Satz	Netto EUR	MwSt. EUR	Brutto EUR		
19,00 %	11,76	2,24	14,00		
5,00 %	76,19	3,81	80,00		
7,00 %	61,68	4,32	66,00		

Figure 12: Detailed VAT-rates on invoice

### 7.2 POST PACKAGES IN ADVANCE

Due to the changeover, you can't pre-post packages beyond the changeover date. You can pre-post packages until 1<sup>st</sup> July and post the remainder of the stay after the changeover.

Reservations that do not contain any food-services in the fix services (e.g. room only rates) can be pre-posted as normal.

### 7.3 DEPOSITS AND GIFT VOUCHERS

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Both do not require any action to be taken.

When entering a deposit using the *Post deposit* function, the deposit posting at the time of check-in will have the correct VAT-rates.

If using the module SIHOT.Gift Voucher, the redemption of the voucher does not affect the service postings with the correct VAT-rate applicable at the time.

### 7.4 ACCOUNTING

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Depending on your accounting system, further adjustments may be necessary.

- Contact your tax or financial advisor and/or the provider of your accounting software for instructions.

### 7.5 SAVE REVENUES WITH REPETITION

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This (password protected!) program must under no circumstances be run after the changeover for any date before the changeover, as this would cause data to be stored with the wrong VAT-rate.

## 8 VAT-CHANGES IN SIHOT.PMS ON 31<sup>ST</sup> DECEMBER 2022

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The reduced VAT-rates apply for a limited period only, i.e. on 31<sup>st</sup> December 2022, after the night audit, you need to change the VAT-table again.

### 8.1 DATA STORAGE/BACKUP

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- In a local SIHOT-installation, carry out a backup.

Save this backup like a yearly backup of the database on a separate medium for safekeeping and future reference.

If your SIHOT-installation runs in a SIHOT data center, you are not required to carry out any further steps in this regard. We will store your monthly backup in the yearly backup archive.

### 8.2 CHANGE VAT-TABLES

---

For all service master files to show the „old“ VAT-rates again, proceed as follows:

- Call up the dialog *VAT and other taxes/service charges*.
- Overwrite the existing descriptions and VAT rates in the table. If necessary, also adjust your hotel-specific tax rates for down payments or deposits.
- For manual corrections, change the two correction-entries to show the previous tax rates (16% and 5%). These are used when you need to correct postings.

EUR: VAT and other taxes/service charges	
Value Added Tax	
Description	%
VAT 19	19,00
VAT 7%	7,00
no VAT	0,00
	0,00
VAT corrections 16%	16,00
VAT corrections 5%	5,00
	0,00
	0,00
Deposit 19%	19,00
Deposit 7%	5,00

VAT AND OTHER TAXES ×	
Value Added Tax	
Description	%
VAT 19	19,00
VAT 7%	7,00
no VAT	0,00
VAT corrections 16%	16,00
VAT corrections 5%	5,00
Deposit 19%	19,00
Deposit 7%	5,00

Figure 13: VAT-tables in Classic- and Flex-client

### 8.3 CONFIGURATION ACCOUNTS

If you're using an export to transfer the data from SIHOT to an accounting software that cannot process the changes outlined above, then your VAT-table now shows the old taxes and, additionally, the tax-entries that applied for the past 6 months.

Wenn Ihre Daten aus SIHOT.PMS mit einem Export an die FiBu übertragen werden und Ihre Fibu die Änderungen in der Mehrwertsteuertabelle in SIHOT.PMS nicht verarbeiten kann, dann enthält Ihre Mehrwertsteuertabelle jetzt zusätzliche Einträge für 16 % und 5%.

- Ändern Sie ggf. alle Leistungen in SIHOT.PMS auf die alten Steuersätze von 19% und 7% zurück.

### 8.4 RESTART

- Restart SIHOT in all workstations.

This ensures that the changed master files are loaded correctly and can be used by all users.

### 8.5 CORRECTIONS

Corrective postings for charges that were posted prior to the changeover, must be posted with the same VAT-rate as the original posting. If you need to correct such postings with the old VAT-rate, proceed as follows:

- Create new revenue accounts for corrections with the two old VAT-rates.
- Obtain the required information from your Accounts department (Financial accounting number, contra account, cost center, etc.)
- Change the existing service master files for corrections as follows:

- Change the name of the service master file if necessary.
- Change the revenue accounts to the newly created ones for 16% and 5% respectively.
- Ensure that the VAT-rates reflect the correctional ones as per the VAT-table.

## 9 VAT-CHANGES IN POS SYSTEMS ON 31ST DECEMBER 2022

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In addition to the adjustments in SIHOT.PMS, the VAT-rates must also be changed in the POS, ensuring that the service postings sent via the interface are processed correctly in SIHOT.PMS.

If you are not using SIHOT.POS, continue with section

Neben den Anpassungen in SIHOT.PMS sind auch in der Restaurantkasse Anpassungen vorzunehmen und es muss sichergestellt werden, dass die über das Interface gesendeten Leistungsbuchungen in SIHOT.PMS korrekt verarbeitet werden.

Wenn Sie nicht mit einer SIHOT.POS Restaurantkasse arbeiten, lesen Sie bitte bei Punkt **Fehler! Verweisquelle konnte nicht gefunden werden.Fehler! Verweisquelle konnte nicht gefunden werden.** weiter.

### 9.1 VAT-CHANGES IN SIHOT.POS

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In SIHOT.POS change the VAT-rates back to the „old“ rates. To avoid corrections, do this after the Z-POS on 31 December and before posting services on 1 January.

Proceed as follows:

- Open Backoffice.
- In the menu Sales Articles, select VAT.
- The the entries from 19% to 16% and from 7% to 5%.
- Click **OK** to save and close the dialog.

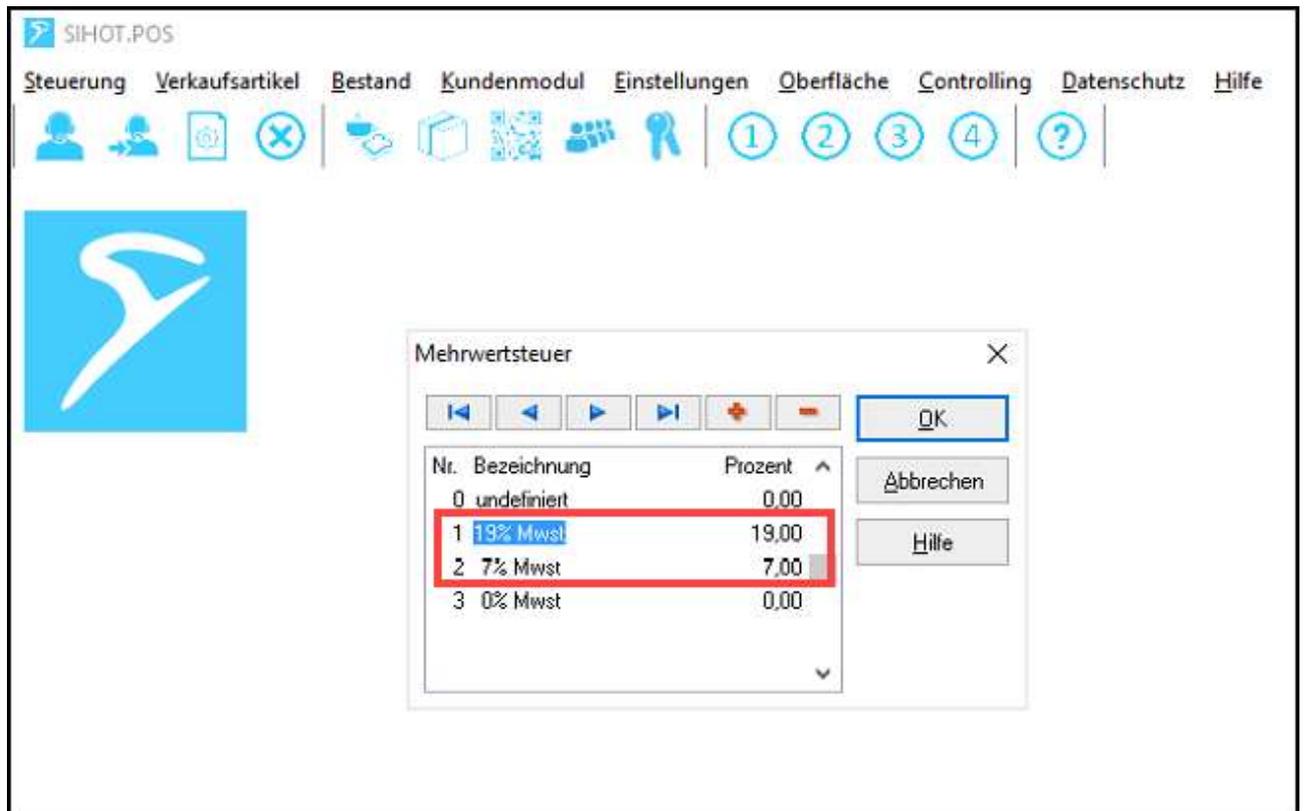


Figure 14: Changing the VAT in SIHOT.POS

## 9.2 COMMUNICATION POS - SIHOT

Services that are now being sent again with 19% by the POS do not require any adjustments in SIHOT.PMS. However, since the food-articles now have a different VAT rate again (7% as opposed to 19% previously), SIHOT will identify them as “new” services and create new master files.

- Search for services with the same revenue account of the default service.
- Change the descriptions and the revenue accounts in all of these newly created services.

Depending on when the food items with changed VAT rate are posted in the POS, you may need to check daily for newly created services.

### TIP:

You can eliminate the daily search for new services, if the POS posts all changed items once to a misc. account (paymaster). Thus, they will be sent to the PMS and SIHOT immediately creates the respective service master files. You can then change all of them in one go. Don't forget to cancel the dummy-postings, though.

## 10 REVERTING VAT ON FOOD ON 31<sup>ST</sup> DECEMBER 2022

The reduced VAT rate for all food items will return to the usual full VAT-rate as of 1<sup>st</sup> January 2023.

## 10.1 DATA STORAGE/BACKUP

- In a local SIHOT-installation, carry out a backup.

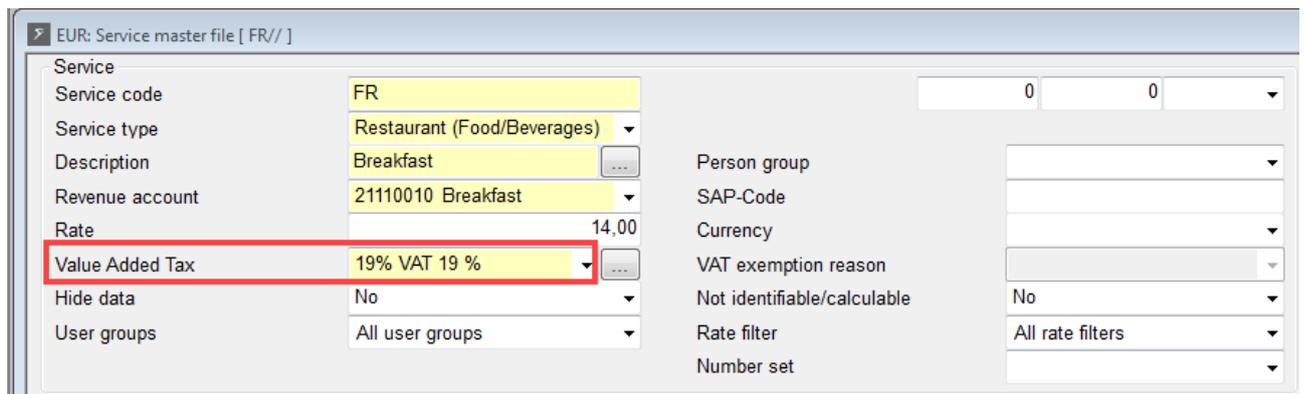
Save this backup like a yearly backup of the database on a separate medium for safekeeping and future reference.

If your SIHOT-installation runs in a SIHOT data center, you are not required to carry out any further steps in this regard. We will store your monthly backup in the yearly backup archive.

## 10.2 CHANGING VAT-RATES IN SIHOT.PMS

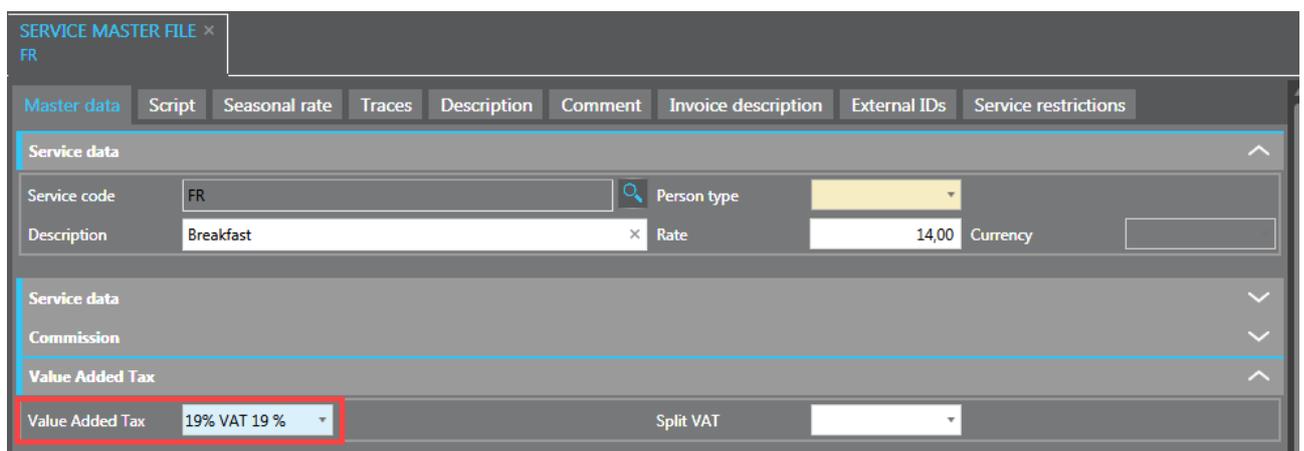
All food-services that are posted in directly SIHOT.PMS - not via POS - must show the VAT-rate of 7% as of 1<sup>st</sup> January. This includes, for example, the breakfasts that are part of your packages' component lists.

- Open the service master file in the **Master files** menu.
- Search for the respective service master files, incl. those for specific person groups.
- Change the VAT-field to **19%**.
- Click **Modify** to save.
- Ensure that all affected services are changed as described.



EUR: Service master file [ FR// ]

Service	FR		0	0	
Service code	FR				
Service type	Restaurant (Food/Beverages)				
Description	Breakfast				
Revenue account	21110010 Breakfast				
Rate		14,00			
Value Added Tax	19% VAT 19 %				
Hide data	No				
User groups	All user groups				
Person group					
SAP-Code					
Currency					
VAT exemption reason					
Not identifiable/calculable	No				
Rate filter	All rate filters				
Number set					



SERVICE MASTER FILE x  
FR

Master data | Script | Seasonal rate | Traces | Description | Comment | Invoice description | External IDs | Service restrictions

Service data

Service code: FR | Person type: | Description: Breakfast | Rate: 14,00 | Currency: |

Value Added Tax

Value Added Tax: 19% VAT 19 % | Split VAT: |

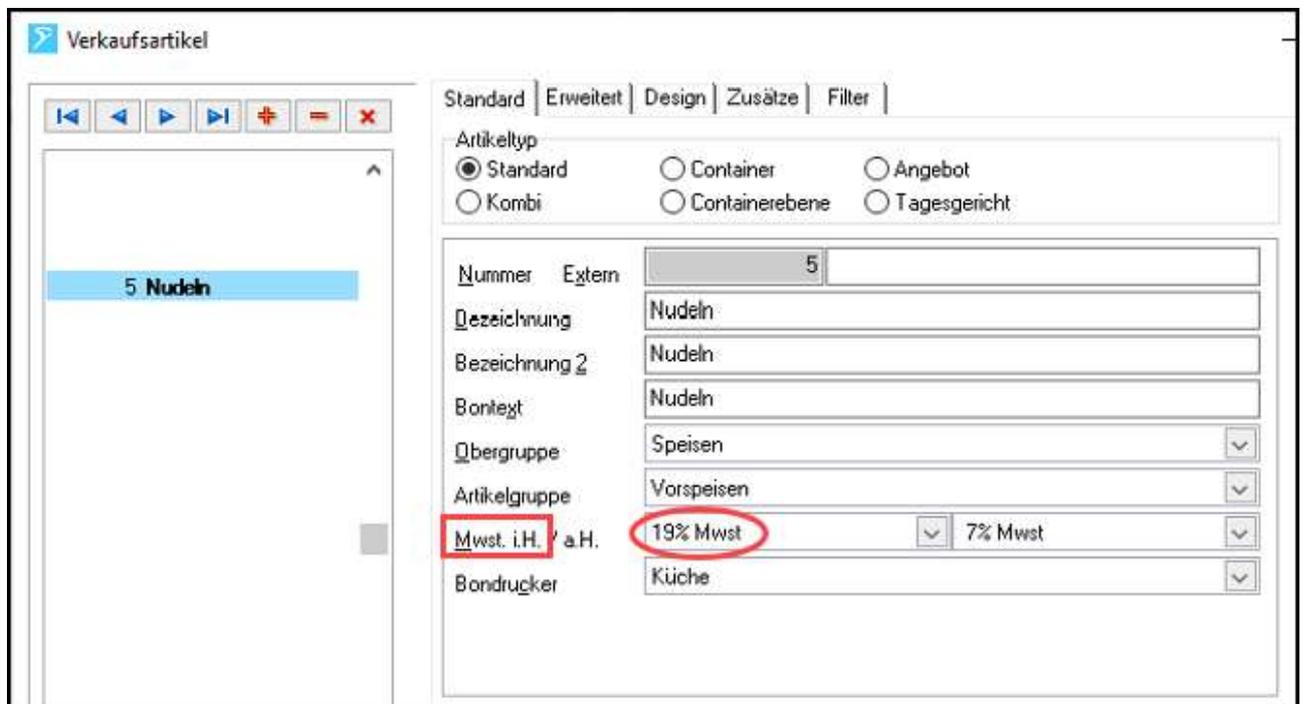
Figure 15: Master file for a food-service in Classic- and Flex-client

### 10.3 CHANGING VAT-RATES IN SIHOT.POS

In SIHOT.POS, each item and combination defined as “food” must be given the old (full) VAT rate. This should be done after the Z-POS on 31<sup>st</sup> December 2022 and before posting any services on 1<sup>st</sup> January 2023, in order for the correct VAT to be applied. Proceed as follows:

- Go to Backoffice.
- In the menu Retail item, open Items.
- Call up the first item to be changed.
- In the field VAT1 (rate applied to patrons eating in), select the 19%-entry.
- Repeat the same with all food-items in the POS.

The field VAT2 is used for take outs, which will continue to be charged with the reduced VAT-rate of 7%.



The screenshot shows the 'Verkaufsartikel' (Sales Article) configuration window. The 'Mwst. i.H.' field is highlighted with a red box, and the '19% Mwst' dropdown is circled in red. The '7% Mwst' dropdown is also visible. The 'Nummer' field contains '5'. The 'Bezeichnung' field contains 'Nudeln'. The 'Obergruppe' is set to 'Speisen' and the 'Artikelgruppe' is set to 'Vorspeisen'. The 'Bondrucker' is set to 'Küche'.

Figure 16: Changing food-articles in SIHOT.POS

### 10.4 KOMMUNIKATION KASSE - SIHOT

Please check the table in chapter **Fehler! Verweisquelle konnte nicht gefunden werden.** to check which interface you’re using. If your system is not mentioned there or if you’re working with an individual, special solution, please contact the SIHOT Support.

#### 10.4.1 RMS Protokoll

Because the POS now sends the „old“ services from before the changeover in 2020, SIHOT.PMS will automatically find the respective master files in the system and no adjustments are necessary.

### 10.4.2 Vectron, Micros and Fias

In these interfaces, the services in SIHOT are mapped using the POS number, article group and - in some cases - the shift. I.e. there is a clear assignment between the services in SIHOT and the POS.

- In SIHOT.PMS, change the VAT in the service master files of the respective POS services.

### 10.4.3 KasBIG-Protocol

This interface is „mapping“ the services in the POS and SIHOT, which means that using the POS number, article group and VAT-rate, each POS service is linked to a service in SIHOT.PMS

As the mapping includes the VAT-rate, the SIHOT Support must adjust the mapping in the interface. To do so, complete the tables below and send them to SIHOT Support team.

POS VAT („MwSt“) code	VAT („MwSt“) percentage
1	7%

Article group code in POS	Article name in POS
4	AFG

POS number	Article group code in POS	POS VAT code	Service code in SIHOT
2	4	1	XYZ

- Change the VAT-code of the affected services in SIHOT.PMS.

## 10.5 CORRECTIONS

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Corrective postings for charges that were posted prior to the changeover, must be posted with the same VAT-rate as the original posting. If you need to correct such postings with the reduced VAT-rate, proceed as follows:

- Create a new revenue account for corrections with the reduced VAT-rate.
- Obtain the required information from your Accounts department (Financial accounting number, contra account, cost center, etc.)
- Create a new service master file for corrective postings as follows:
  - Define a name by which this service can be easily identified.

- Enter the new revenue account created for this purpose.
- Do not define a price - allow manual rates.
- Enter the reduced VAT-rate of 7%.

## 11 CHECKLISTEN MWSt.-UMSTELLUNG

<b>Checkliste</b> <b>MwSt. Reduzierung ab 1. Juli 2020</b>				
Datum	Aufgabe	Kap.	Verantwortlic h	Erledig t
Rechtzeitig vor dem Stichtag!	Anleitung für Mehrwertsteuer- und Artikeländerung in Kasse einholen			
Rechtzeitig vor dem Stichtag!	Nur Kassen mit KasBIG-Protokoll: Mapping an SIHOT.Support schicken	0		
Rechtzeitig vor dem Stichtag!	Saldendifferenzen klären	3.1		
Rechtzeitig vor dem Stichtag!	Benutzerrechte kontrollieren	0		
Rechtzeitig vor dem Stichtag!	Arrangementstämme prüfen	<b>Fehler! Verweisquelle konnte nicht gefunden werden.</b>		
Rechtzeitig vor dem Stichtag!	Umsatzkonto für Korrekturen anlegen	0		
Rechtzeitig vor dem Stichtag!	Korrekturleistungen anlegen	0		
Kurz vor dem Stichtag	Liste der zu ändernden Leistungen in SIHOT.PMS erstellen.	?		
<b>30. Juni - nach Tagesabschluss</b>	Datensicherung durchführen	0		
	Mehrwertsteuer-Tabelle in SIHOT.PMS anpassen	4.1		
	SIHOT neu starten	4.4		
	Speisen-Leistungen in SIHOT.PMS anpassen	?		
	Mehrwertsteuer in der Kasse anpassen (systemabhängig)	<b>Fehler! Verweisquelle konnte nicht gefunden werden.</b>		

	Artikel in der Kasse anpassen (systemabhängig)	<b>Fehler! Verweisquelle konnte nicht gefunden werden.</b>		
	Ggf. Dummy-Buchungen in der Kasse durchführen	0		
	Kassen-Leistungsstämme in SIHOT.PMS anpassen	0		
	SIHOT neu starten	0		
<b>01. Juli 2020</b>	Kontrolle und Prüfung!			

<b>Checkliste</b> <b>Normale MwSt. Sätze ab 1. Januar 2023</b>				
Datum	Aufgabe	Kap.	Verantwortlic h	Erledig t
Rechtzeitig vor dem Stichtag!	Anleitung für Mehrwertsteuer- und Artikeländerung in Kasse einholen			
Rechtzeitig vor dem Stichtag!	Saldendifferenzen klären (SIHOT.PMS)	3.1		
Rechtzeitig vor dem Stichtag!	Benutzerrechte kontrollieren	0		
Rechtzeitig vor dem Stichtag!	Umsatzkonto für Korrekturen anlegen und Korrekturleistungen ändern	<b>Fehler!</b> <b>Verweisquell</b> <b>e konnte</b> <b>nicht</b> <b>gefunden</b> <b>werden.</b>		
<b>31. Dezember</b> <b>- nach</b> <b>Tagesab-</b> <b>schluss</b>	Datensicherung durchführen	<b>Fehler!</b> <b>Verweisquell</b> <b>e konnte</b> <b>nicht</b> <b>gefunden</b> <b>werden.</b>		
	Mehrwertsteuer-Tabelle in SIHOT.PMS anpassen	<b>Fehler!</b> <b>Verweisquell</b> <b>e konnte</b> <b>nicht</b> <b>gefunden</b> <b>werden.</b>		
	SIHOT neu starten	<b>Fehler!</b> <b>Verweisquell</b> <b>e konnte</b> <b>nicht</b> <b>gefunden</b> <b>werden.</b>		
	Mehrwertsteuer in der Kasse anpassen (systemabhängig)	0		
	Ggf. Dummy-Buchungen durchführen	<b>Fehler!</b> <b>Verweisquell</b> <b>e konnte</b> <b>nicht</b>		

		gefunden werden.		
	Leistungsstämme in SIHOT.PMS anpassen	<b>Fehler!</b> Verweisquelle konnte nicht gefunden werden.		
<b>01. Januar 2023</b>	Kontrolle und Prüfung!			

<b>Checkliste</b> <b>Volle MwSt. auf Speisen ab 1. Januar 2023</b>				
Datum	Aufgabe	Kap.	Verantwortlich	Erledigt
Rechtzeitig vor dem Stichtag!	Anleitung für Artikeländerung in Kasse einholen			
Rechtzeitig vor dem Stichtag!	Nur Kassen mit KasBIG-Protokoll: Mapping an SIHOT.Support schicken	0		
Rechtzeitig vor dem Stichtag!	Saldendifferenzen klären (SIHOT.PMS)	3.1		
Rechtzeitig vor dem Stichtag!	Benutzerrechte kontrollieren	0		
Rechtzeitig vor dem Stichtag!	Umsatzkonto für Korrekturen und Korrekturleistung anlegen	0		
Vor dem Stichtag	Liste der zu ändernden Leistungen im PMS erstellen.	10.2		
<b>31. Dezember</b> - nach <b>Tagesabschluss</b>	Datensicherung durchführen	<b>Fehler!</b> <b>Verweisquelle konnte nicht gefunden werden.</b>		
	Leistungsstämme in SIHOT.PMS anpassen	10.2		
	Artikel in der Kasse anpassen (systemabhängig)	10.3		
	Kassen-Leistungsstämme in SIHOT.PMS anpassen (systemabhängig)	10.4		
<b>01. Januar 2023</b>	Kontrolle und Prüfung!			