

SIHOT - HANDLING OF VAT-CHANGES

Reduced VAT to be implemented as part of the Covid-19 recovery strategy laid out by the German government, starting 1st July 2020 24.11.2021





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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
05.12.2022	2.0	C. Ethell	Update – reduced VAT extended 1 more year



2 VAT-CHANGES AS OF JULI 2020

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% resepectively, as of 1st July 2020. The lower rates will apply for a limited period of time, ending 31th 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 1st January 2021 and from then on 7% until 31st December 2023.

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?
 - \circ $\;$ How do you change the VAT back to normal when necessary?
- 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 when necessary?
 - How does that affect SIHOT.PMS?
 - How do you change the VAT for food back to 19% when necessary?
- 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.

3 IMPORTANT PREPARATIONS IN SIHOT.PMS

3.1 TRIAL BALANCE DIFFERENCES

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.

2	EUR: U	sers										
Γ	all		active	inactiv								
	id	login nan	ne first name	last name		personn	el nun	access	class	iser class	password	expire d
	AB	AB	Adam	Brown		547		all.gubs	e:	3: Admin	******	31.12.2
	BO	BO	Back	Office				bo.gubs	e:	2: Regular	*****	31.12.2
	CE	CE	Christine	Ethell		2163		all.gubs	e:	3: Admin	******	03.05.2
	CHM	СНМ	Carmen	Hernandes M	lora			all.gubs	e:	: Experien	C******	31.12.2
	USERS ×											
	Ø Ali						🔍 Ор	erational				
	Drag a co	olumn heade	r and drop it here to	group by that colu	ımn							
	Status 1	r <mark>Op. T</mark>	Login name T	First name	Last na	me T	Acces	ss group	T Us	er group T	Password T	Expiry da
l	\odot	AB	AB	Adam	Brown		all.gu	bse	Ad	lmin	******	31/12/22
l	\odot	BO	BO	Back	Office		bo.gu	ıbse	Re	gular	*****	31/12/22
l	\odot	CE	CE	Christine	Ethell		all.gu	bse	Ad	lmin	******	03/05/20
I	\odot	СНМ	СНМ	Carmen	Hernan	des Mora	all.gu	bse	Exp	perienced	******	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.

,	EUR: User group management			• 💌
	Groups Rights of the Group		 Cancel	
	Groups	Guest visible within the following modules User grp rate ind.	Cancer	
	all	Food & Beverage, SIHOT.Debitor, SIHOT.Event, SIHOT.Fro01		
	all.gubse	Food & Beverage, SIHOT.Debitor, SIHOT.Event, SIHOT.Fro01	Help	
	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]:



o v: complete ACCESS

	EUR: Use	r group management [all.gubse]			
	Groups	Rights of the Group			
L	id	Groups	current Rights	resulting Rights	r
	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	ĺ

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 30TH JUNE 2020

The changeover is carried out **after** posting the fix services of 30th 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 hotelspecific 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 ta	xes/service charg	jes		EUR: VAT and other taxes/sen	vice charg	es
Value Added Tax	before			Value Added Tax af	ter	
Description		%	L	Description		%
VAT 19%		19,00	-	VAT 16%		16,00
VAT 7%		7,00	-	VAT 5%		5,00
no VAT		0,00	-	no VAT		0,00
		0,00	-			0,00
		0,00	-	VAT corrections 19%		19,00
		0,00	-	VAT corrections 7%		7,00
		0,00	-			0,00
		0,00	-			0,00
Deposit 19%		19,00	-	Deposit 16%		16,00
Deposit 7%		7,00	-	Deposit 5%		5,00

Figure 4: VAT-table in Classic-client

VAT AND OTH	HER TA	XES ×	VAT AND OTHER T	AXES ×
Value Added		before	Value Added Tax	after
Description T	% T		Description T	% T
VAT 19%	19,00		VAT 16%	16,00
VAT 7%	7,00		VAT 5%	5,00
no VAT	0,00		no VAT	0,00
Deposit 19%	19,00		VAT corrections 19%	19,00
Deposit 7%	7,00		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 30th 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.

	EUR: Service master file [FR//]						
ſ	Service	~					
	Service code	FR			0	0	•
	Service type	Restaurant (Food/Bevera	iges) 👻				
	Description	Breakfast		Person group			-
	Revenue account	21110010 Breakfast	-	SAP-Code			
	Rate		14,00	Currency			-
	Value Added Tax	5% VAT 5%	-	VAT exemption reason			-
	Hide data	No	•	Not identifiable/calculable	No		-
	User groups	All user groups	•	Rate filter	All rate filt	ers	-
				Number set			-



SERVICE MASTER	File ×					
Service data						^
Service code	FR	٩	Person type	Ŧ		
Description	Breakfast	×	Rate	14,00	Currency	
Consiste data						
Commission						`~
Value Added Tax						~
Value Added Tax	5% VAT 5% 🔹		Split VAT			

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



EUR: Package mast	er file [TAP]						
Package data							
TAP	Confe	rence Delegate Pac	kage Plus				
Standard	⊚ Pa	ckage	Def. by ler	ngth of stay 🛛 🔘	Room rate	Flexrate	S
Package type	Conferenc -	Value Added Tax	<mark>7% M</mark> ∖ ▼	Processing	per persol 👻	Yield	_
Manual rate	Yes 👻	VAT calculation	To compo 🛃	Card revenue	To packag 👻	Yield-strategy	-
Discount	To compo 👻	VAT group	Not possible	of posting	•	BAR-definition	
Commission	Not possi 👻	Grouping	To package	s data	•	Yieldable Value	0,00
Comm.grp.	-	Invoice sequence	4	Not identif./calcul.	No 👻	User groups	All use
Max.commission	0,00	Free of charge	0	SAP-Code		Rate filter	Corpor
Master files ▼ CRI	M 🔻 Front-Offi	ce 🔻 Back-Office	 Rooms mana 	gement 🔻 Sales 8	≀ Marketing ▼	Yield 🔻 Event 🔻	Reports 🔻 Exp
Administration 🔻	GUI▼?▼						
	🗎 🛅 🖬	te 🔍 🔢 🏅			s 📰 🗋	\otimes	
PACKAGE MASTER F	ILE ×						
Master data	Component lists	Script Descript	ion Company	filter Comment	Invoice descrip	otion Booking con	ditions Standard
Package data							^
Service code	ТАР		্	Rate segment	CR (Corporate)	Person type	T
Description	Conference Delegat	e Package Plus	×	Currency			
Package type	Standard	Room rate	Package	Flexrates	Defined by leng	jtł	
Package data							
Service type	Conferences •	Rate level	*	Card revenue	To package	Grouping	-
Manual rate	/es *	Discount	To components	Rules		User groups	All user groups 🔹
Rate filter	Corporate 🔹	Use in interface	Not possible	Threshold Minimum	0.00	Threshold Maximum	0.00
Tracking code		Base rate	To components	Add base rate	No	Flat price	×
Valid from		Valid until	To package				

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 30TH 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 ko nnte 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 30th June and before posting any services on 1st 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.

SIHOT.POS		
Steuerung Verkaufsartikel Bestand Kundenmodul Einstellun	gen <u>O</u> berfläche <u>C</u> ontrolling <u>D</u> atenschu	ıtz <u>H</u> ilfe
	Mehrwertsteuer	X <u>Q</u> K Abbrechen <u>H</u> ilfe

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.

	×	Standard Erweitert	Design Zusätze Fi	lter	
	^	● Standard ○ Kombi	 ○ Container ○ Containerebene 	○ Angebot ○ Tagesgericht	
5 Nudeln		<u>N</u> ummer E <u>x</u> tern	5 Nudeln		
		Bezeichnung 2	Nudeln		
		Bonte <u>x</u> t Obergruppe	Speisen		~
		Artikelgruppe	Vorspeisen		~
		<u>M</u> wst. i.H. / a.H.	5% Mwst	- 5% Mwst	~
		Bondru <u>c</u> ker	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.

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.



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.)

EUR: Revenue accounts		
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 Corrections Food 19% t	ſM/× ax						
Master data							
Master data							^
Account no		21,110,100	Revenue area	Food	Production area	default	•
Description Co	prrections 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).
 - $\circ~$ Enter the old VAT-rates of 19% and 7% respectively.



EUR: Service master file [SPX//]			
Service			
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	
	1		
Service data Call charge rates C	Comment Taxes/Service charges	Seasonal rate Traces Script Exte	rnal IDs
Manual rate Yes	 Processing 	per person - Type of pay	/m. if p/o 🚽
Discount No	→ Fiscal	Yes Vent group	p
Fixed rate No	Card revenue	No 👻 Meal plan	
Commission No	- Grouping	✓ Hsk freq.	
SPX Master data Script Sease Service data Service code SPX Description Correction for food	sonal rate Traces Description	on Comment Invoice description type • • • • • • • • • • • • • • • • • • •	on External IDs Service re:
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	
L			
Commission			\sim
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 <u>and</u> after the changeover will show the correct VAT rate ("MwSt.") according the day that they were charged on.

Rechnung									
Datum:		02.07	.2020		Zimmer:			206	
Rechnungsn	ummer:	20005	672		Anreise:			30.06.	2020
Reservierung	nummer:	20002	2793/1		Abreise:			02.07.	2020
Datum	Bezeichnun	g			Menge	e Einzel	preis E	UR	Gesamtpreis EUR
30.06.2020	Übernachtun	g und F	rühstück		1		80,	00	80,00
	Logis			7,00%	1		66,	,00	66,00
	Frühstück			19,00%	1		14,	,00	14,00
01.07.2020	Ubernachtun	g und F	ruhstuck	E 0.00/	1		80,	00	80,00
	Logis			5,00%	1		66,	,00	66,00
	Frunstuck			5,00%	1		14,	,00	14,00
Saldo Leistur	ngen								160,00
Datum	Zahlungsart		Karten-N	r.		Betrag Devisen	Wäh	rung	Zahlung EUR
02.07.2020	EC-Karte								-160,00
Saldo Zahlun	gen								-160,00
Restbetrag									0,00
In dieser Rechnung sind folgende Mehrwertsteuerbeträge enthalten:									
MwStSatz			P	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 1st 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

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

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

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 31st December 2023

The reduced VAT-rates apply for a limited period only, i.e. on 31st December 2023, after the night audit, you need to change the VAT-table again.

8.1 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.

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 hotelspecific 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	VAT AND OTHER TAXES	S ×	
Value Added Tax				
Description	%	Value Added Tax		
VAT 19	19,00		I	_
VAT 7%	7,00	Description T	% T	
no VAT	0,00	VAT 19	19,00	
	0,00	VAT 7%	7,00	
VAT corrections 16%	16,00	no VAT	0.00	
VAT corrections 5%	5,00		0,00	
	0,00	VAT corrections 16%	16,00	
	0,00	VAT corrections 5%	5,00	
Deposit 19%	19,00	Deposit 19%	19,00	
Deposit 7%	5,00	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 in the past.

> Change all services in SIHOT.PMS back to 19% and 7% if and when required.

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.
 - \circ $\,$ 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 2023

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

9.1 VAT-CHANGES IN SIHOT.POS

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.
- Change the entries as required.
- Click **OK** to save and close the dialog.

SIHOT.POS		
Steuerung Verkaufsartikel Bestan	d <u>K</u> undenmodul <u>E</u> instellungen <u>O</u> berflä	iche <u>C</u> ontrolling <u>D</u> atenschutz <u>H</u> ilfe
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	Mehrwertsteuer	×
	I4 4 Þ ÞI 🔶 💻	ОК
	Nr. Bezeichnung Prozent A	Abbrehen
	0 undefiniert 0,00	Abbrechen
	1 19,00 2 7% Mwst 7,00	<u>H</u> ilfe
	3 0% Mwst 0,00	
	~	

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 adjustements 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 31ST DECEMBER 2023

The reduced VAT rate for all food items will return to the usual full VAT-rate as of 1st January 2024.

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 1st 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 Service code	FR		0 0 •
Service type	Restaurant (Food/Beverages)		
Description	Breakfast	Person group	•
Revenue account	21110010 Breakfast	SAP-Code	
Rate	14,00	Currency	•
Value Added Tax	19% VAT 19 % 🚽	VAT exemption reason	-
Hide data	No 👻	Not identifiable/calculable	No 👻
User groups	All user groups 🔹	Rate filter	All rate filters -
		Number set	•
	· · · · ·		
SERVICE MASTER FILE × FR			
Master data Script Seasonal rate	Traces Description Comment	t Invoice description External IDs Se	ervice restrictions
Service data			^
Service code FR	Q	Person type	
Description Breakfast	×	Rate 14.00 Cu	Irrency

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 31st December 2023 and before posting any services on 1st January 2024, in order

Split VAT

÷

➢ Go to Backoffice.

ice data

Value Added Tax

ded Ta

19% VAT 19 %

-

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

for the correct VAT to be applied. Proceed as follows:

- 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%.



> Verkaufsartikel		-			
Standard Erweitert Design Zusätze Filter					
	Artikeltyp Standard Kombi	○ Container ○ Angebot			
E Nudah	Nummer Extern	5			
	Dezeichnung	Nudeln			
	Bezeichnung 2	Nudeln			
	Bonte <u>x</u> t	Nudeln			
	Obergruppe	Speisen			
	Artikelgruppe	Vorspeisen			
	<u>M</u> wst. i.H. ⁷ a.H.	19% Mwst 🗸 7% Mwst			
	Bondru <u>c</u> ker	Küche 🗸			

Figure 16: Changing food-articles in SIHOT.POS

10.4 Kommunikation Kasse - SIHOT

Please check the table in chapter 5.2 to see 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

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:
 - \circ $\;$ Define a name by which this service can be easily identified.
 - \circ $\;$ Enter the new revenue account created for this purpose.
 - Do not define a price allow manual rates.
 - Enter the reduced VAT-rate of 7%.