SIHOT
hotel management software

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?
  - 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.

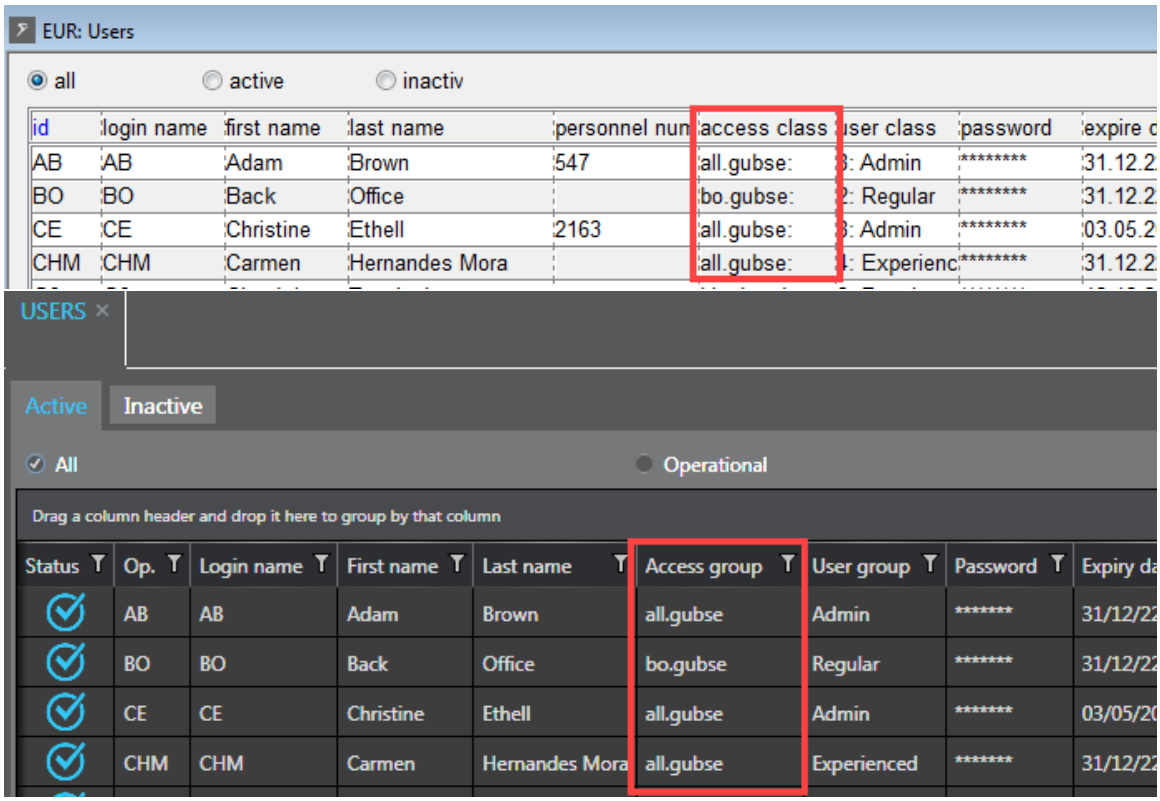


Figure 1: User and their user groups in Classic-and Flex-clients

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

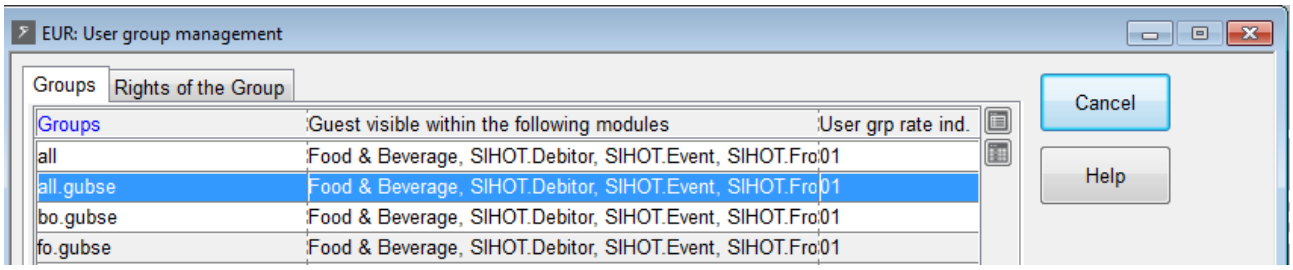


Figure 2: User group rights in the Classic-client

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

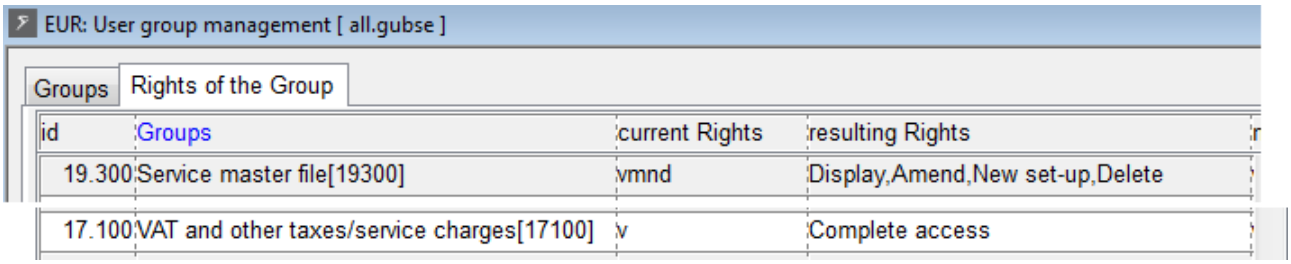


Figure 3: User rights (Classic-Client)

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 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.

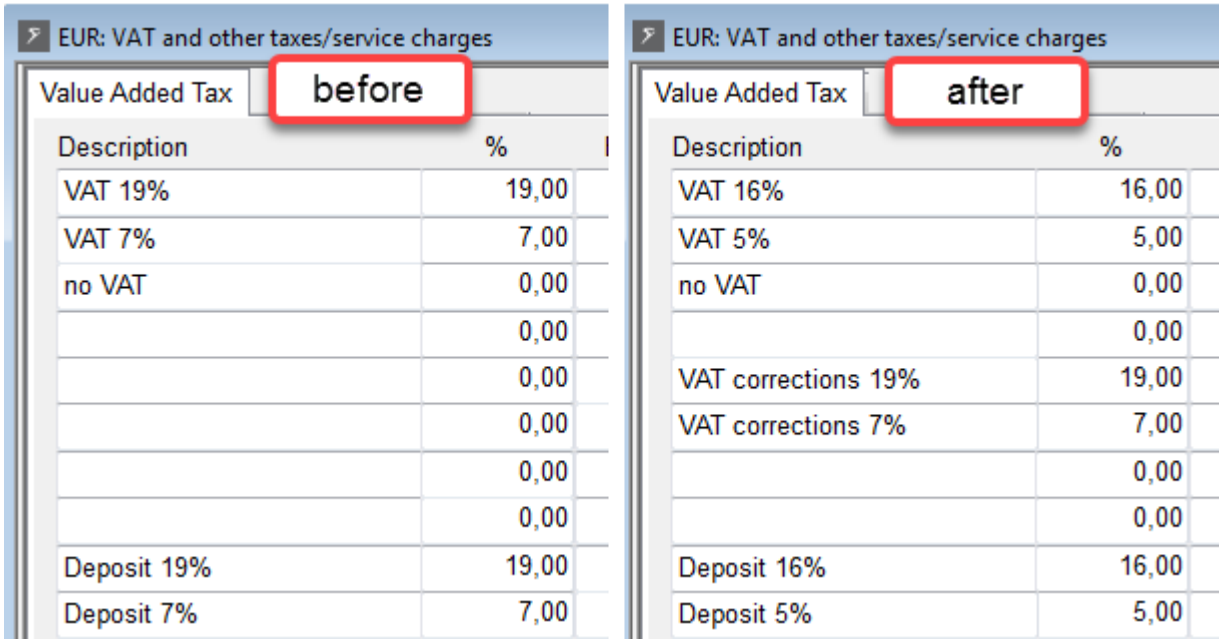


Figure 4: VAT-table in Classic-client

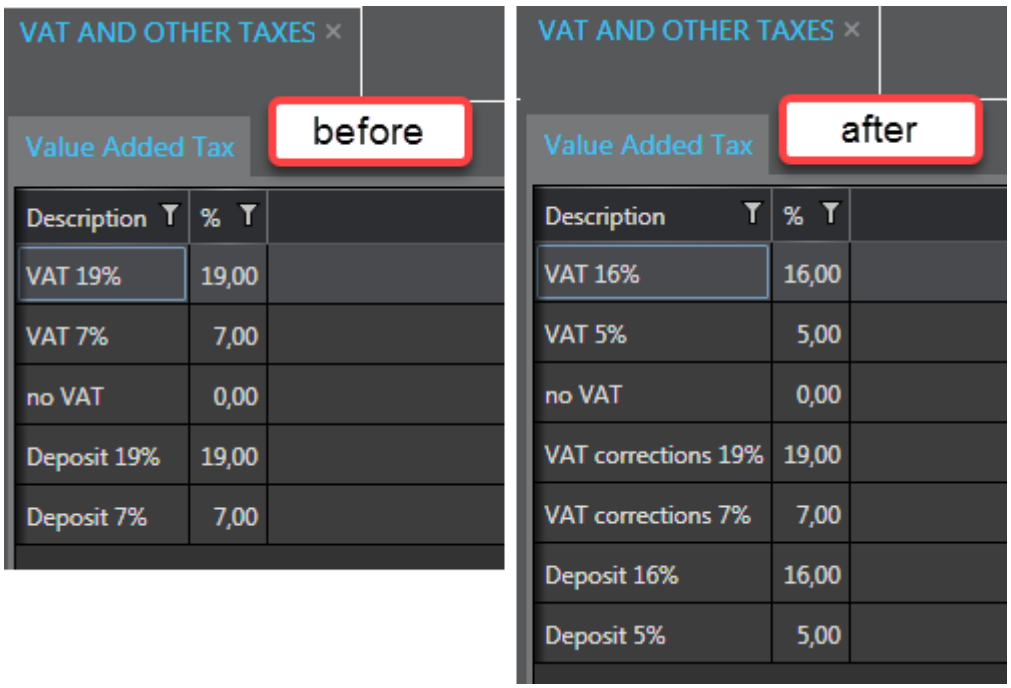


Figure 5: VAT-table in Flex-client

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

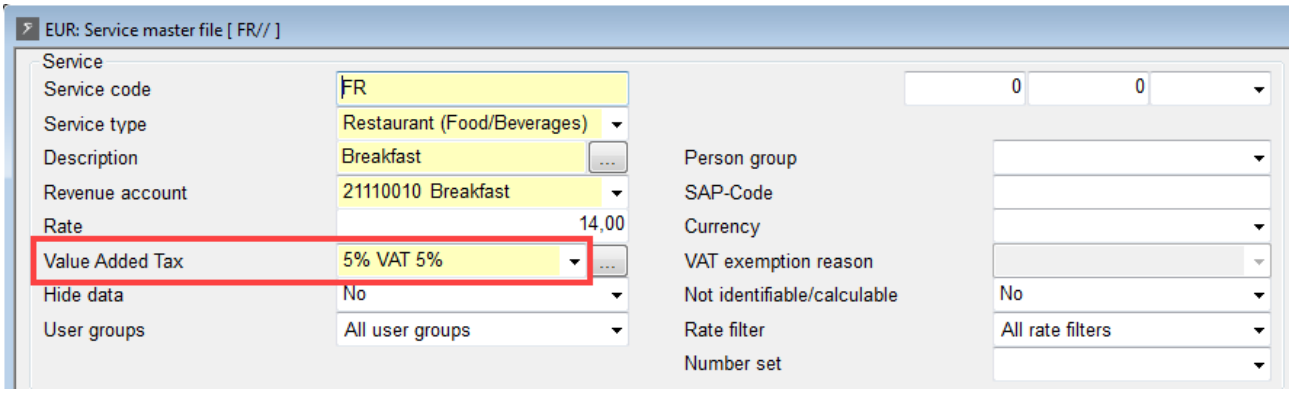
- Restart SIHOT in all workstations.

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.



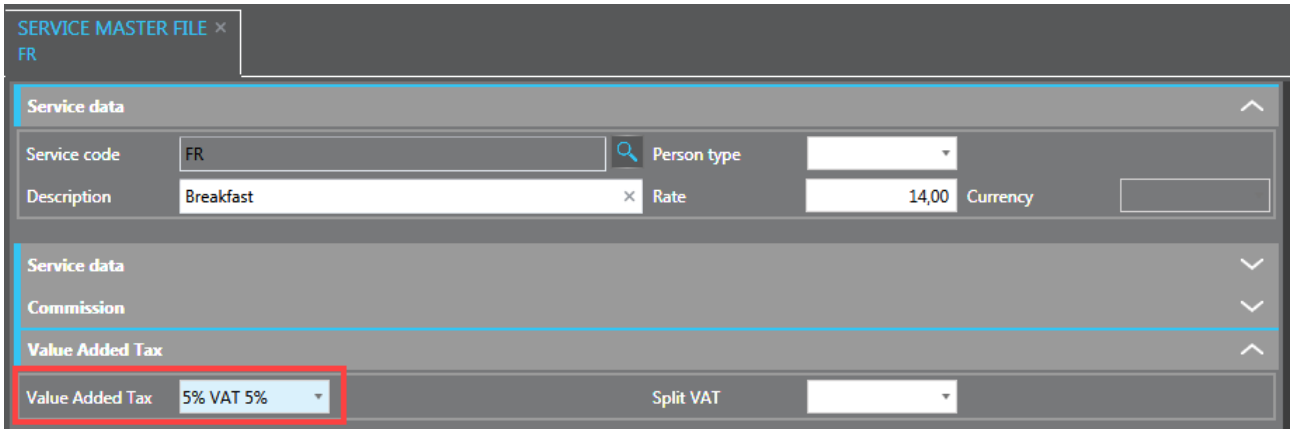


Figure 6: Master file for a food-service in Classic- and Flex-client

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*

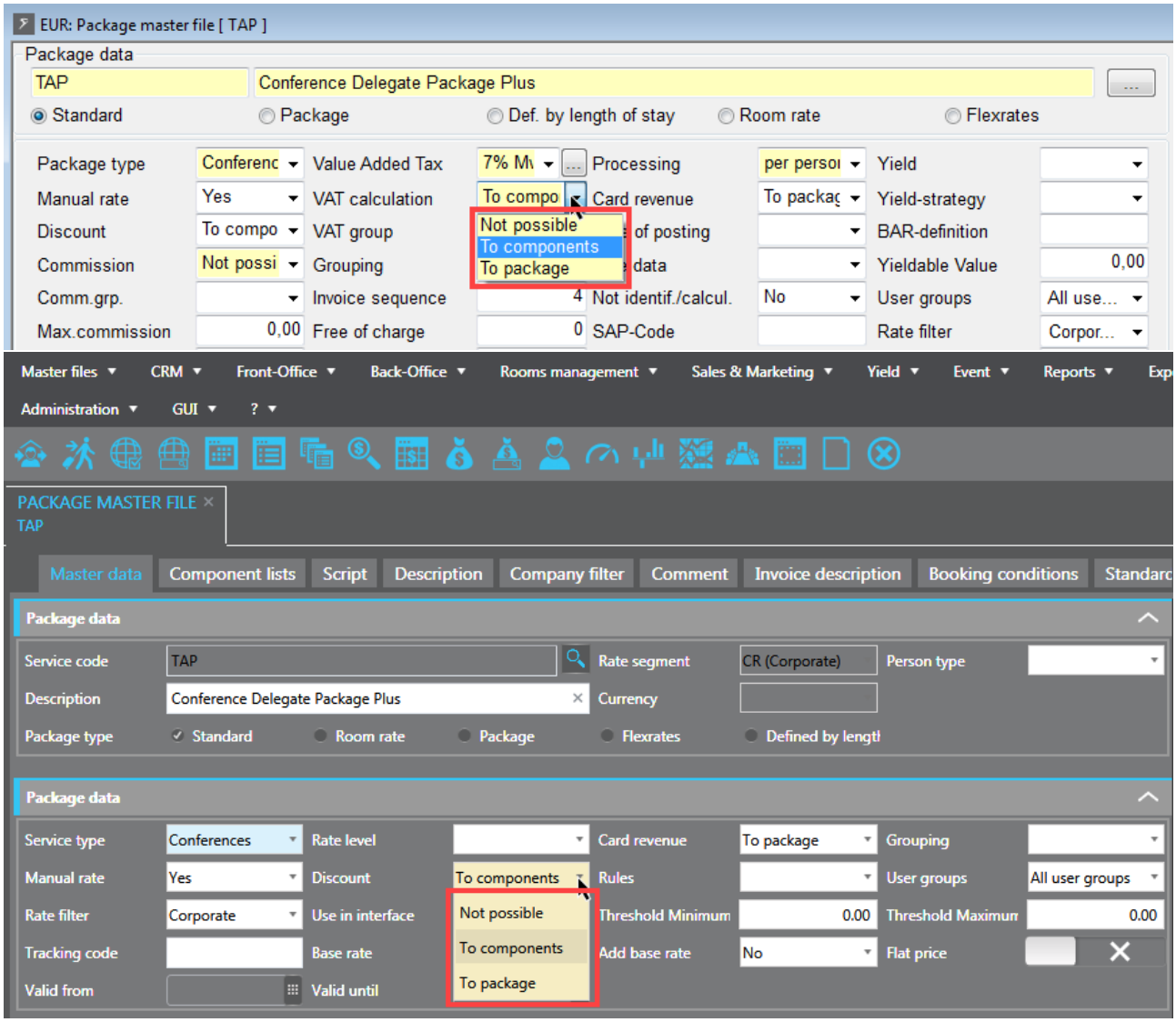


Figure 7: Package master file in Classic-and Flex-clients

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 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 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 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.

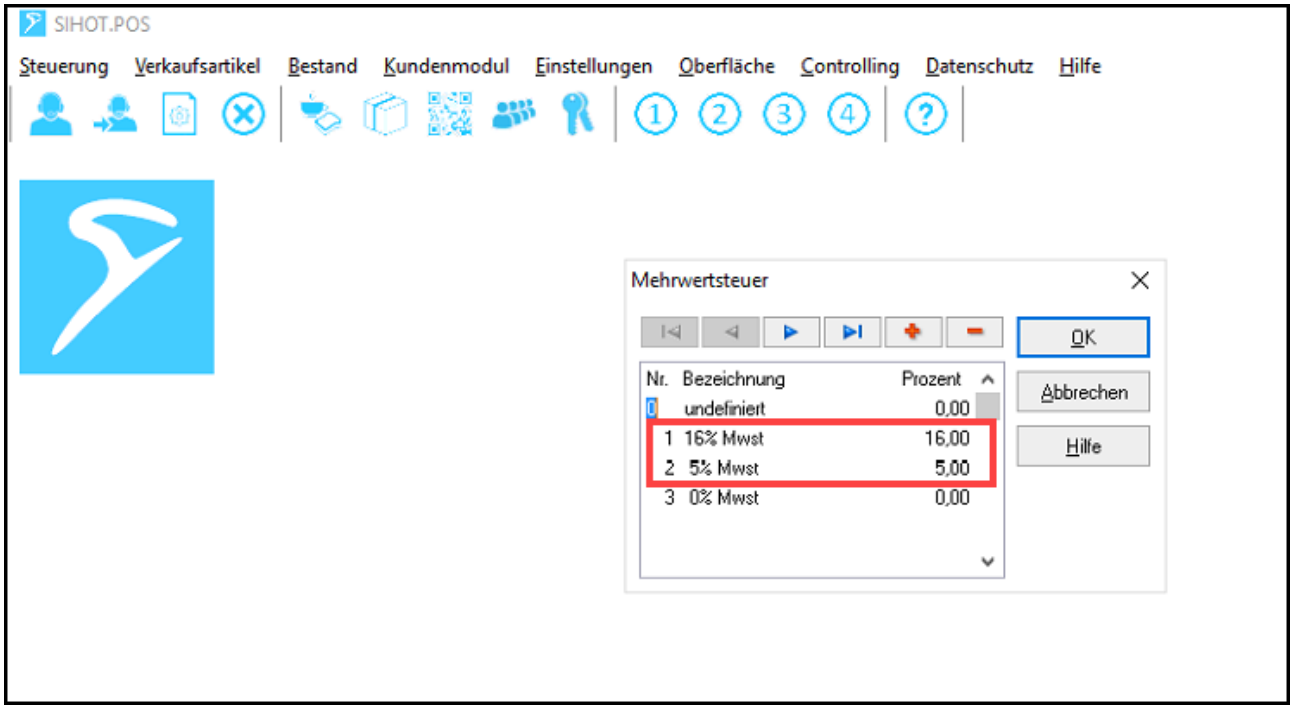


Figure 8: Changing the VAT in SIHOT.POS

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.

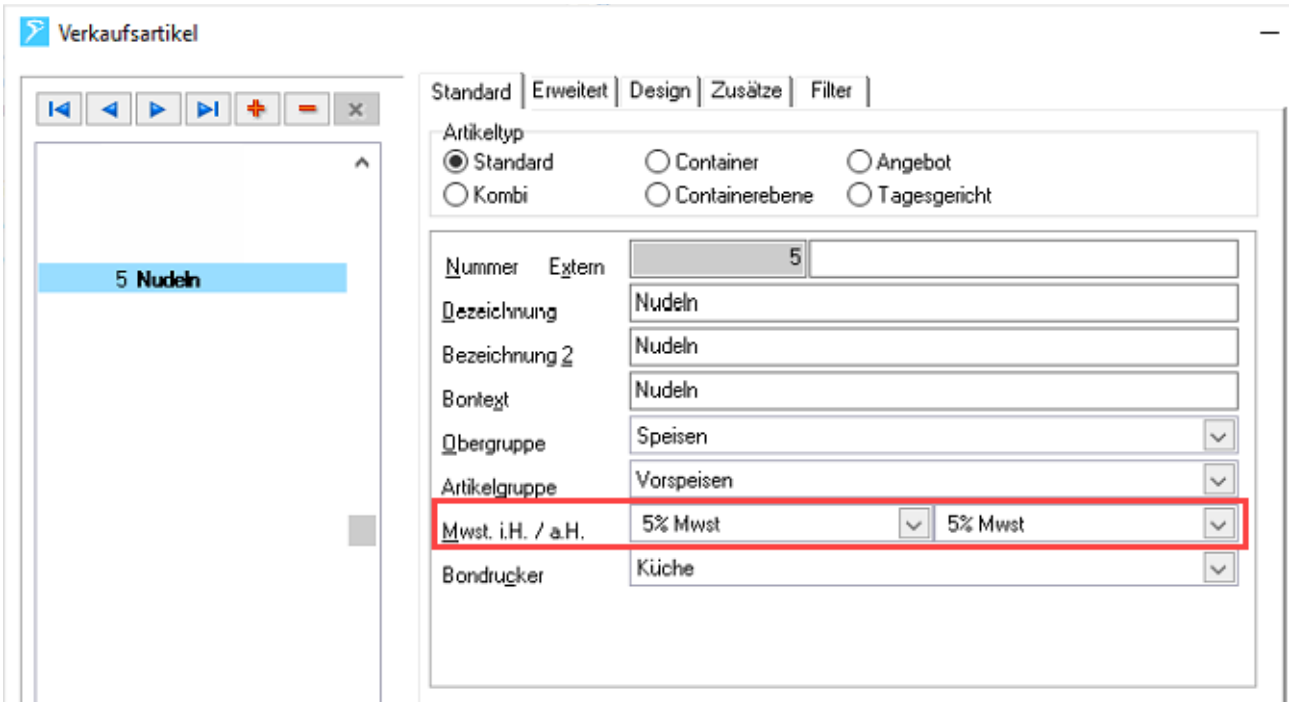


Figure 9: Changing food-articles in SIHOT.POS

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.)

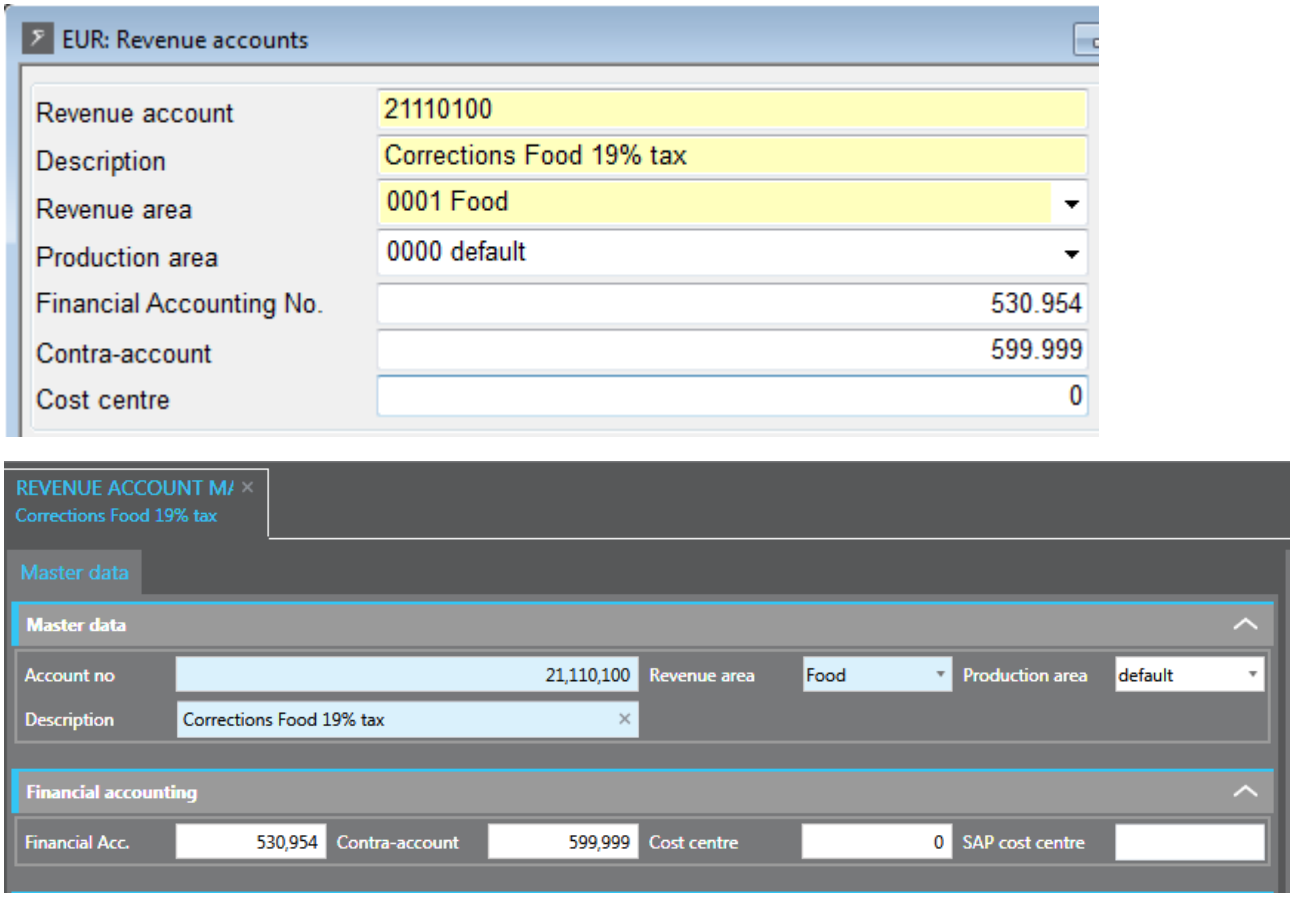


Figure 10: Revenue account for corrections in Classic-and Flex-clients

- 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.

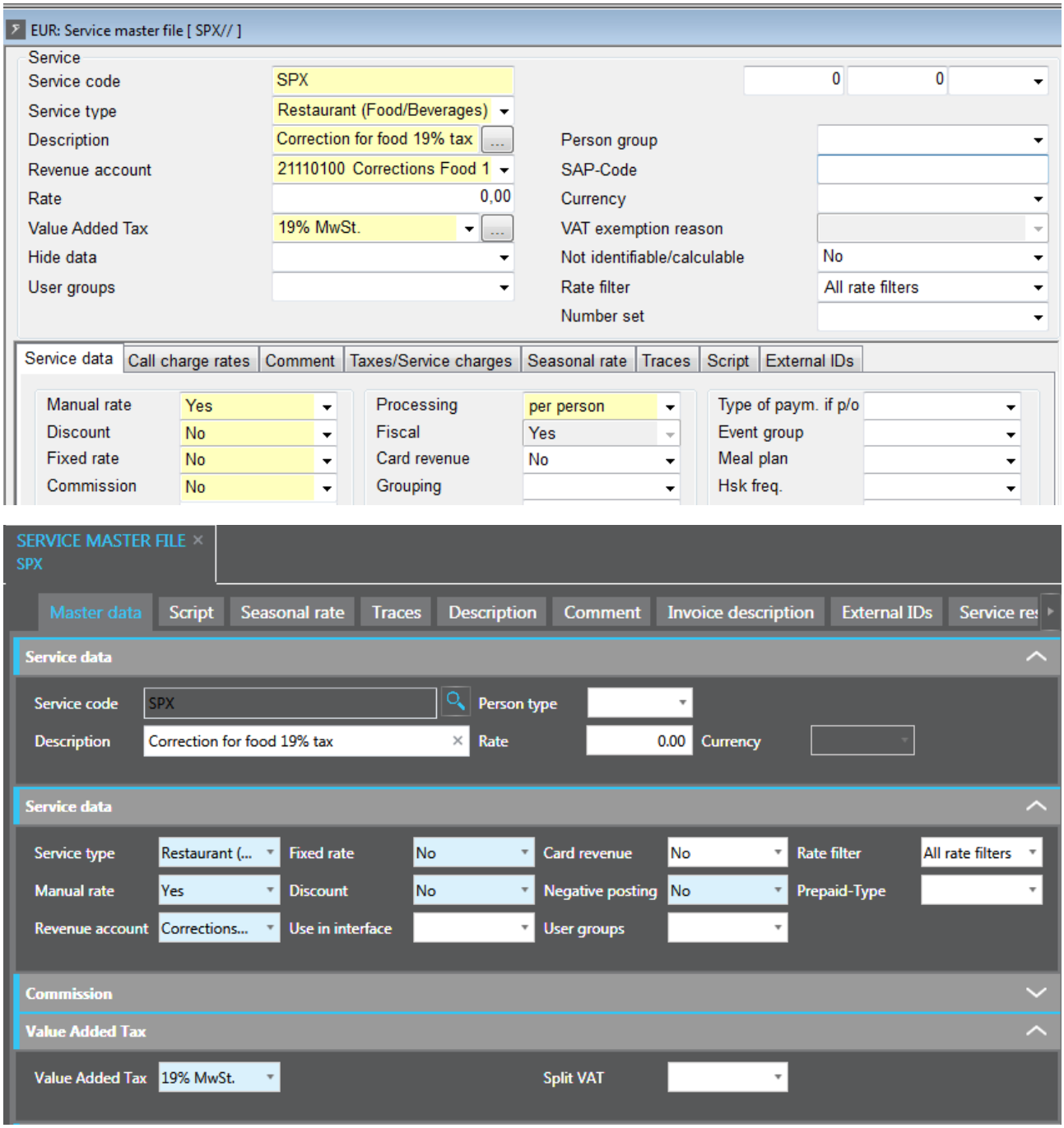


Figure 11:Service master file for corrections in Classic-and Flex-clients

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.

Rechnung

Datum:	**02.07.2020**	**Zimmer:**	**206**
Rechnungsnummer:	20005672	Anreise:	30.06.2020
Reservierungnummer:	20002793/1	Abreise:	02.07.2020

Datum	Bezeichnung		Menge	Einzelpreis EUR	Gesamtpreis EUR
30.06.2020	Übernachtung und Frühstück		1	80,00	80,00
	Logis	*7,00%*	*1*	*66,00*	*66,00*
	Frühstück	*19,00%*	*1*	*14,00*	*14,00*
01.07.2020	Übernachtung und Frühstück		1	80,00	80,00
	Logis	*5,00%*	*1*	*66,00*	*66,00*
	Frühstück	*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 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 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.

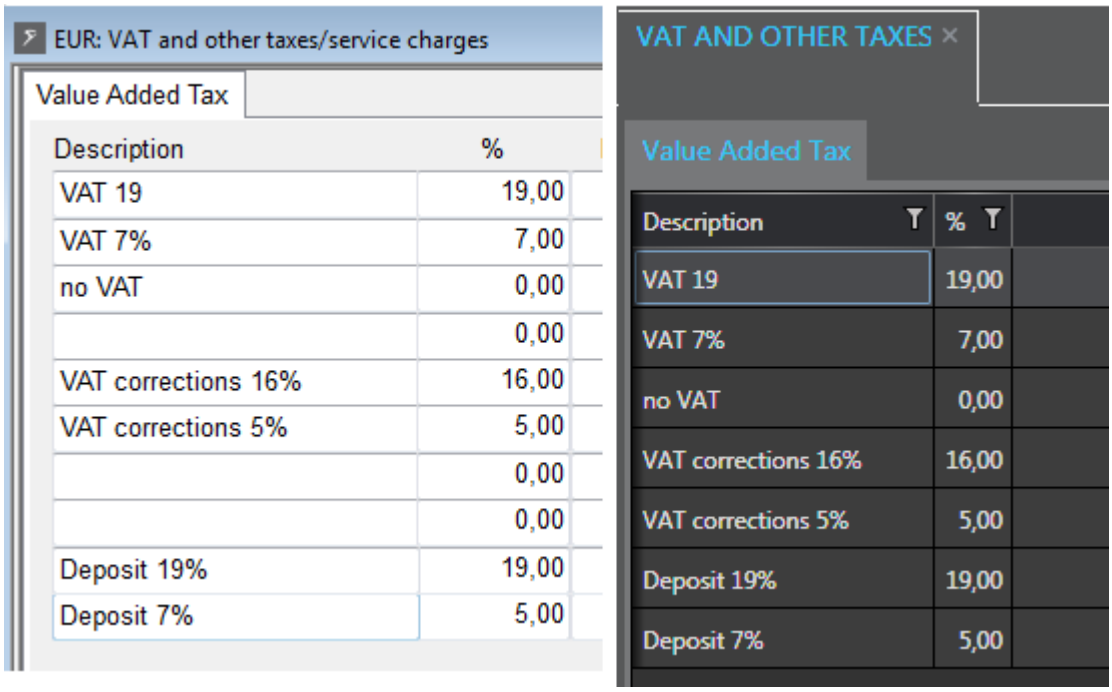


Figure 13: VAT-tables in Classic- and Flex-client

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.
  - 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.

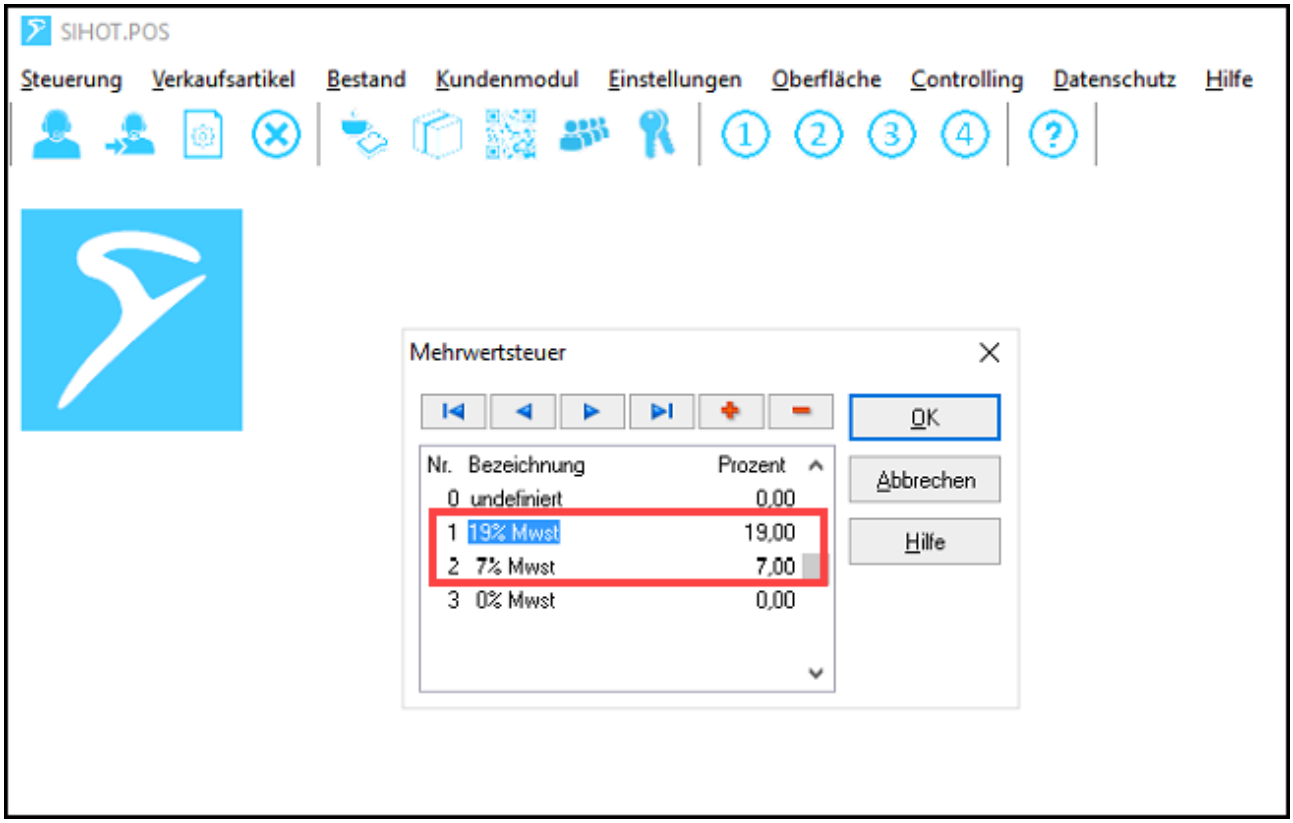


Figure 14: Changing the VAT in SIHOT.POS

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.

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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.

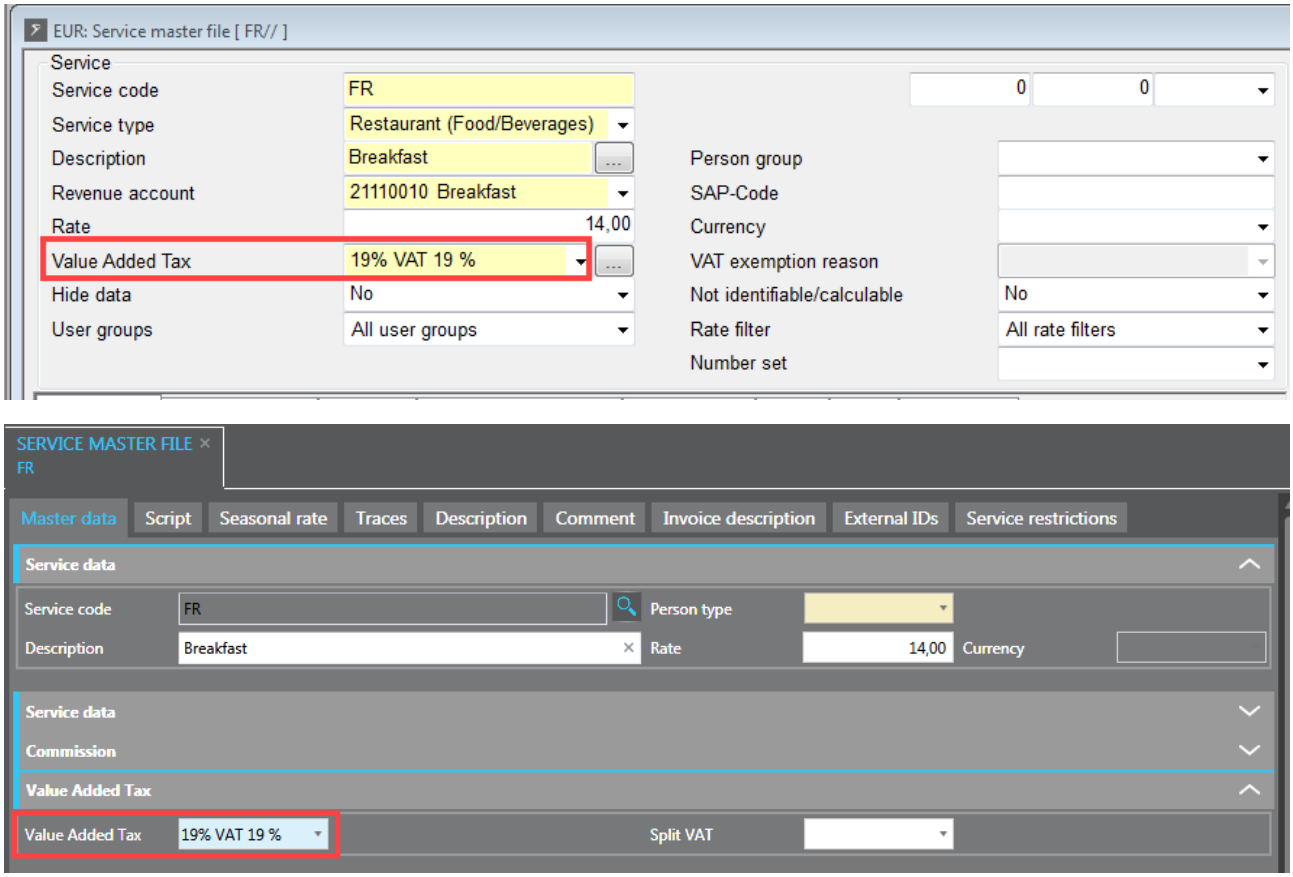

Figure 15: Master file for a food-service in Classic- and Flex-client

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 31st December 2023 and before posting any services on 1st January 2024, 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%.

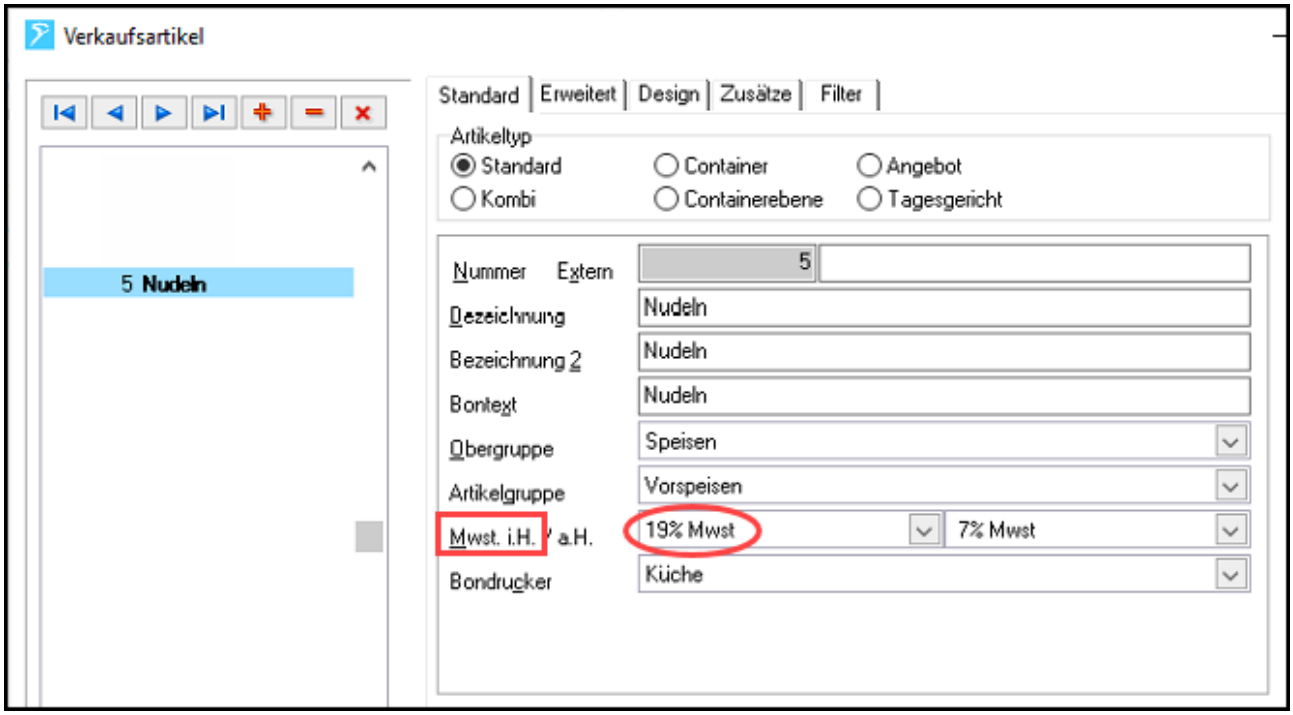

Figure 16: Changing food-articles in SIHOT.POS

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:
  - 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%.