SIHOT - HANDLING OF VAT-REDUCTION
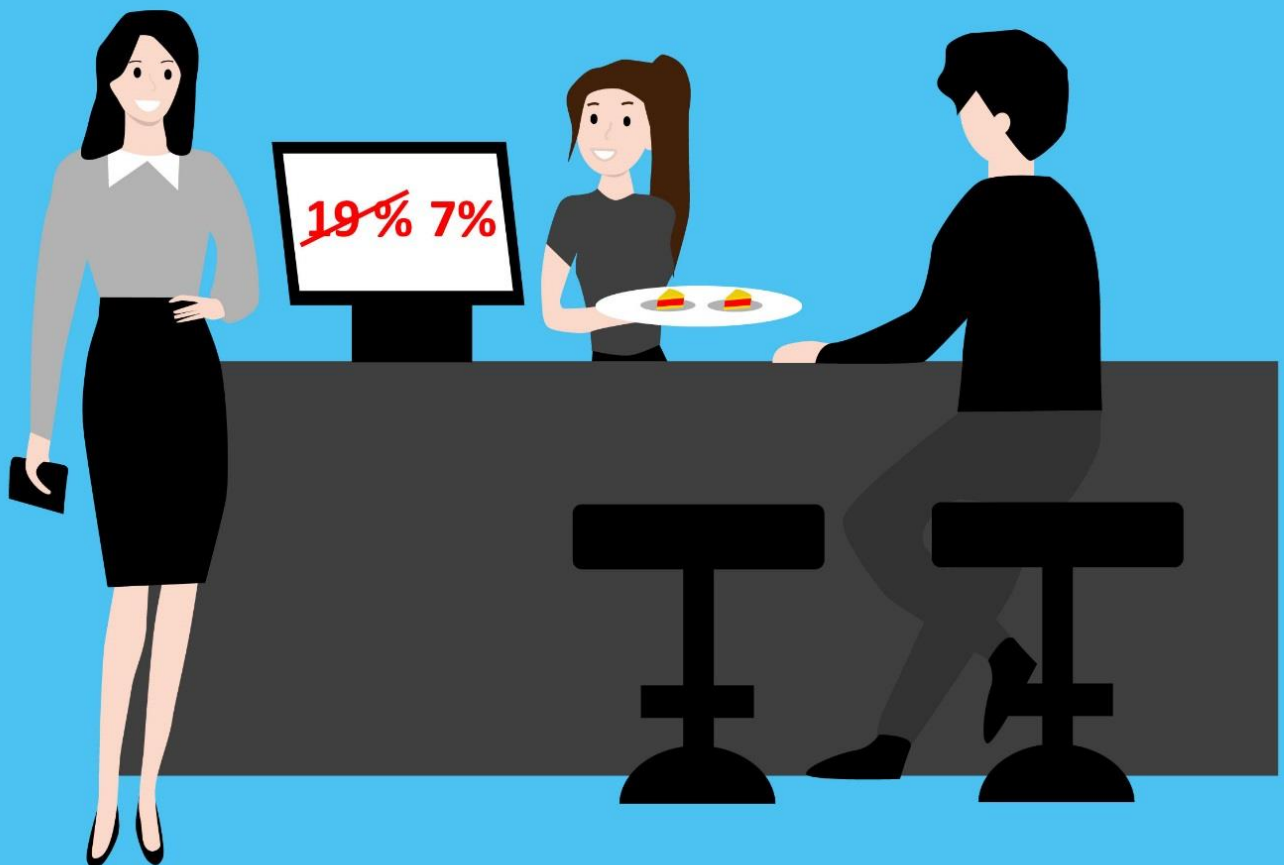
VAT reduction for Food Items as of 1st January 20026 in Germany

11.05.2020

Contents

1 CHANGE-LOG

Date	Version	Name	Description
11.09.2025	1.0	C. Ethell	Translation

![SIHOT hotel management software logo]

2 REDUCTION OF VAT ON FOOD

The German government is reducing the VAT. In Germany, VAT is known as "Mehrwertsteuer" and is commonly abbreviated as MwSt.

In this documentation, we'll explain what you need to look out for when changing the VAT (or MwSt.) in the POS, what you need to change in SIHOT.PMS and how to proceed if you need to change invoices after the changeover.

If you have third party POS system, please contact the respective supplier or support department to find out how to change the VAT in that system.

3 PREPARATIONS IN SIHOT.PMS
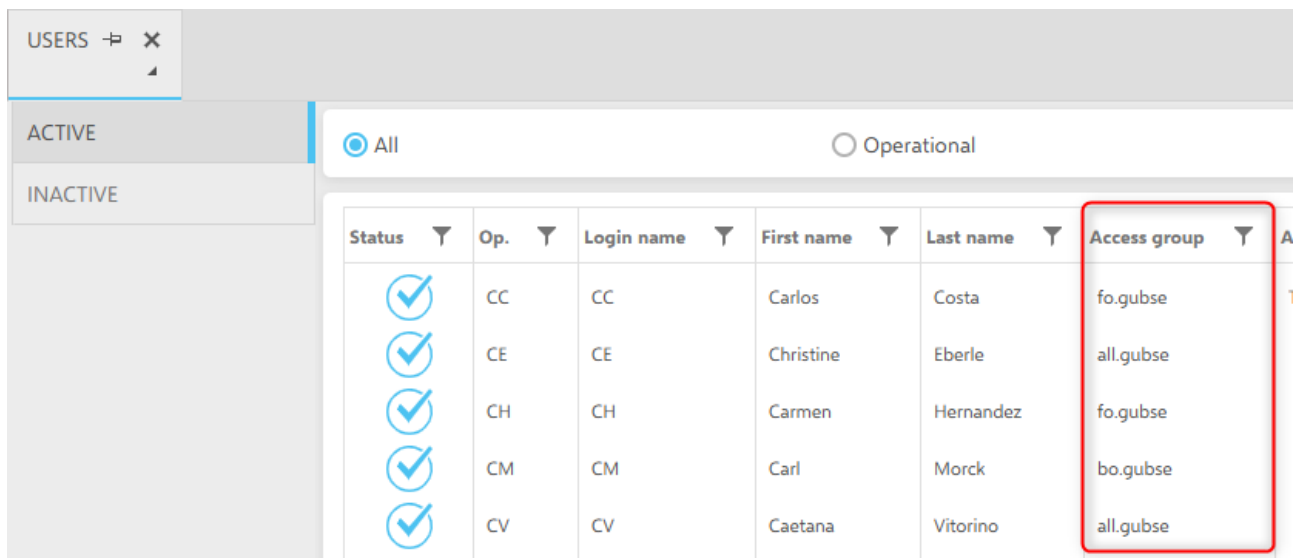
3.1 TRIAL BALANCE DIFFERENCES

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 new VAT rate, 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 user rights and access groups to ensure that the staff responsible for changing over the VAT-rates are actually able to carry out the required tasks.

In the Users-dialog (menu Administration > Administration), check the access group

Figure 1: User and their access groups

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

Open the User rights dial (menu Administration > Administration) to ensure the respective access groups have the layout righs for:

1. ID_SIHOT_SERVICE_MASTER
2. ID_SIHOT_VAT_AND_TAXEN

Figure 2: Required layout rights

4　SIHOT.PMS: CHANGEOVER ON 31ST DECEMBER 2025

The changeover is carried out **after** posting the fix services of 31st December, which is usually after running the night audit.

4.1　DATA STORAGE/BACKUP

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.

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.

4.2　SERVICE MASTER FILES

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, breakfast that's part of your packages'component lists.

NOTE:

The German tax system contains specific regulations regarding the classification of food items as a "meal". For questions and official information, please consult a tax advisor.

➢ 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 *7%*.
➢ Click **Modify** to save.

> ➢ Ensure that all affected services are changed as described.

Figure 3: Service master file

4.3 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 4: Package master file s

4.4 RESTART

Having made the necessary adjustments, restart SIHOT in all workstations. This ensures that the changed master files are loaded correctly and can be used by all users.

5 INVOICES

Bills with food-related charges from before <u>and</u> after the changeover will show the correct VAT rate according the day that they were charged on.

Figure 5: Different VAT-rates on invoice showing compontes indvidually

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

Figure 6: Revenue account for corrections

> ➢ Create a new service master file for corrective postings as follows:
>> o Define a name by which this service can be easily identified.
>> o Enter the new revenue account created for this purpose.
>> o Do not define a price - allow manual rates.
>> o Enter the old VAT-rate of 19%.

Figure 7: Service master file for corrections

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 POST PACKAGES IN ADVANCE

Due to the changeover, you mustn't pre-post packages beyond the changeover date. You can pre-post packages until 1st January 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.

7.2 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.

7.3 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.

7.4 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.

8 SIHOT.POS: CHANGEOVER ON 1ST JANUARY 2026

In SIHOT.POS, each item and combination defined as "food" must be given the new VAT rate. This should be done **after** the Z-POS on 31st December and **before** posting any services on 1st January, 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 as opposed to VAT2 used for take outs), select the *7%*-entry.
- ➢ Repeat the same with all food-items in the POS.

9 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

9.1 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.

9.2   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.

9.3 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. Follow the examples in the blue lines.

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.