

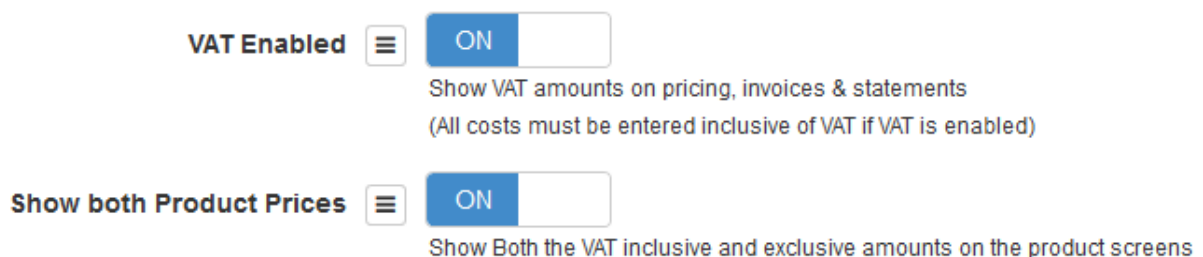


During the festive period, we noticed a few of our customers had not changed their VAT settings to the increased 15 %, effective from 01 April 2018.

It is important to note that any invoices issued from this date onwards (01 April 2018) must be charged at 15 % VAT.

If you make use of VAT within HeroTill, please ensure that the following settings are correct:

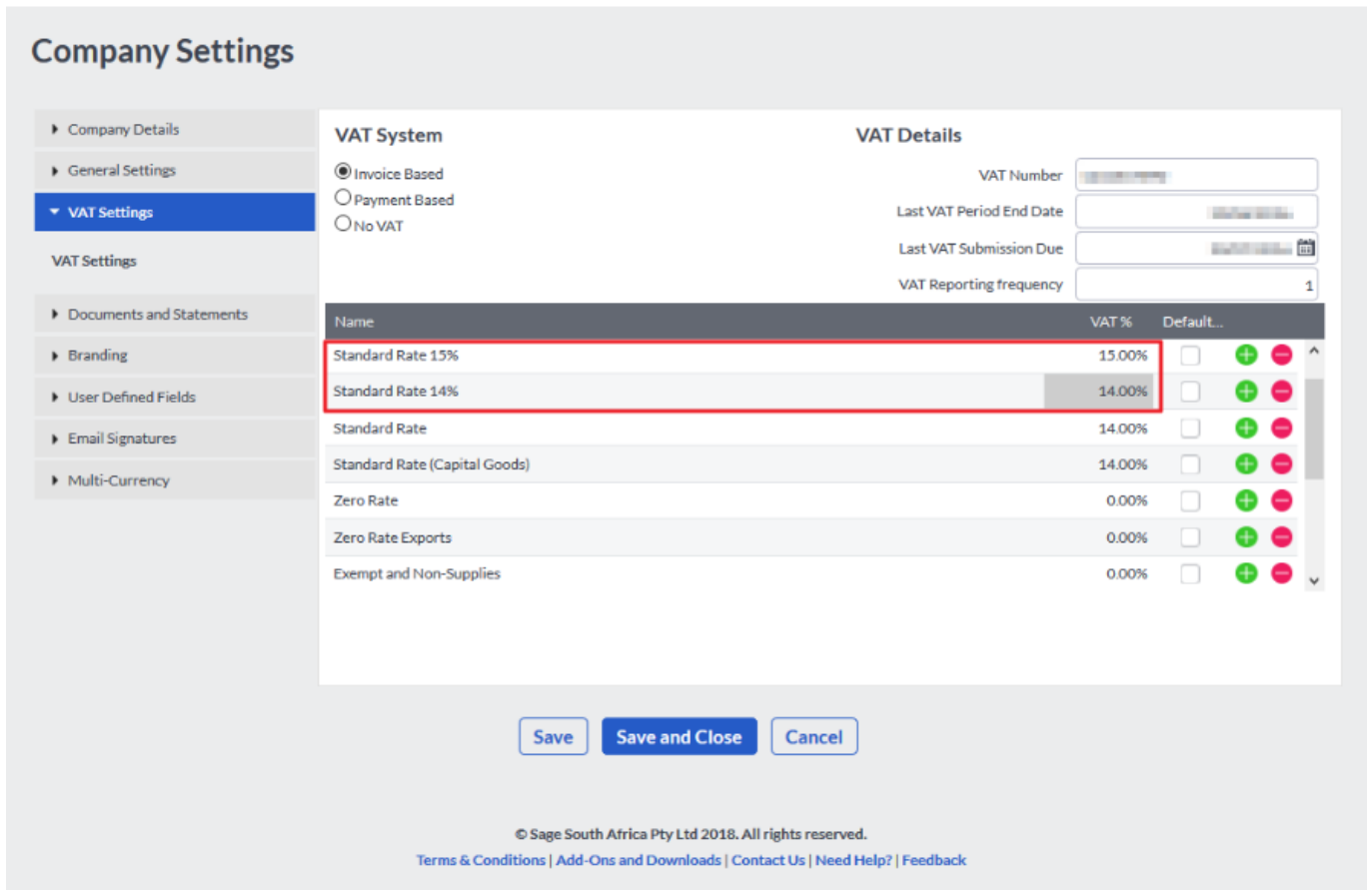
Step 1: To confirm that your HeroTill is set to use VAT, navigate to Billing > Billing Setup > Billing Setup. The following two settings should be enabled.



Step 2: For customers that use the Sage One Accounting Integration, you will need to check the following settings on your Sage One Account.

You will need to add two new “Standard Rate” VAT rates in Sage One. You will do this by navigating to Company > Change Company Settings > VAT Settings.

Add “14 % Standard Rate” and “15 % Standard Rate” and Save and Close. You will need to ensure that these new rates are synced correctly back to HeroTill – but we will cover this step in further down.



Company Settings

Company Details
General Settings
VAT Settings
VAT Settings
Documents and Statements
Branding
User Defined Fields
Email Signatures
Multi-Currency

VAT System

Invoice Based
 Payment Based
 No VAT

VAT Details

VAT Number
Last VAT Period End Date
Last VAT Submission Due
VAT Reporting frequency: 1

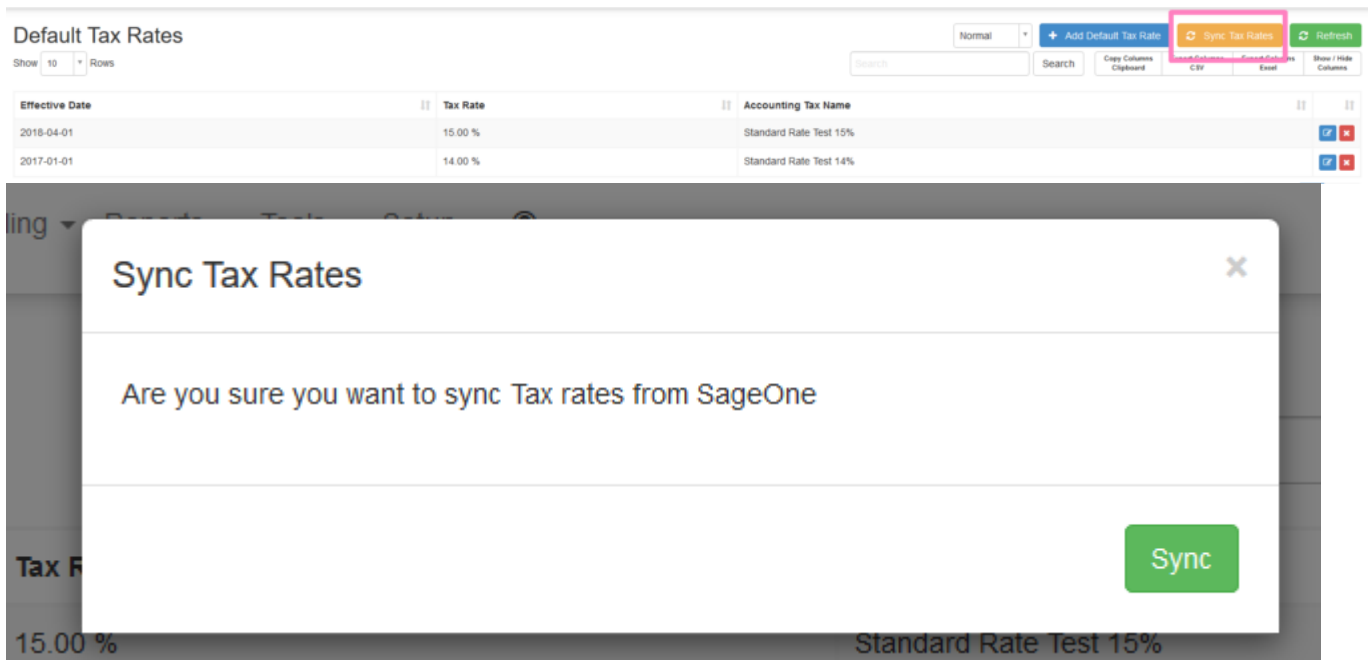
Name	VAT %	Default...
Standard Rate 15%	15.00%	<input type="checkbox"/> + -
Standard Rate 14%	14.00%	<input type="checkbox"/> + -
Standard Rate	14.00%	<input type="checkbox"/> + -
Standard Rate (Capital Goods)	14.00%	<input type="checkbox"/> + -
Zero Rate	0.00%	<input type="checkbox"/> + -
Zero Rate Exports	0.00%	<input type="checkbox"/> + -
Exempt and Non-Supplies	0.00%	<input type="checkbox"/> + -

Save Save and Close Cancel

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Step 3: In HeroTill you will need to make sure your VAT rates are correctly synced with Sage One.

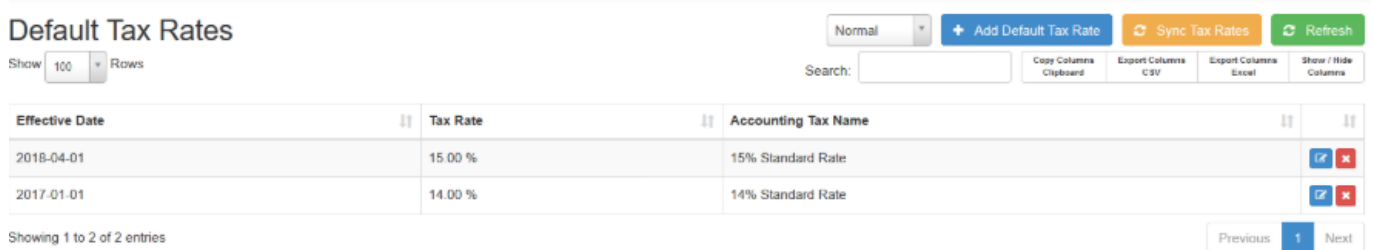
To do this, navigate to Billing > Billing Setup > Default Tax Rates > click on the button to Sync Tax Rates. Once the pop up appears, click on **Sync** to proceed.



The screenshot shows the 'Default Tax Rates' table with two entries. A dialog box titled 'Sync Tax Rates' is overlaid on the table, asking 'Are you sure you want to sync Tax rates from SageOne' with a green 'Sync' button.

Effective Date	Tax Rate	Accounting Tax Name
2018-04-01	15.00 %	Standard Rate Test 15%
2017-01-01	14.00 %	Standard Rate Test 14%

Step 4: This step is crucial to the VAT setup as it will ensure that the correct VAT rate will be billed. Once the sync has completed, you will need to check your VAT settings to ensure that they are correct. You should have at least two VAT rates listed now.



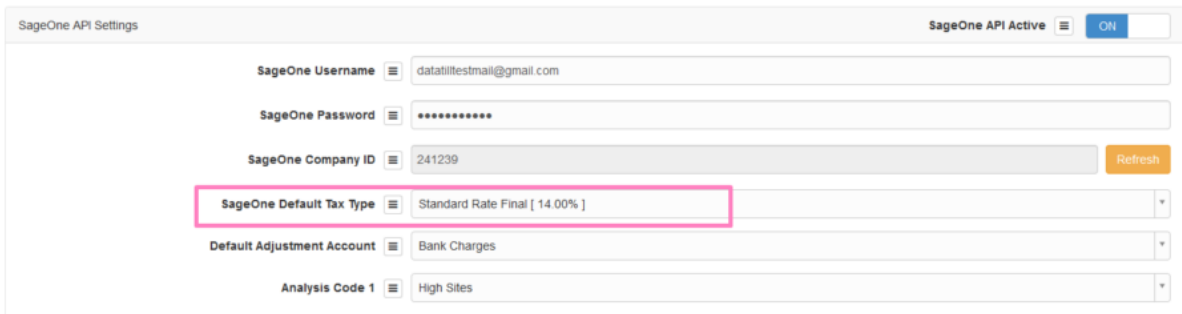
The screenshot shows the 'Default Tax Rates' table after the sync process. The table now displays two entries with updated accounting tax names.

Effective Date	Tax Rate	Accounting Tax Name
2018-04-01	15.00 %	15% Standard Rate
2017-01-01	14.00 %	14% Standard Rate

- The effective date for the 15 % VAT Rate should be 01.04.2018. Please edit your date if necessary to reflect this.
- The effective date for any other VAT Rate should all be prior to 01.04.2018 and **not** equal to or greater than this.
- Validation has been added to ensure that there cannot be duplicate Effective Dates for VAT Rates.
- Please check that the Tax Rate % matches the Accounting Tax Name.(The Accounting Tax Name should match what was created in **Step 1**. If this does not match please edit the record and select the correct the Accounting Tax Name.

- It is extremely important to note, that if the incorrect Accounting Tax Name is linked to a Tax Rate, this will cause serious VAT discrepancies and will require manual data capturing to correct.
- If the user fails to setup the VAT Rates on this page, the system will look at the Default Tax Type setup under the Accounting Integration menu. (However, if the Default Tax Type is set up here and under the Default Tax Rates menu, the system will use the settings from the Default Tax Rates menu by default.)

Accounting Integration



SageOne API Settings

SageOne API Active ON

SageOne Username:

SageOne Password:

SageOne Company ID: Refresh

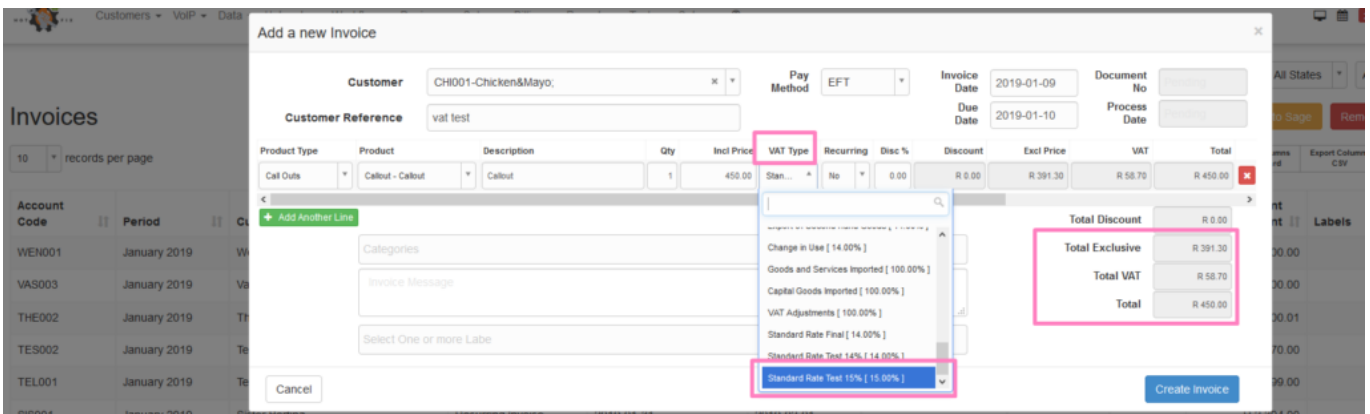
SageOne Default Tax Type: (highlighted with a pink box)

Default Adjustment Account:

Analysis Code 1:

Step 5: Do spot checks on your billing documents and Products.

Before pushing any billing documents to Sage One, individually or through the Month End Process, do spot checks on your billing documents to ensure the correct 15 % VAT Rate is being used by default.



Add a new Invoice

Customer: CHI001-Chicken&Mayo, Pay Method: EFT, Invoice Date: 2019-01-09, Document No: [empty]

Customer Reference: val test, Due Date: 2019-01-10, Process Date: [empty]

Product Type	Product	Description	Qty	Incl Price	VAT Type	Recurring	Disc %	Discount	Excl Price	VAT	Total
Cal Outs	Calout - Calout	Calout	1	450.00	Stan...	No	0.00	R 0.00	R 391.30	R 58.70	R 450.00

VAT Type dropdown menu (highlighted with a pink box):

- Change in Use [14.00%]
- Goods and Services Imported [100.00%]
- Capital Goods Imported [100.00%]
- VAT Adjustments [100.00%]
- Standard Rate Final [14.00%]
- Standard Rate Test 14% [14.00%]
- Standard Rate Test 15% [15.00%] (highlighted with a pink box)

Summary (highlighted with a pink box):

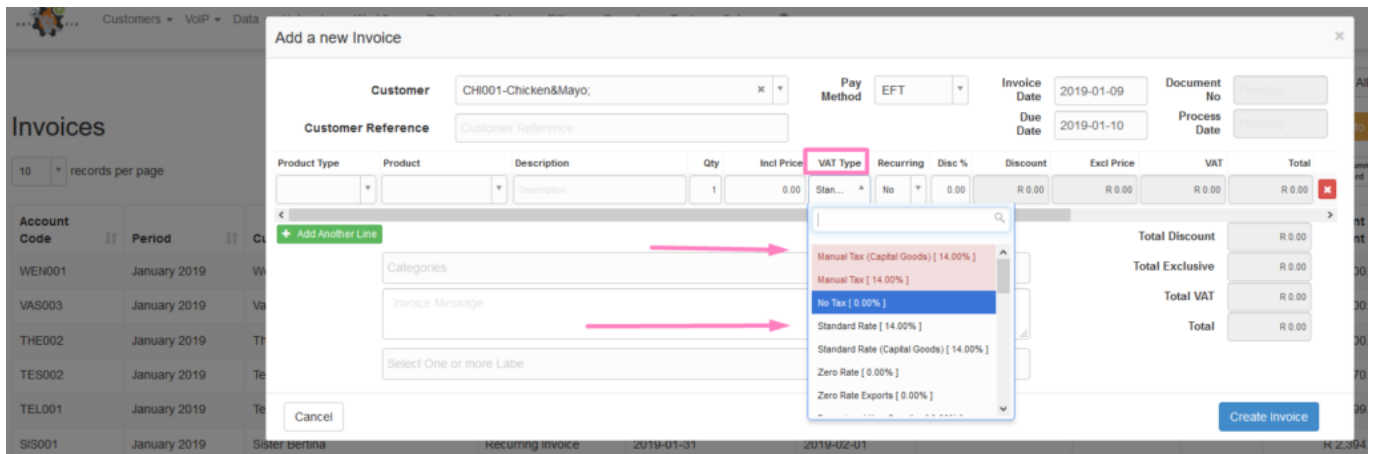
Total Discount	R 0.00
Total Exclusive	R 391.30
Total VAT	R 58.70
Total	R 450.00

Edit Product #7 ✕

Product Details Audit Trail

Product Type	Call Outs
Product Code	Callout
Product Title	Callout
Labels	Select One or more Labe
Visible to Customers	<input checked="" type="checkbox"/> ON If disabled customers will not be able to select this product
Enable Product Note	<input type="checkbox"/> OFF
Product Cost	R 450.00 Incl VAT R 391.30 Ex VAT
Sales Account	
SageOne ID	21608799
Commission Category	

HeroTill will also be introducing a new improvement to the VAT Type dropdown on all billing documents. The user will now see invalid VAT types that should not be used, in red text. Valid VAT types will be displayed in normal text.



You may view the previous VAT blog from March 2018, by clicking on the link [here](#).

Please feel free to contact our Support Call Centre, should you need any assistance with checking your VAT setup.