



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.

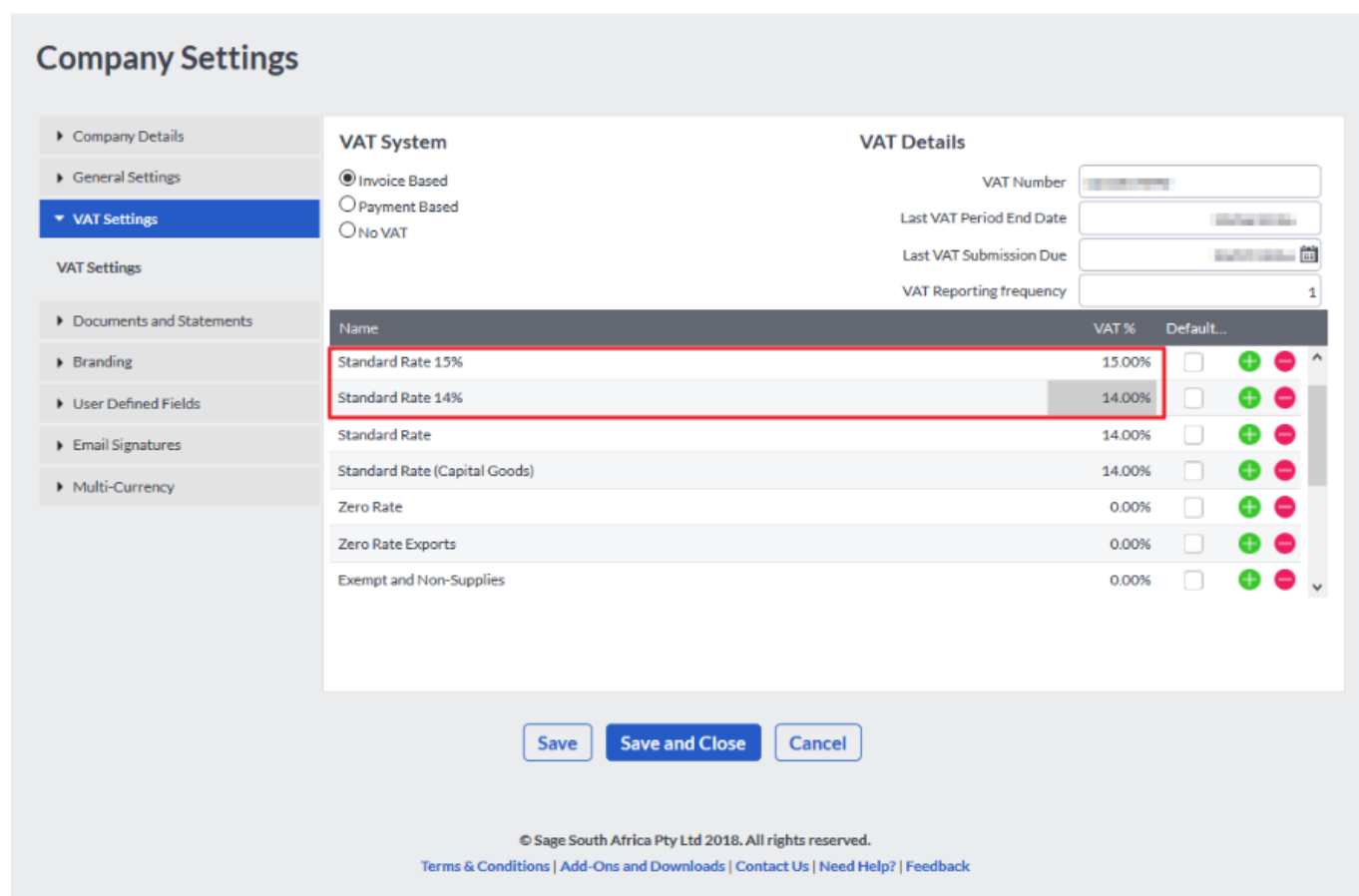
VAT Enabled ☒ **ON**
Show VAT amounts on pricing, invoices & statements
(All costs must be entered inclusive of VAT if VAT is enabled)

Show both Product Prices ☒ **ON**
Show Both the VAT inclusive and exclusive amounts on the product screens

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.

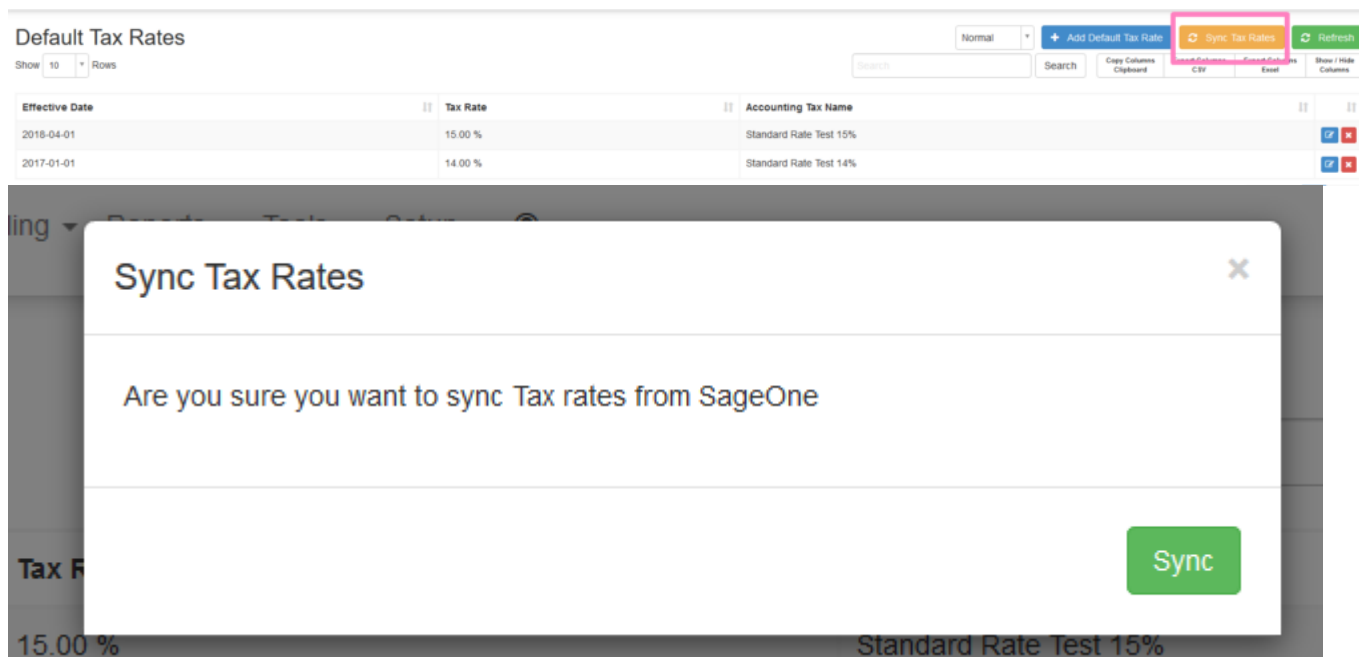
Add “14 % Standard Rate” and “15 % Standard Rate” and Save and Close. You will need to ensure that these new rates are synced correctly back to HeroTill – but we will cover this step in further down.



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"/>

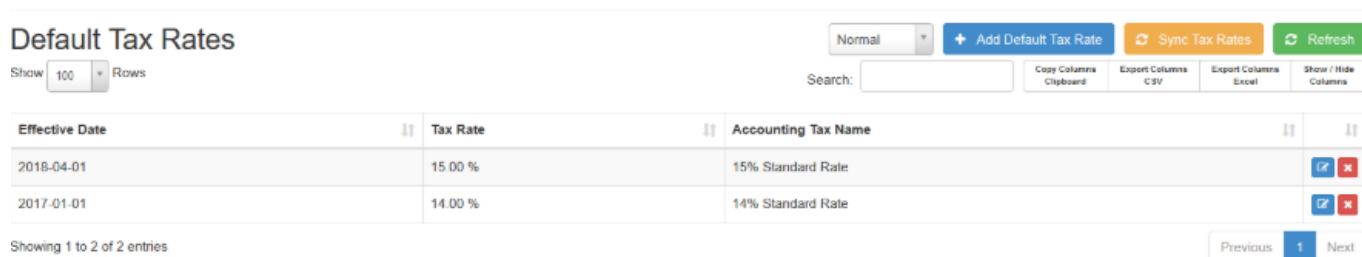
Step 3: In HeroTill you will need to make sure your VAT rates are correctly synced with Sage One.

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' interface. At the top, there are buttons for 'Add Default Tax Rate', 'Sync Tax Rates' (highlighted with a red box), and 'Refresh'. Below these is a table with columns: 'Effective Date', 'Tax Rate', and 'Accounting Tax Name'. The table contains two rows: one for 2018-04-01 with a 15.00 % rate and 'Standard Rate Test 15%', and another for 2017-01-01 with a 14.00 % rate and 'Standard Rate Test 14%'. A modal window titled 'Sync Tax Rates' is open in the foreground, asking 'Are you sure you want to sync Tax rates from SageOne' with a green 'Sync' button.

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.

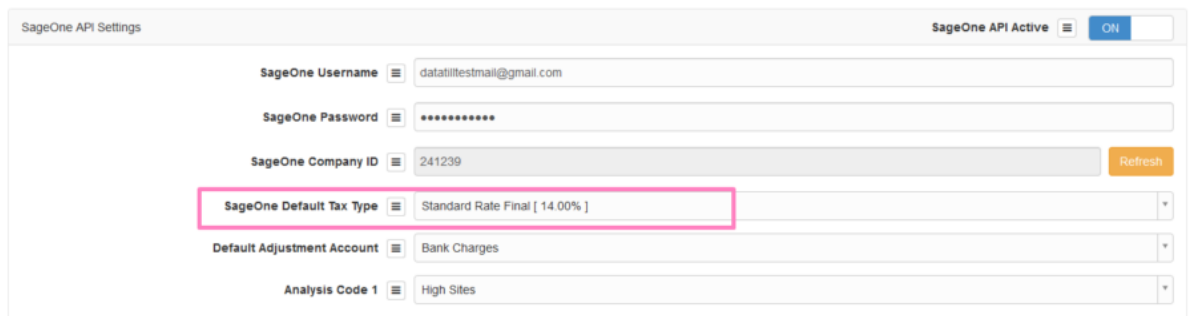


The screenshot shows the 'Default Tax Rates' interface after syncing. The table now shows two entries: one for 2018-04-01 with a 15.00 % rate and '15% Standard Rate', and another for 2017-01-01 with a 14.00 % rate and '14% Standard Rate'. The 'Sync Tax Rates' button is now orange, indicating it has been used. The 'Refresh' button is green. The 'Showing 1 to 2 of 2 entries' text is visible at the bottom left.

- 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:

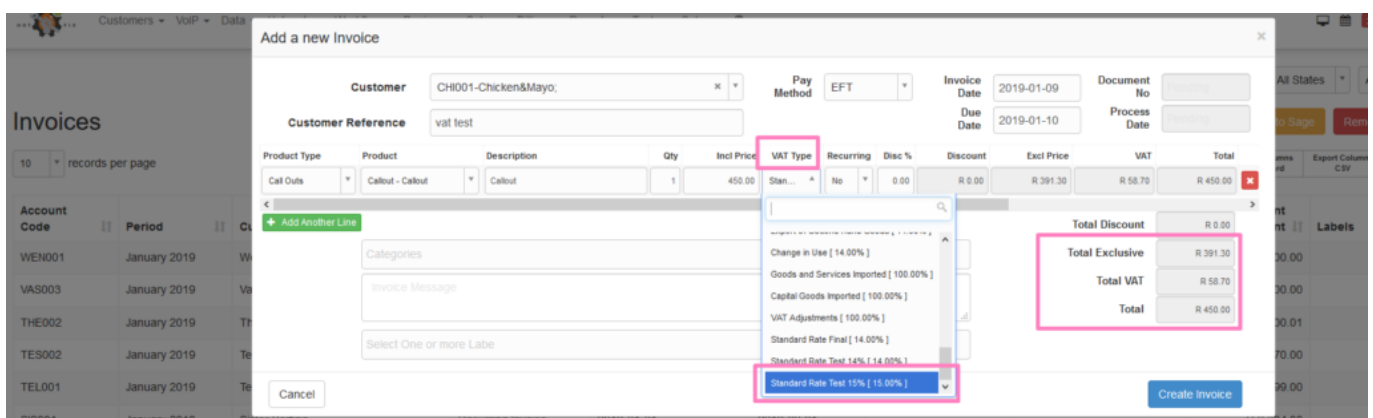
SageOne Default Tax Type: (highlighted with a pink box)

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: Pay Method: Invoice Date: Document No:

Customer Reference: Due Date: Process Date:

Product Type	Product	Description	Qty	Incl Price	VAT Type	Recurring	Disc %	Discount	Excl Price	VAT	Total
Call Outs	Calcut - Calcut	Calcut	1	450.00	Standard Rate Final [14.00%]	No	0.00	R 0.00	R 391.30	R 58.79	R 450.00

Total Discount: R 0.00
 Total Exclusive: R 391.30
 Total VAT: R 58.79
 Total: 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 blue box)

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

ON

If disabled customers will not be able to select this product

Enable Product Note

OFF

Product Cost

R

450.00

Incl VAT

R

391.30

Ex VAT

Sales Account

SageOne ID

21608799

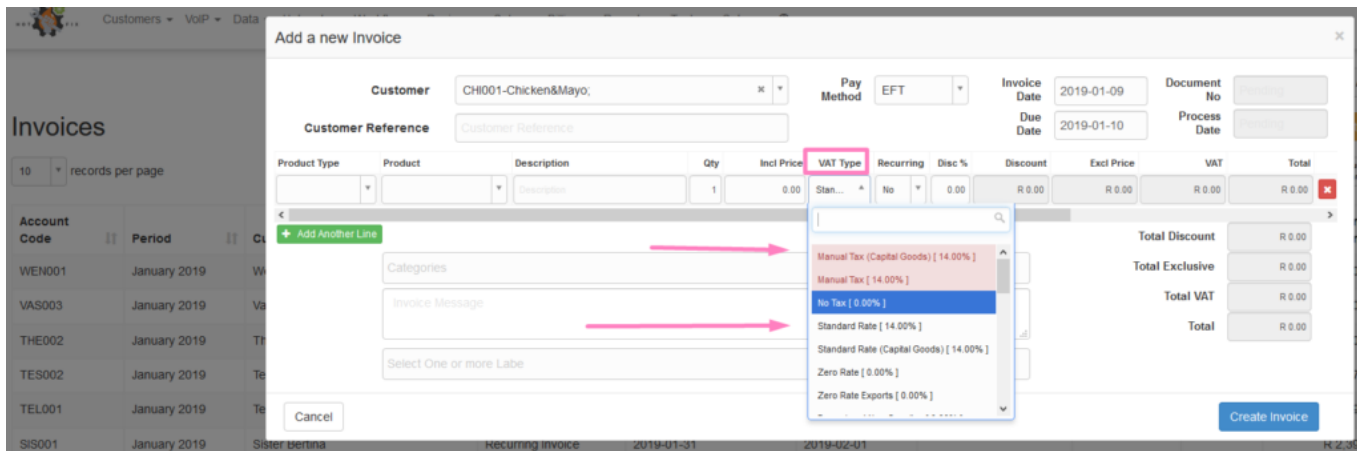
Commission Category

Close

Save Changes

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.

Have you checked your VAT settings for the new year?



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.