

Changing or adding a new VAT Rate to Quantum 2021 12.5% Rate

THE ANNOUNCED CHANGE IN VAT RULES

The government announced on 8 July 2020 that it intended to legislate to apply a temporary 5% reduced rate of VAT to certain supplies relating to hospitality, hotel and holiday accommodation and admission to certain attractions.

The reduced rate was initially introduced to last for a temporary period between 15 July 2020 and 12 January 2021. This period was subsequently extended to 31 March 2021.

The government announced at Budget 2021 that the temporary reduced rate will be extended for a further six-month period at 5% until 30 September 2021.

A new reduced rate of 12.5% will then be introduced which will end on 31 March 2022. The scope of the relief will remain unchanged.

This table summarises the change in Rules:

Product Type	Eat-In Rate Pre 15th July 2020	Take -Away Rate Pre 15th July 2020	Eat-In Rate 15th July 2020 to 30th Sept 2021	Take-Away Rate 15th July 2020 to 30th Sept 2021	Eat-In Rate 1st Oct 2021 to 31st March 2022	Take-Away Rate 1st Oct 2021 to 31st March 2022
Cold Food	20%	0%	5%	0%	12.50%	0%
Hot Food	20%	20%	5%	5%	12.50%	12.50%
Non-Alcoholic Drinks	20%	20%	5%	5%	12.50%	12.50%
All Other	20%	20%	5%	5%	12.50%	12.50%

It is the responsibility of individual businesses to determine which products fall into which categories – the above table is a basic representation of the change in VAT rules.

Before starting to change things there are some Considerations regarding the new VAT rate

1. Do you sell alcohol?

- If you sell alcohol, Non-Alcoholic beverages, and food then you **will** need to follow the guide.
- If you use the Eat in or Takeaway functions, you **will** need to use this guide
- If you **do not** sell alcohol and **do not** use an Eat in or Take Out system, and **only** sell food, accommodation and attractions referenced in the statement from the chancellor then you could change the Standard VAT Rate to 12.5% this is shown on **Page 4** of this guide
- send the information down to your terminals on **page 19** of this guide.

2. Are you going to increase the price of food and non-alcoholic drinks to reflect the 12.5% VAT rate?

- If you are not going to change the RRP price, then you **will** still have to change the VAT Rate of the products to 12.5% by following the instructions in on **page 7** of this guide.
- If you are going to be passing on the changes to the end user then you **will** need to amend the RRP price by following the instructions on **pages 7-18** of this guide.
- send the information down to your terminals on **page 19** of this guide.

3. Are you going to keep the VAT saving by not changing your prices?

- You **will** still need to adjust the VAT rate to 12.5% on your products following the instructions on **page 7** of this guide.
- You **will Not** need to change the RRP.
- send the information down to your terminals on **page 19** of this guide.

4. Do you have Eat In prices and Take Out prices that differ?

- You **will** need to adjust the relevant price levels to reflect the new prices you want to sell at by following the instructions on **page 16** of this guide.
- send the information down to your terminals on **page 19** of this guide.

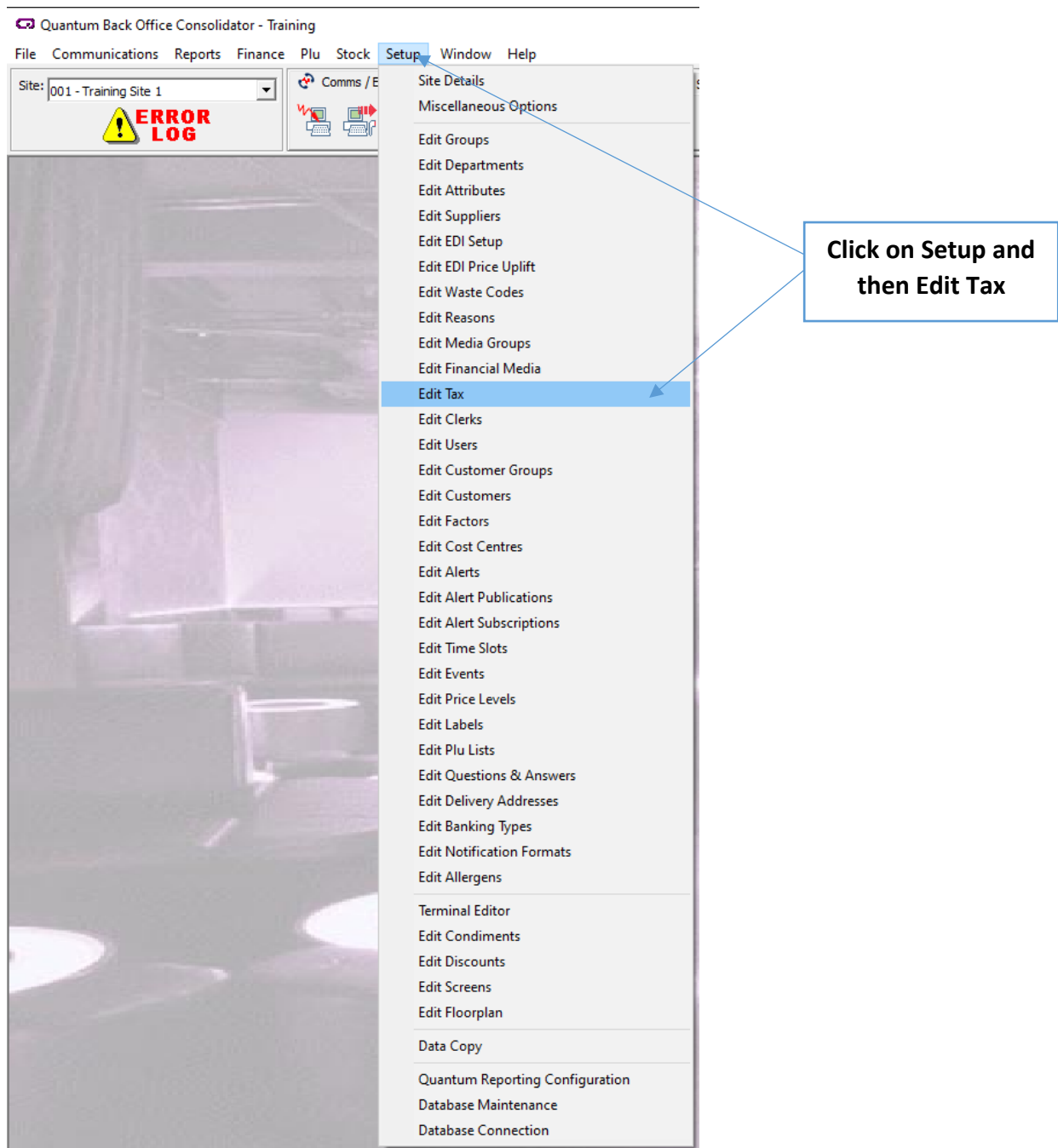
5. Do you have multiple tax shifts and tax rates based on what you sell?

- You **will** need to change the VAT Shift rates by following the instructions on **page 16** of this manual.
- send the information down to your terminals on **page 19** of this guide.

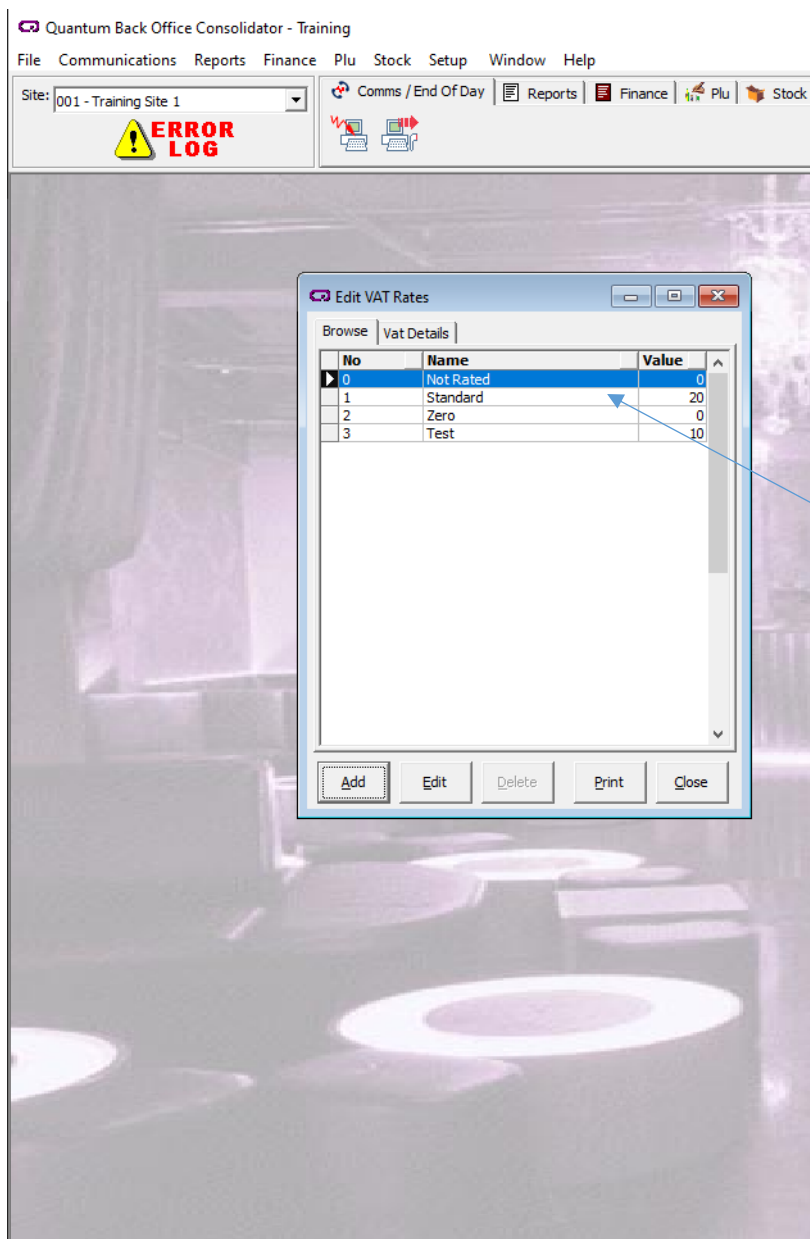
Cunninghams Epos Group are not VAT experts so you will have to speak to your tax specialist to decide what products or group of products attract what level of VAT.

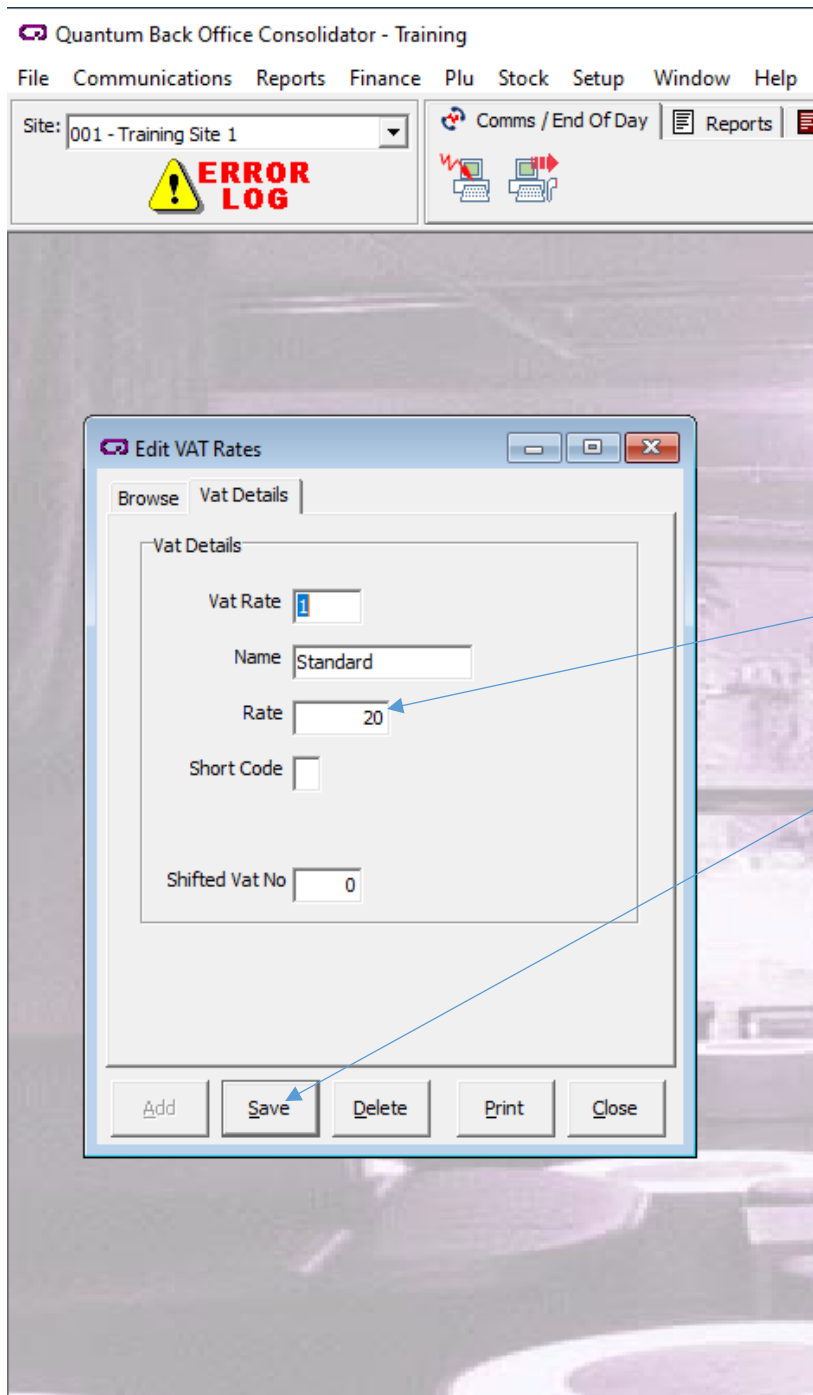
To Change the Standard Vat Rate to 12.5%

To Change the Standard VAT Rate of 20% to the new 12.5% rate **only change this** If you **do not** sell alcohol and **do not** use an Eat in or Take Out system, then you can change the Standard VAT Rate to 12.5%



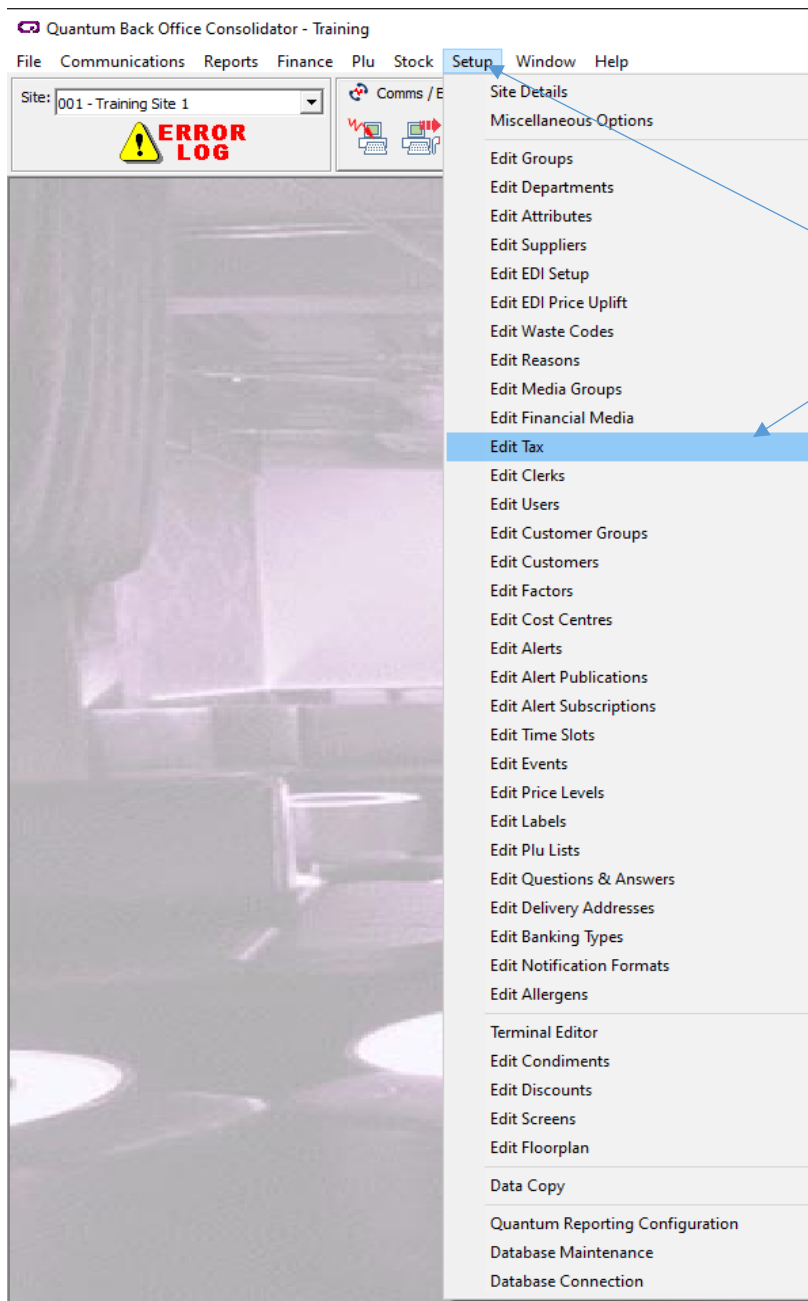
This will show the Tax Codes that are already set in the Quantum Back Office



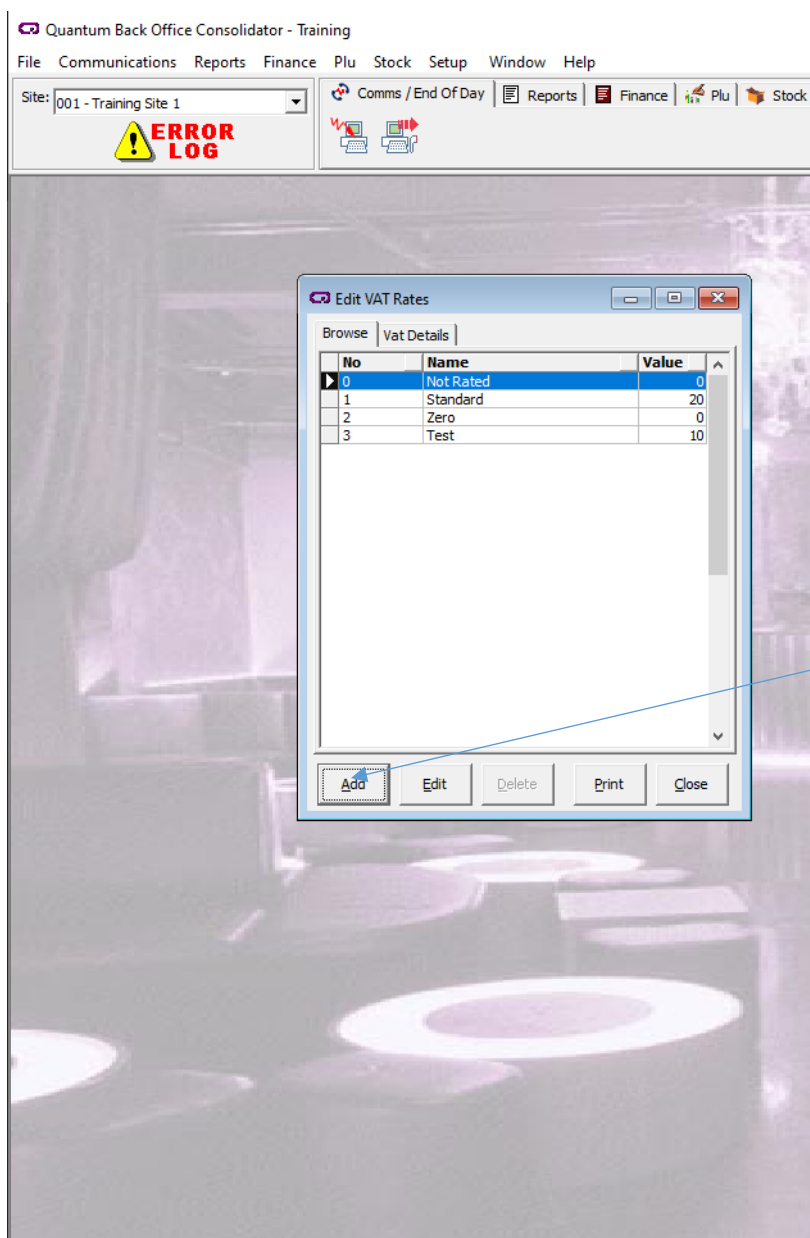


This will change the Standard VAT rate from 20% to 12.5% on the Back Office, you will need to send this information down to your Terminals, See Page 19

To Add a new Vat Rate for the 12.5% rate



This will show the Tax Codes that are already set in the Quantum Back Office



Click on Add

This will open a new window so we can add a new VAT Rate

Edit VAT Rates

Browse Vat Details

Vat Details

Vat Rate 4

Name VAT 12.5% (2021)

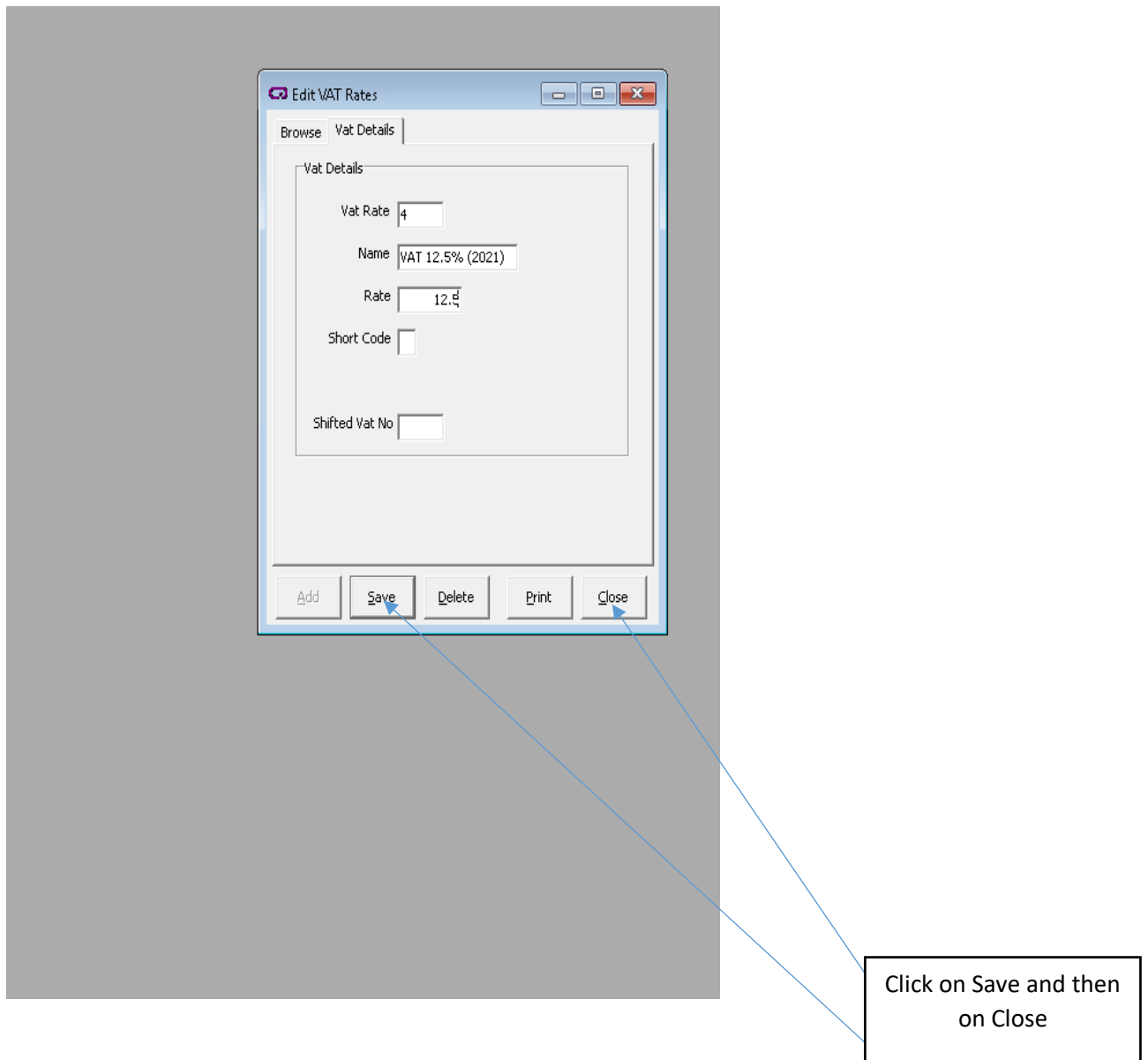
Rate 12.5

Short Code

Shifted Vat No

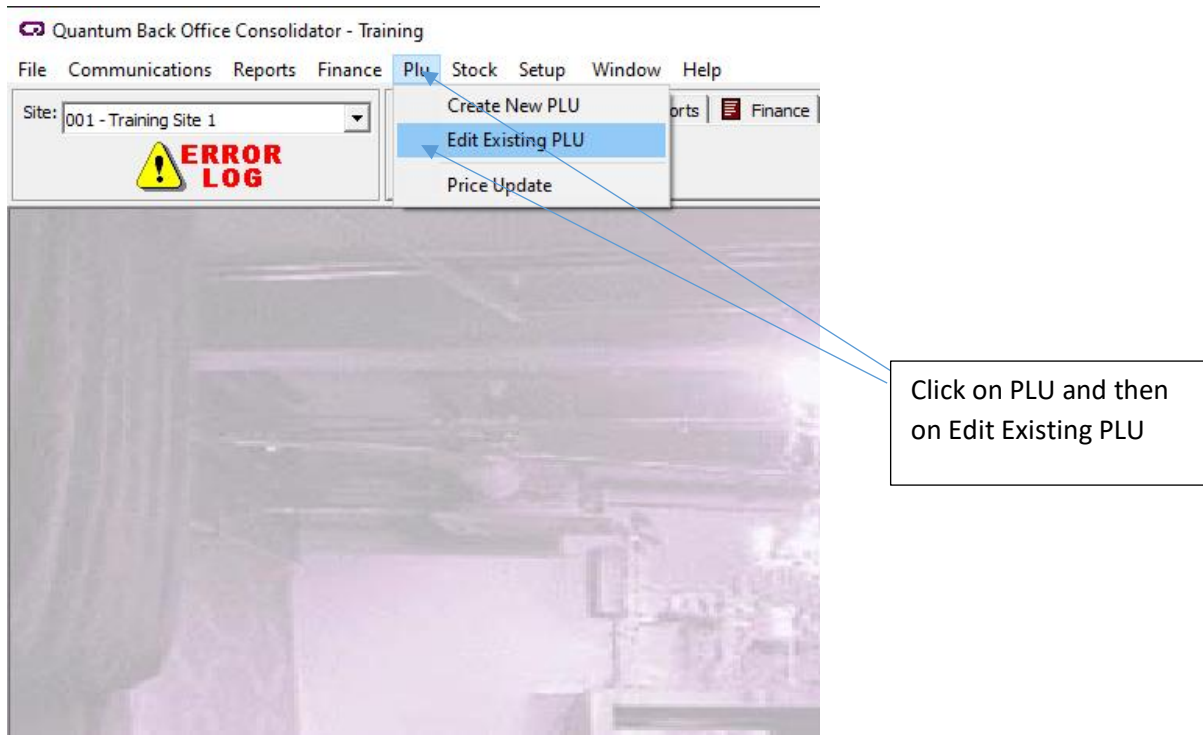
Add Save Delete Print Close

Change the Description to (VAT 12.5% (2021)) and the Rate to 12.5. You can have the name to be what you like

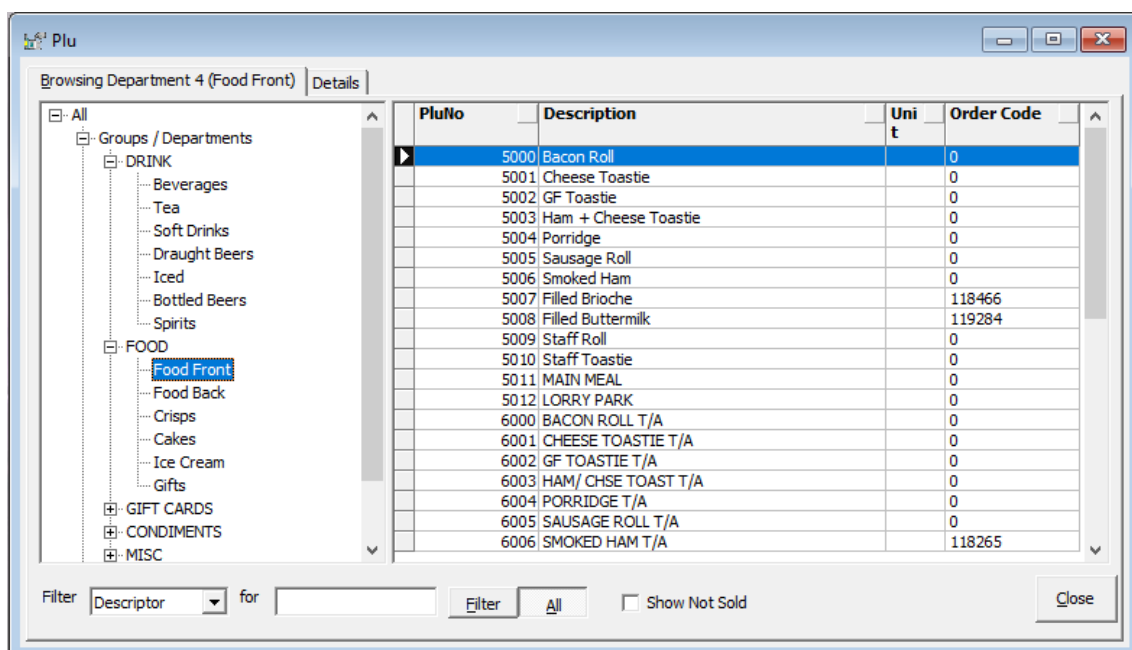


This will add the new 12.5% VAT rate on the Back Office, you will need to send this information down to your Terminals, See Page 19

To Change the Vat Rate of a product



This will open the PLU Edit window



You can now find your products you wish to change the VAT rate on as normal, using the Groups/Suppliers/Departments on the left-hand side and then double clicking on the product in the right-hand side window.

This will open the product editing window

Browsing Department 4 (Food Front) Plu No: 5000

Main Details

Group 2 FOOD Descriptor BACON ROLL

Dept Food Front Description Bacon Roll

SDept 0 (None) Unit Size

Basic Details Site Specific Stock Mixtures / Links Attributes Till Operation Condiments Discounts Screens Information Image Usage

Level	Name	Price	HALF Price	DBL Price
1 (1)	NORMAL PRICING	4.00	3.50	0.00
2 (2)	2nd PRICE	0.00	0.00	0.00

☒ Receipt Print ☐ Print KP Data In Red

☒ KP1 ☐ KP2 ☐ KP3 ☐ KP4 ☐ KP5 ☐ KP6 ☐ KP7 ☐ KP8

Show Screen 0 None

☐ This Item Not Sold

Calculate Price From GP

Prev (-) Next (+) Delete New Copy Show Sales Save Close

Click on the Basic Details tab

PLU

Browsing Site 3 - The Hoof Beats, Filtered Descriptor for 'bacon' Plu No: 434

Main Details

Group 2 Dry Descriptor ADD BACON

Dept 13 Starters Description Add Bacon

SDept 0 (None) Unit Size

Basic Details | Site Specific | Stock Details | Suppliers | Till Operation | Condiments | Discounts | Screens | Information | Image

Entry Type

☐ Inhibit

☐ Open

☒ Preset

☐ Discount Reporting PLU

Stock Type

☒ Normal Item

☐ Mixture / Link

Vat

☐ Not Rated - 0

☐ Standard - 20

☐ Zero - 0

☒ VAT 5% (2020) - 5

☐ VAT 12.5% (2021) - 12.5

Negative Plu ☐

Create Shelf Edge Labels ☐

Create Barcode Labels ☐

Include In Bo Summary Report ☐

Non Durable ☐

Not For Export ☐

PreOrder Only ☐

Requires Notes Entry ☐

HALF Size 0.50

DBL Size 2.00

Shelf Life (days) 0

Keywords

Prev (-) Next (+) Delete New Copy Show Sales Save Close

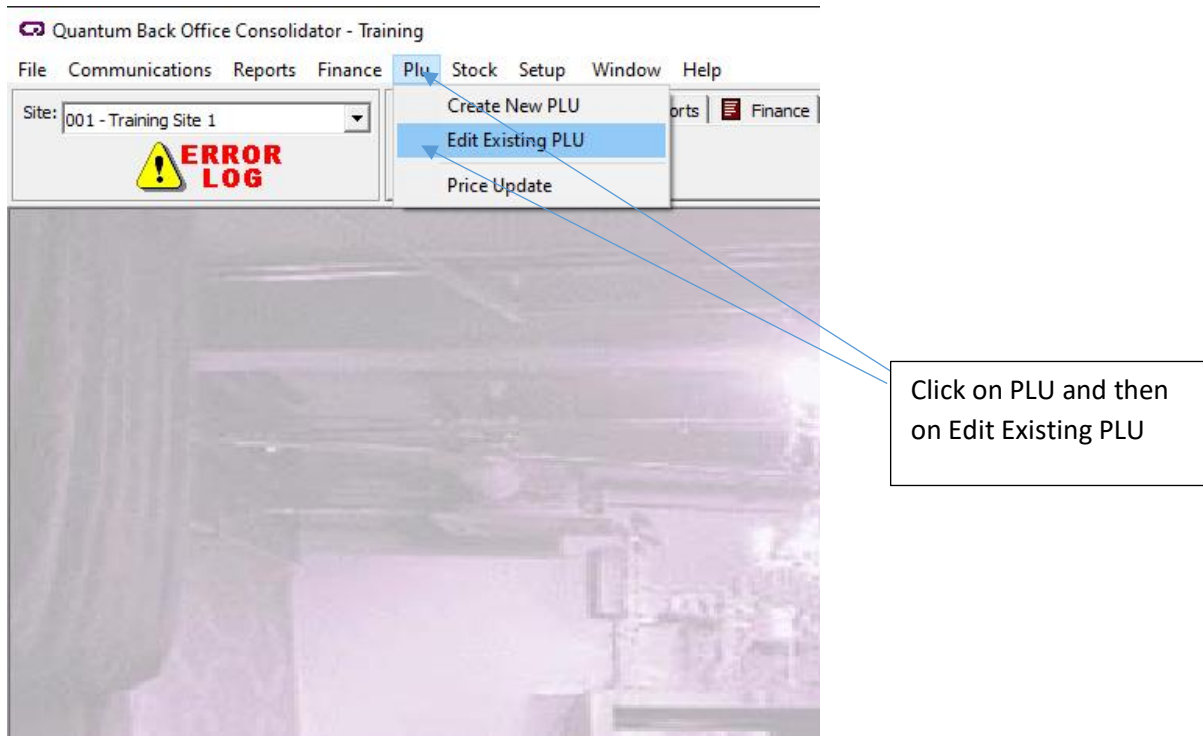
Change the VAT Rate
to the new one

You can use these
buttons to move
between products if you
have lots to change

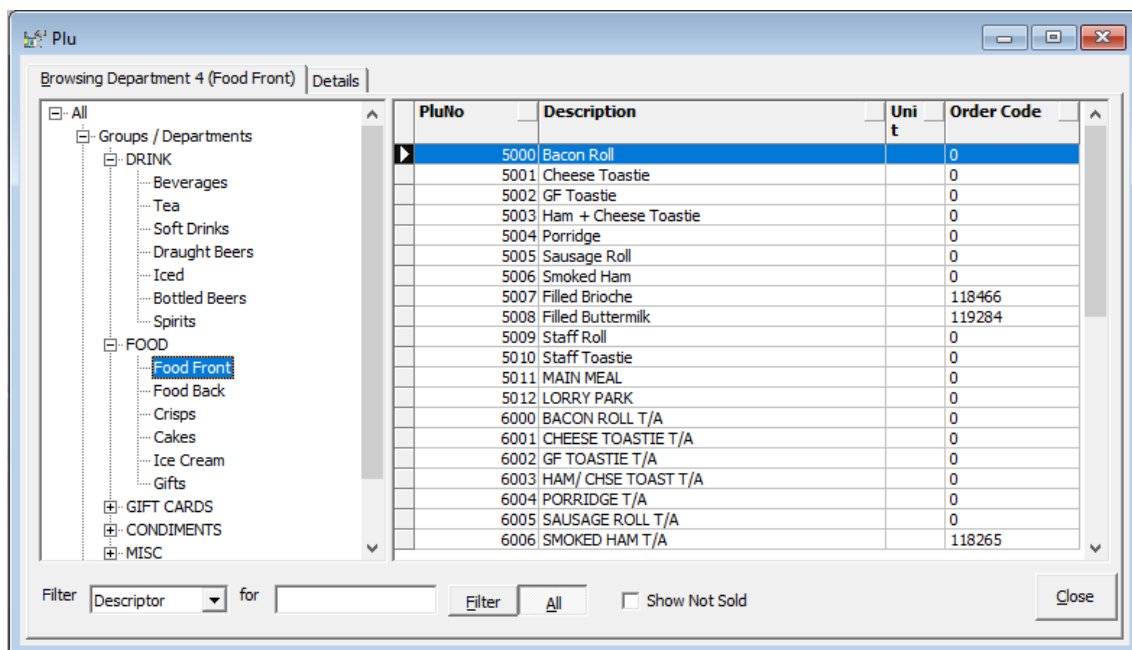
To Finish press,
save and then
Close

This will change the product to have the new 12.5% VAT rate on the Back Office, you will need to send this information down to your Terminals, See Page 19

To Change the RRP Prices of a product



This will open the PLU Edit window



You can now find your products you wish to change the VAT rate on as normal, using the Groups/Suppliers/Departments on the left-hand side and then double clicking on the product in the right-hand side window.

This will open the product editing window

Browsing Department 4 (Food Front) Plu No: 5000

Main Details

Group 2 FOOD
 Dept Food Front
 SDept 0 (None)
 Descriptor BACON ROLL
 Description Bacon Roll
 Unit Size

Basic Details Site Specific Stock Mixtures / Links Attributes Till Operation Condiments Discounts Screens Information Image Usage

Level	Name	Price	HALF Price	DBL Price
1 (1)	NORMAL PRICING	4.00	3.50	0.00
2 (2)	2nd PRICE	0.00	0.00	0.00

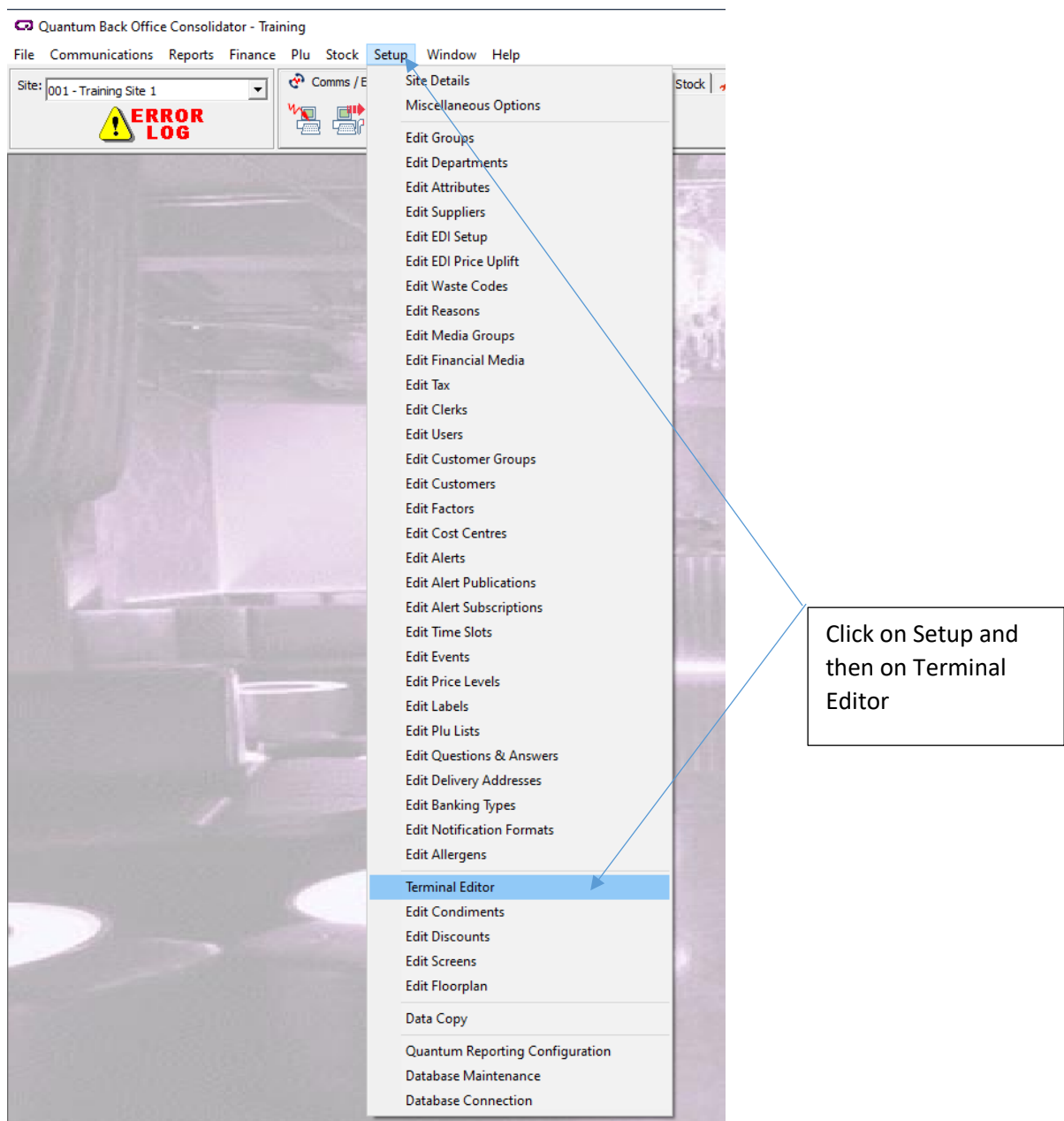
☒ Receipt Print ☐ Print KP Data In Red
☒ KP1 ☐ KP2 ☐ KP3 ☐ KP4 ☐ KP5 ☐ KP6 ☐ KP7 ☐ KP8
 Show Screen 0 None
☐ This Item Not Sold
 Calculate Price From GP

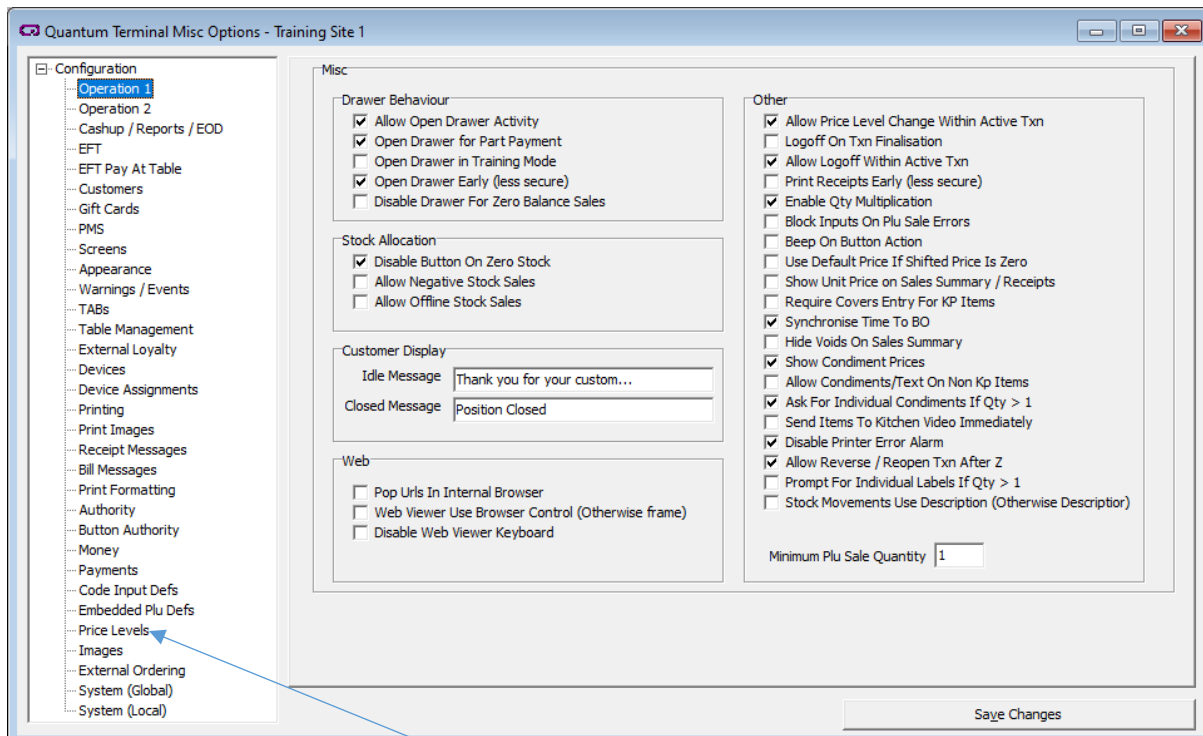
Prev (-) Next (+) Delete New Copy Show Sales Save Close

Change any prices you require here

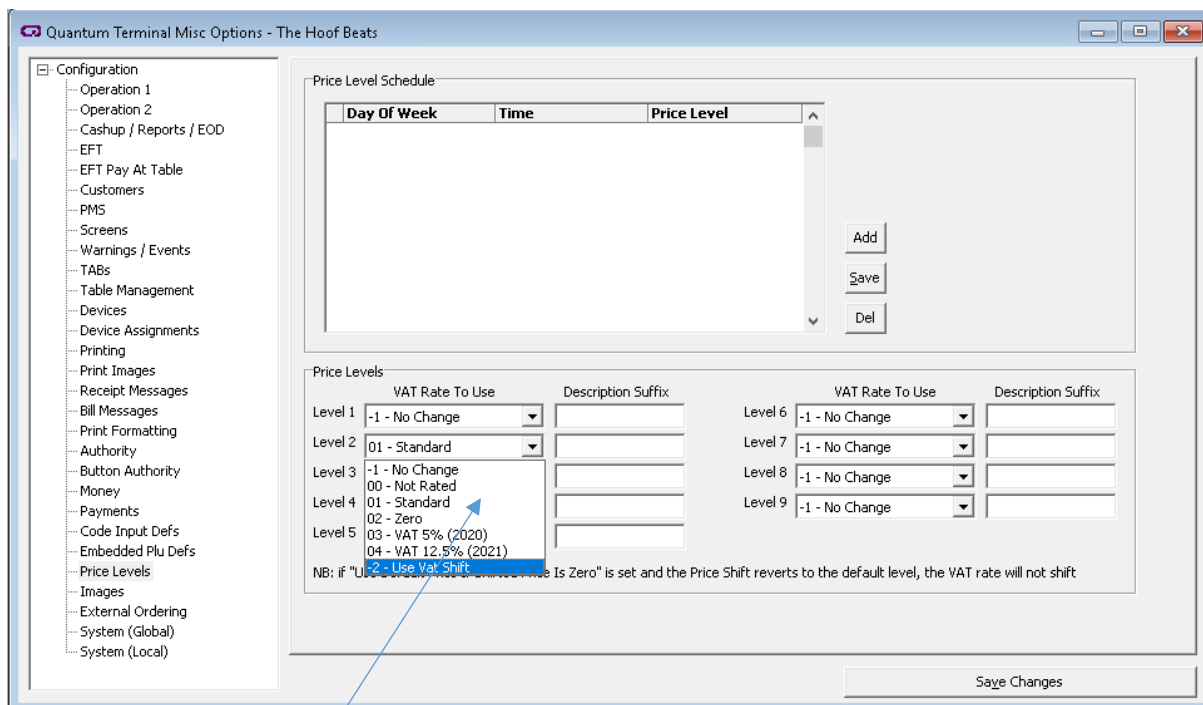
This will change the products Prices on the Back Office, you will need to send this information down to your Terminals, See Page 19

To Change VAT shifted rates for Eat in, Takeaway





Click on Price Levels



Click on the required price level VAT Shift that needs changing and change to the new Rate

Quantum Terminal Misc Options - The Hoof Beats

- Configuration
 - Operation 1
 - Operation 2
 - Cashup / Reports / EOD
 - EFT
 - EFT Pay At Table
 - Customers
 - PMS
 - Screens
 - Warnings / Events
 - TABS
 - Table Management
 - Devices
 - Device Assignments
 - Printing
 - Print Images
 - Receipt Messages
 - Bill Messages
 - Print Formatting
 - Authority
 - Button Authority
 - Money
 - Payments
 - Code Input Defs
 - Embedded Plu Defs
 - Price Levels
 - Images
 - External Ordering
 - System (Global)
 - System (Local)

Price Level Schedule

Day Of Week	Time	Price Level

Add
Save
Del

Price Levels

	VAT Rate To Use	Description Suffix		VAT Rate To Use	Description Suffix
Level 1	-1 - No Change		Level 6	-1 - No Change	
Level 2	04 - VAT 12.5% (2021)		Level 7	-1 - No Change	
Level 3	-1 - No Change		Level 8	-1 - No Change	
Level 4	-1 - No Change		Level 9	-1 - No Change	
Level 5	-1 - No Change				

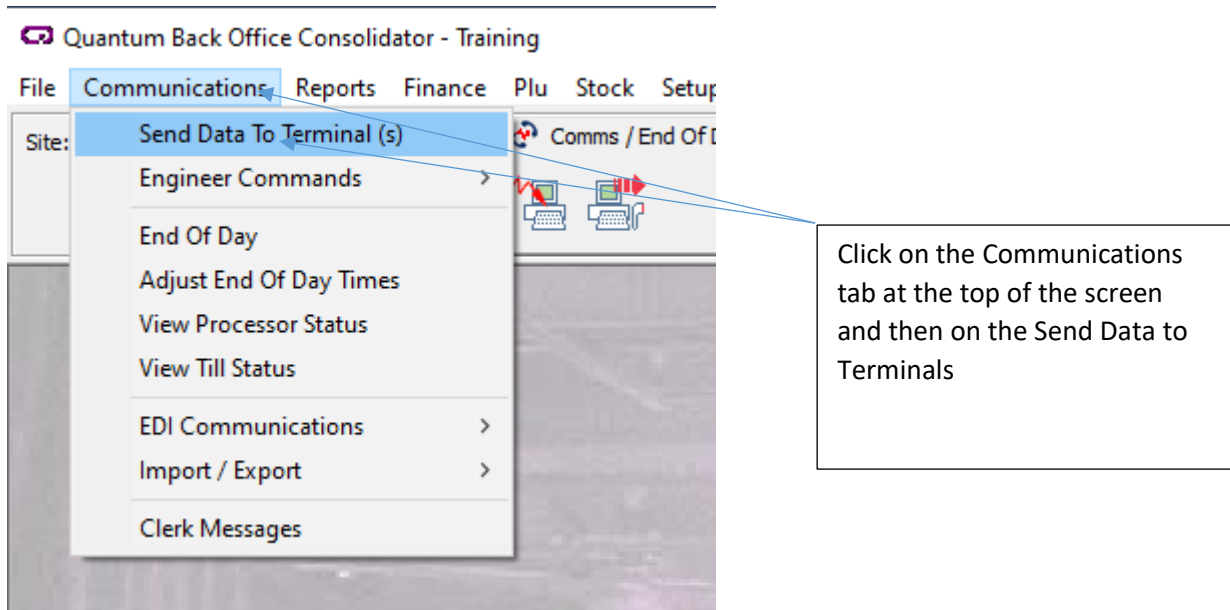
NB: if "Use Default Price If Shifted Price Is Zero" is set and the Price Shift reverts to the default level, the VAT rate will not shift

Save Changes

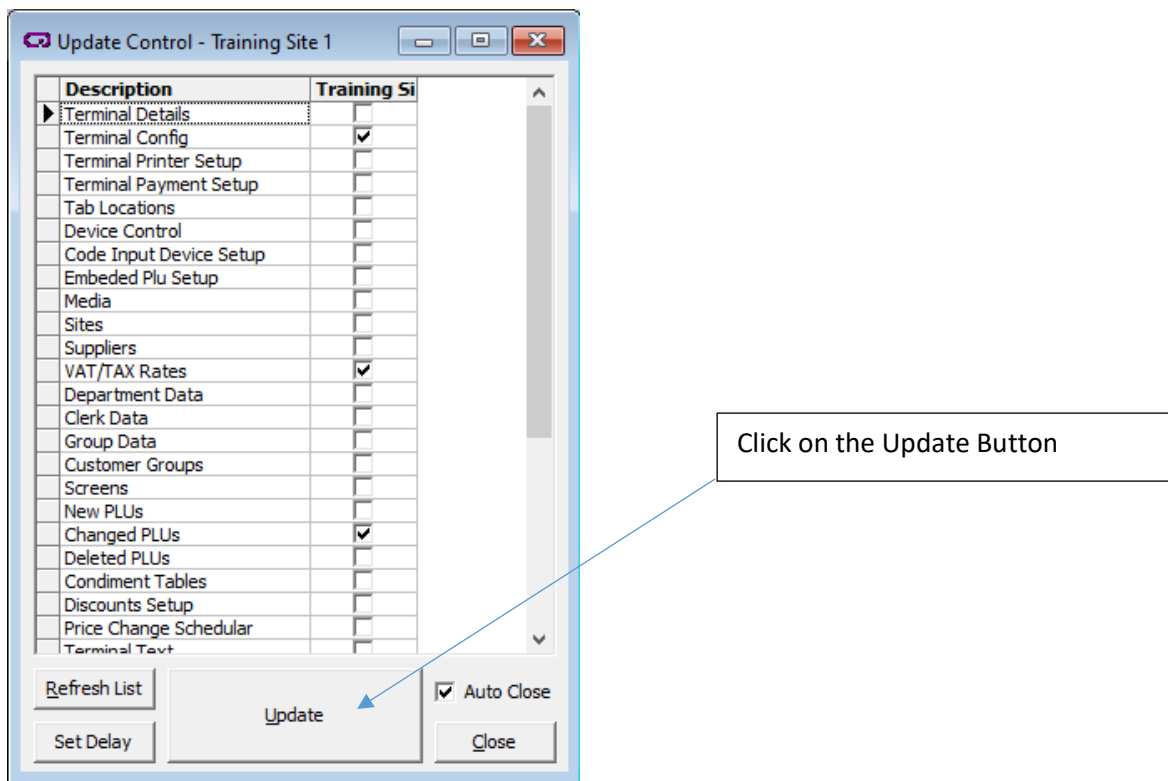
Click Save Changes
Then click the red cross

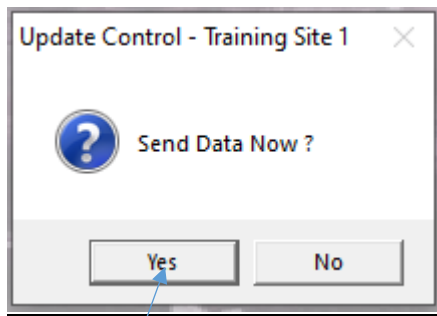
This will change the VAT Shift Rate to use the new 12.5% VAT rate on the Back Office, you will need to send this information down to your Terminals, See Page 19

Sending all Updates to your Terminals



If you scroll down the list on the screen you'll see that there's a heading called 'VAT/TAX Rates' and 'Changed PLUs' that is ticked – this is telling you that Quantum has noticed that you've made some changes and is waiting to let the tills know the new information.





Click 'yes' and the changes you have just made will be sent to your terminals.