

## Change To VAT Rate (Eire)

On 1 September 2020, the standard rate of VAT will change from 23% to 21%. The rate is due to revert to 23% with effect from 1 March 2021. Because of this it will be necessary to change the VAT rate both in **Bertline** and **Open Bravo** till software if used.

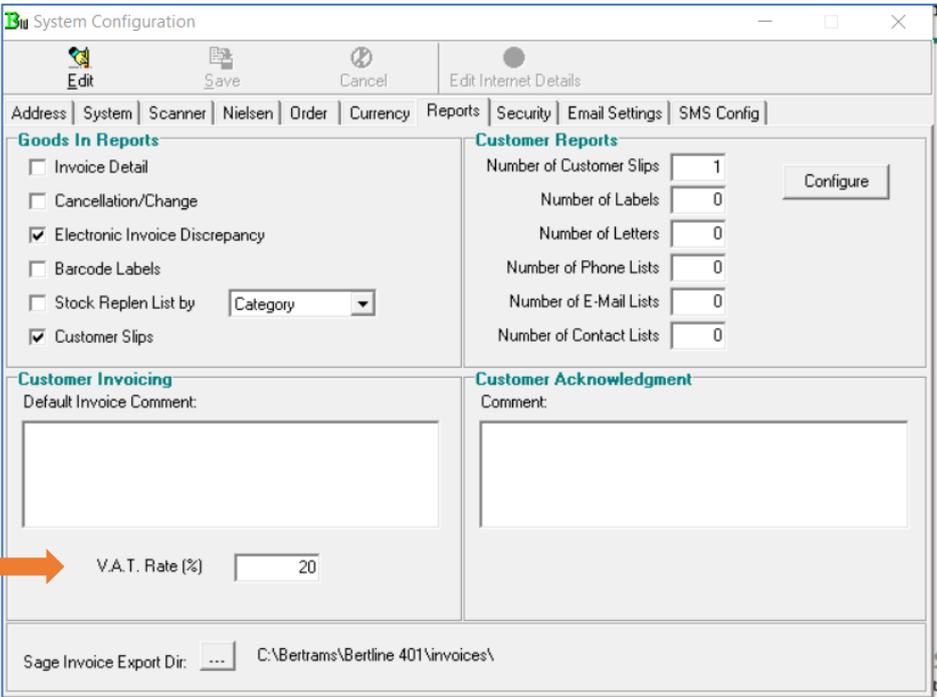
**Important Note if using Open Bravo.** The data that will enforce the change of VAT on sales is the Bertline value only, not Open Bravo. This is because every stock item in Bertline passes through a VAT value and Open Bravo looks for that value in its list of taxes. If Bertline remains at 23% then, even though Open Bravo taxes are added for 21%, the actual VAT charged at the till will remain at 23%. Therefore, the Open Bravo change can be made ahead of the 1<sup>st</sup> September and the Bertline change can be left until that date. On 1 September, change the Bertline rate as shown below and the change will be registered in both places.

Once the change has been made to Bertline, it is good policy to force an Open Bravo price refresh. This will ensure the VAT change is correctly registered in Open Bravo. The process for a price refresh is at the end of this document.

## Bertline

The VAT rate in Bertline can be accessed by going to the following section:

Back Office\Maintenance\ and by clicking on the 'System Config' button. The System Configuration form will be displayed. Click on the Reports tab:



The VAT Rate field can be seen at the bottom of the form. Click on the 'Edit' button and change the rate to 21%. Click on Save to complete the transaction. For the rate to take effect restart Bertline.

## Open Bravo

Open Bravo tax needs to be changed in two places. Firstly, make sure that you can see the Stock menu of the Administration menu on the right-hand side. If not exit and log back in as administrator.

### 1. Create a Tax Category

- Click on Stock on the Administration menu.
- Click on the Tax Categories button.

- Click on the New button. 

- The Name field will be blank. Type in 'At 21%' and click on the Save button. 
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### 2. Create a New Tax

- Click on Stock on the Administration menu.
- Click on the Taxes button.

- Click on the New button. 

- All fields will show blank.
- Enter 'At 21%' in the name field.
- In the Tax Category field select 'At 21%' from the list of tax categories. This was entered in the previous step 'Create a Tax Category'.
- In the Rate field enter 21.

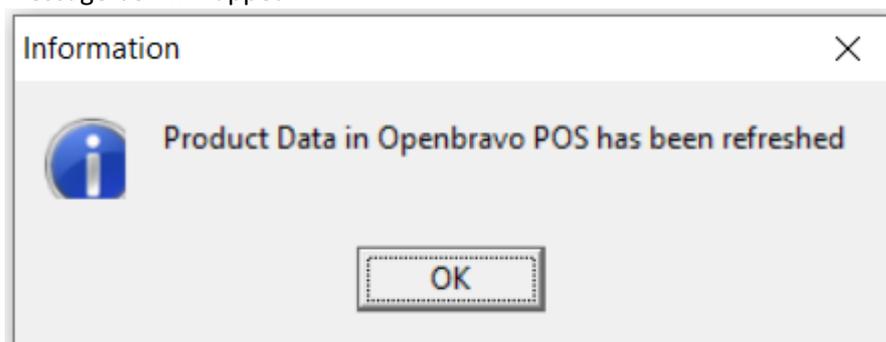
- Click on the Save button. 

### 3. Open Bravo Price Refresh

- In Bertline go to Back Office, Maintenance and locate the 'Refresh Open Bravo Data' button.



- Click on the drop-down arrow on the right-hand side and select 'Refresh Open Bravo Products'. The Windows timer will likely appear. When the procedure is complete a message box will appear.



- Click on OK.
- Again click on the drop-down arrow and this time select 'Refresh Open Bravo Order Slips'.

## Summary

By following the above three procedures Open Bravo will charge VAT at 21% on all vatable items. If you have any problems at all, send an email to [mail@batch.co.uk](mailto:mail@batch.co.uk) and a member of the support team will get back to you.

[MB 27/8/20]

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