

26 March 2018

### QuickTrav detailed document – how to set up Vat at 15% w.e.f. 01 April 2018

To comply with the increase in the standard rate of Vat in South Africa from 14% to 15% on 1st April 2018 all agencies will need to update the Vat % in the Vat tables / setup in the various QuickTrav modules, as follows:

#### **A: QuickTrav FrontDesk module**

##### **Top menu -> Setup\Global Tables\Vat**

- Change the existing “S” standard Vat rate to 15% as follows
- Add a new entry for the old rate (14%) for possible adjustments relating to 14%

Code	Description	Vat Rate	Eff Date
E	Exempt	0.0 %	01/01/1980
O	Standard Vat 14%	14.0 %	01/01/1980
S	Standard Rate	15.0 %	01/04/2018
Z	Zero Rated	0.0 %	01/01/1980

#### **B: QuickTrav Service Vouchers module**

- The Vat table must be updated immediately after running the April 2018 month ends, **before processing any new** vouchers.
- Change the existing Standard output / input rates from 14% to 15%
- Add a new entry for the old rate (14%) to be used for possible adjustments processed after 1<sup>st</sup> April 2018 relating to before that date.

##### **Top menu -> Setup\Global Tables\Vat**

Code	Name	Rate	Eff Date
E	Exempt	0.00 %	01/01/1980
O	Standard Rate (Old)	14.00 %	01/01/1980
S	Standard Rate	15.00 %	01/04/2018
Z	Zero Rated	0.00 %	01/01/1980

*Note: The effective date in the Vat table is merely memo information*

### **C: QuickTrav Carhire Vouchers module**

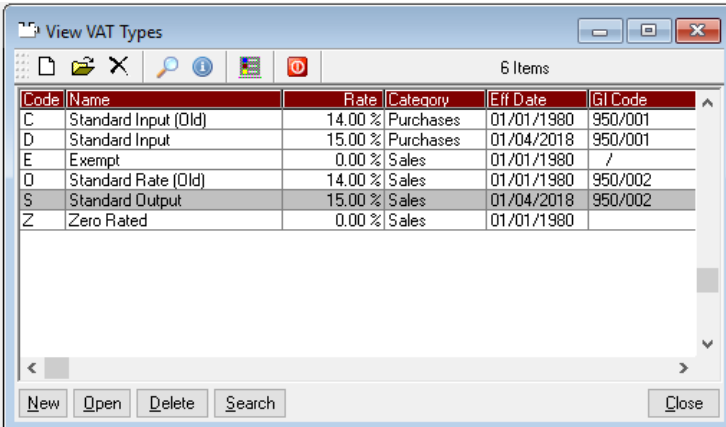
- No changes required

### **D: QuickTrav Invoice module**

- Before closing the Mar 2018 month-end, it is very important that all automatic invoicing for imported tickets is completed i.e. all March tickets **must be invoiced in March.**
- The Vat table must be updated immediately after running the April 2018 month ends, **before processing any new** invoices / credit notes.
- Change the existing Standard output / input rates from 14% to 15% and change the effective date to 01/04/2018
- Add a new entry for the old rate (14%) to be used for adjustments processed after 1<sup>st</sup> April 2018 relating to before that date.

i.e. per below

### **Top menu -> Setup\Global Tables\Vat**



Code	Name	Rate	Category	Eff Date	GI Code
C	Standard Input (Old)	14.00 %	Purchases	01/01/1980	950/001
D	Standard Input	15.00 %	Purchases	01/04/2018	950/001
E	Exempt	0.00 %	Sales	01/01/1980	/
O	Standard Rate (Old)	14.00 %	Sales	01/01/1980	950/002
S	Standard Output	15.00 %	Sales	01/04/2018	950/002
Z	Zero Rated	0.00 %	Sales	01/01/1980	

*Note: The effective date in the Vat table is merely memo information*

### **E: QuickTrav Main module**

- No changes required

### **NB:**

- Care needs to be taken while the main module is still in March 2018 but the invoicing module is in April 2018 and the invoice module's Vat tables have been updated, as any Vatable transactions (journals, commission receipts, etc) will now incorrectly *default* to the new standard Vat rate of 15%.
- Any such transactions must be captured using the Old Standard Rate Vat code created above. To reduce this risk of errors, the main module's March 2018 month end should be run as soon as possible after the invoicing module's month end.

### **F: QuickTrav General Ledger module**

***See separate document***

## NOTES

### Version Updates

- It is not essential to update any of the QuickTrav core applications on 1 April 2018
- New versions of all modules are released regularly to continually improve the QuickTrav software and these should be installed when released
- The new PCI versions that you are / should be running by now will notify you when an update is available. You can also manually check for an update via **Top menu -> Help/Check for update**
- Certain Vat issues have been addressed in new versions which will be released soon. These should be installed before end April 2018 / when you see the update notification in the application.

In the interim, please be aware of the below Vat issues you may encounter in your current versions.

### Service Vouchers and Invoice module

#### a) Vat Code Selection Dropdown descriptions

All Vat code selection dropdowns will show the current % per the master file setup table so when viewing older documents this % will not relate the actual % used (i.e it will show 15% but the applicable rate was 14%) – All new versions from 15 March 2018 onwards have been modified to show that actual rate used on closed documents.

Example: March 2018 S/Fee invoice for R9815.00 @ 14% (1374.10) viewed in April 2018 (after the Vat table has been updated to 15%)

Older versions showing the current % per the master file

Exclusive Amount		9815.00
VAT	Standard Output @ 15.0%	1374.10
Client Total		11189.10

New versions showing the actual % used in the invoice line

Exclusive Amount		9815.00
VAT	Standard Output @ 14.0%	1374.10
Client Total		11189.10

#### b) Importing Accommodation Vouchers into an Invoice

The **default principal Vat %** was hard coded to 14% and has subsequently been changed to use the current master file setup. This is not critical as the supplier invoice totals must always be manually confirmed against the default amounts imported into the land arrangement line;

Supplier Inv. No		
Invoice Date	/ /	17
Date Received	/ /	
Total (Inclusive)		3600.03
VAT	14.00	442.11
Total (Exclusive)		3157.92

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