

Adding a 5% VAT Rate using iikoChain / iikoOffice

For Pro & Enterprise Plans Users

Is response to the Chancellor of the Exchequers announcement of a 5% VAT rate from the Wednesday 15th of July on Eat In and Takeaway Food, along with Accommodation and Tourist Attractions transactional items, we have produce a guide for iiko customers wishing to make this update.

Updated VAT guidance not on which products are affected can be found here

https://www.gov.uk/guidance/food-products-and-vat-notice-70114

This guide has been prepared for iiko users who are on the Pro and Enterprise plans or have access to iikoChain or iikoOffice applications (plans prior to 2020).

As there will be a return of these products to the standard 20% rate on the 12th January 2021, we have also added steps on what you need to carry out in the future too. Please be aware that these dates and the rates for 12th January may be subjected to any future announcements by the Government and you should refer to the <u>www.gov.uk</u> for the latest advice for your business.

Setting up the new reduced VAT Rates

Step 1 - sit back and relax – iiko will do the first part for you. We will automate a process and on the 10^{th} of July you will find 2 new VAT Rates in your iiko Office (or Chain) application.

If you have a multi-site operation then this will be carried out in iiko Chain and not iiko Office.

To check that these rates are present, Open up iiko Office (or Chain if multi-site)

And in the navigation bar search for TAX. Select the option TAX Categories

Nav	igation	$\mathcal P$ Search by menu	я.	
TAX			\otimes	
Inventory Management				
	Reference books			
	Tax categories			

Select TAX Categories and you will see that the new rates have been added.

٦	Tax categories									
	Add									
	Name	VAT(%)								
	VAT	20								
	No VAT	0								
	VAT F	20								
Г	VAT Reduced	20								
۲	VAT F Reduced	20								

Why have these been added at 20%? You might noticed that these have been added at 20%. This will allow you to start to allocate to the items you need to change now before the rate change on 15th July.

Any products you change to the new setting now will automatically upload to the till and as this will be before the 15th July, they will still record at 20%.

Overnight and before you start training on the morning of the 15th July, we will run an automatic process to change the rates to 5% and they will then appear in office/chain as

Т	Tax categories								
	Add								
	Name	VAT(%)							
	VAT	20							
	No VAT	0							
	VATE	20							
	VAT Reduced	5							
×	VAT F Reduced	5							

This allows you time to set-up you changes on the Menu Items before the 15th without affecting your reporting at the current 20%.



Changing the VAT link to the reduced rate on Menu Items, Modifiers and Products in iiko Office/Chain

To change the VAT Rate of Certain products to the VAT 5% rate in iikoOffice (Or Chain) in the Navigation bar search for Stock List and then select this option.

Navigation	$\mathcal P$ Search by menu	д			
stock list		\otimes			
Inventory Management					
Reference books Stock list					

Firstly if you cannot see the TAX Category allocated to the menu in the stock list items then you can amend the column view to add the TAX Category and TAX % to the view.

Select View, then Column Settings and then select TAX Category and Tax Category %

St	ock list						~	Code	
	Add Add gro	up	Actions	-		View View View		Barcode	e
blass		6141	Cada	Trans	~	Tree	~	Туре	
Nam	e 🔺	SKU	Code	Type	-	Tabla	~	Write-off method:	Cost
	Batches	0005	5	Group		Table	~	Balance	
	Breakfast	0034	50	Group		Filters •	~	Meas. unit	
	Dreakrast items	0032	58	Group		Show Editor	~	Price, £	н.
	Build four Own Pizza	0078	229	Group		Character in the second s	~	Cost f	he.
1	Chieses and Cooling Options	0054	157	Group		Show items		Cost, 2	н.
	Chioces and Cooking Options	0054	118	Group		Show grouping bar	~	Cost, %	he.
	Ugarettes	0040	77	Group	~	Show empty groups		Markup, £	н.
		0042	79	Group		Show deleted		Markup, %	he.
		0079	239	Group		Lindate data suta satisally		CCC, £	н.
		0016	11	Group	~	Update data automatically		MWAC, %	he.
	M HOT Drinks	0056	122	Group		Columns settings		LIFOC f	
	Ingredients	0004	4	Group	-			11500 %	he.
	Main Courses	0050	115	Group					н.
	Meals Group	0052	112	Group				COST, £	he.
	M meat stuff	0044	82	Group				COST, %	н.
	Menu Items	0002	2	Group				LIFOCRP, £	h.,
	N Pasta	0009		Group				LIFOCRP, %	н.
	N Pastes	0030	55	Group				Type of production place	he.
	M Pizza	0029	28	Group				last is main arise list	н.
	Pizza components	0046	84	Group				Incl. in main price list	h.,
	Product set 1	0041		Group			~	Places of sales	н.
	Rice & Noodles	0076	216	Group				Date of last inventory reconciliation	h.,
	Sandwiches	0033		Group				Modifiers	н.
	Services	0006	6	Group				Modifies	h.,
	K Set Menu	0062	149	Group				Modifiers scheme	н.
	M Sides	0065	165	Group				Included in	h.,
	Starters	0048		Group				included in	н.
•	Sweet Stuff	0068	186	Group				Created on	h.,
	sweets	0043	80	Group				Created by	
	Table Comment	0070	192	Group				Changed on	L.,
	The Bar	0017	13	Group				Changed by	
4	Track & Trace	0081	244	Group				Category	1
	Now press % Discount Sur	00241	246	Modifier		Ingredients -4.000		Acc category	
	Track & Trace - Visit	00240	245	Item		Ingredients -4.000		Acc. category	1
	Track & Trace - Visit with p	00242	247	Item		Ingredients -4.000		Ingredients	
(Add Pineapple	00133	116	Modifier		Ingredients 0.000		Tax category	
	Birthday dance	00069		Service		0.000		Tax category, %	

Once these columns are added you can drag them to the left (left click on the column header name and drag to the position where you want the column to be) that when you expand out Groups you can see Products, Items, Modifiers and the applicable tax set against them,



St	ock list								
	Add Add gro	up	Actions	•	View	▼ U	pdate	Search:	
Name	e 🔺	Tax category	Tax catego	SKU	Code	Туре	Write-off met	Balance	Mea
	Batches		0	0005	5	Group			
- A 🗎	Breakfast	VAT	20	0034		Group			
	🖟 Breakfast Mods	VAT	20	0036	68	Group			
	🂕 Full Irish Breakfast	VAT	20	00151	136	Item	Ingredients	-36.000	kg
	🈅 Steak & Eggs	VAT	20	00081	72	Item	Ingredients	-6.000	ser
	🎯 The Full Monty	VAT	20	00070		Item	Ingredients	-8.000	ser
) × 🔋	breakfast items		0	0032	58	Group			
) × 🗎	🖁 Build Your Own Pizza	VAT	20	0078	229	Group			
- L	Burgers	VAT	20	0064	157	Group			
	🚮 1/2 Pounder Burger	VAT	20	00168	159	Item	Ingredients	-8.000	kg
	🚮 1/4 Pounder Burger	VAT	20	00167	158	Item	Ingredients	-2.000	kg
	🙀 Chicken Burger	VAT	20	00169	160	Item	Ingredients	0.000	kg
	🙀 Fish Burger	VAT	20	00171	162	Item	Ingredients	-3.000	kg
	ன Spicey Bean Burger	VAT	20	00170	161	Item	Ingredients	0.000	kg
	Chioces and Cooking Options	VAT	20	0054	118	Group			
) × 📔	Cigarettes		0	0040	77	Group			
	confectionary		0	0042	79	Group			

Next you can select you Items, Products, Modifiers that you wish to change. This can be done in via 2 methods. By Group Editing or Individual Selections.

By Group Editing Method.

In the Stock List – Select a Grouping and double click to edit it.

Change the Default tax Category to the new reduced tax category you require, then click OK to apply the change.

· 🔣	Dulla Tour Omit Fizza	0070	101	223	20 Group
4 🔣	Burgers	C Edit stoc	k list group Burg	ers	>
	🛃 1/2 Pounder Burger	0			
	🛃 1/4 Pounder Burger	General	Markup St	ock levels	Button color
	🛃 Chicken Burger	¢ ,	tock list code (SKI	N: 0064	
	🛃 Fish Burger	q	NOCK IIST CODE (SK	J. 0004	
	🙀 Spicey Bean Burger	d Name of	the stock list grou	p: Burgers	S
	Chioces and Cooking Options	d Par	rent stock list grou	p: Highest	t level group 🗸
	Cigarettes	d	Product catego	v: Food	~
B	confectionary	¢ .		Deadured	•
	Consumables	d A	accounting categor	y: Product	t v
R	Extras	d Qu	ick code in iikoFro	nt: 157	
R	Hot Drinks	0 D	efault tax catego	y: VAT	>
	Ingredients	c		(not sp	ecified)
R	Main Courses	c		VAT	
	Meals Group	c		No VAT	Ē.
R	meat stuff	d		VAT Re	educed
D	Menu Items	c		VATE	Reduced
, ÎR	Pasta	c			
	Pastics	0020		EE	0 Croup

Next the grouping again then right click and select Group Editing

Add	Add gro	up	Actions	•	View 🔻	Update		Sea
Name		SKU	Code	Туре	Write-off met	Balance	Meas. unit	
Batches		0005	5	Group				
🔺 🔣 Breakfast		0034		Group				
🕨 📝 Breakfast N	lods	0036	68	Group				
🎯 Full Irish Br	eakfast	00151	136	Item	Ingredients	-36.000	kg	
🎯 Steak & Eg	gs	00081	72	Item	Ingredients	-6.000	serv	
🎯 The Full Mo	nty	00070		Item	Ingredients	-8.000	serv	
🕨 🔰 breakfast items	5	0032	58	Group				
🕨 📝 Build Your Own	Pizza	0078	229	Group				
🔺 🔀 Burgers		00	Add					
候 1/2 Pounde	r Burger	00	Add group					
ni 1/4 Pounde 🔣	r Burger	00	Add group					-11
候 Chicken Bu	rger	00	Edit					
🧖 Fish Burger		00	Move					
候 Spicey Bear	n Burger	00	Edit modifiers.					
Chioces and Co	ooking Options	00	Group editing					1
🕨 📔 Cigarettes		00	oroup eating.					-
onfectionary		00	Delete					
								_

Cost,

In Group Editing – tick Replace existing vales and VAT (make sure no other boxes are ticked). Then Apply



On applying the change you will see that the change has taken affect.

4	k	Burgers	0064	VAT Reduced	157
		🛃 1/2 Pounder Burger	00168	VAT Reduced	159
		🛃 1/4 Pounder Burger	00167	VAT Reduced	158
		🛃 Chicken Burger	00169	VAT Reduced	160
		🛃 Fish Burger	00171	VAT Reduced	162
		浸 Spicey Bean Burger	00170	VAT Reduced	161
		Chioces and Cooking Options	0054	VAT	118
Þ		Cigarettes	0040		77
	-				

The other method is via a selection of certain Menu Items, Products and Modifiers within a Group

To choose individual items hold down the CTRL button on your keyboard and then left click the items within the expanded group you require.

Stock list Add group... • • ⇔ ⇒ 🗙 Add.. Actions View Update Search: Tax catego... Type Name SKU Tax category Code Write-off met... Balance Meas. unit Price, £ 🕨 🌃 Build Your Own Pizza 0078 VAT 229 20 Group VAT Reduced 157 5 Group 🔺 🔣 Burgers 0064 🛃 1/2 Pounder Burger 00168 VAT Reduced 159 5 Item Ingredients -8.000 kg 7.95 🙀 1/4 Pounder Burger 00167 VAT Reduced 158 5 Item Ingredients -2.000 kg 6.95 G Chicken Burger 00169 VAT Reduced 160 5 Item Ingredients 0.000 kg 6.95 🙀 Fish Burger Ingredients 00171 VAT Reduced 162 -3.000 kg 6.95 5 Item G Spicey Bean Burger 00170 VAT Reduced 161 5 Item Ingredients 0.000 kg 6.95 Chioces and Cooking Options 0054 VAT 118 20 Group 🕨 📔 Cigarettes 0040 77 0 Group confectionary 0042 79 0 Group Consumables 0079 239 0 Group 🕨 🔣 Extras 0016 0 Group 11 🕨 🎉 Hot Drinks 0056 VAT 122 20 Group Ingredients 0004 0 Group 4 0050 VAT 🔺 🗽 Main Courses 20 Group 🕨 🥂 Cook Style 0038 VAT 20 Group Cooking Instruction 0063 153 0 Group Sauces VAT 0051 20 Group Sides 0071 VAT 199 20 Grout 😅 10oz Fillet Steak 00208 VAT 209 20 Item Ingredients -9.000 serv 29.50 🖟 10oz Ribeye Special 00213 VAT 20 Item -4.000 serv 25.00 -5.000 serv 🙀 10oz Sirloin Steak VAT 210 20 Item 27.00 00210 Ingredients 🙀 12oz Fillet Steak 00212 VAT 212 20 Item Ingredients -3.000 serv 33.00 120z Ribeye Stea 20 Item 12.000 serv 24.50 00201 VAI 19 🙀 16oz Rib Eye Steak 00209 VAT 20 Item -11.000 serv 27.95 🙀 8oz Sirloin Steak 00117 VAT 20 Item -72.000 serv 20.95

In this example only 4 items have been chosen.



Then right click and select EDIT

0	10oz Fillet Steak	00208	VAT	209	20	Item	Ingredients	-9.000	serv
	10oz Ribeye Special	00213	VAT		20	Item		-4.000	serv
	10oz Sirloin Steak	00210		Add					
1	12oz Fillet Steak	00212	Add group						
	12oz Ribeye Steak	00201		Convin					
	16oz Rib Eye Steak	00209	Сору іп						
	8oz Sirloin Steak	00117		Edit					
0	Crispy Duck	00236		Move					

Drop down on the Tax Category and select the new reduced Rate you require.

Edit stock list items: 10oz	Fillet Steak, 10oz Ribeye Special, 10oz Sirloin Steak, 12oz	\times
Group:	Main Courses	¥
Restaurant list price:		
Category:	Food	\sim
Accounting category:	Dry	\sim
Producer/Importer:	✓ Change	je
Meas. unit:	serv	~
Approximate price:		
Type of production place:	Kitchen	\sim
Cooking time by default	t	
Cooking time (hh:mm:ss):		
Standard: 00:00:00	Peak: 00:00:00	
Tax category:	VAT	~
Alergen groups:	(not specified)	
Button appearance in iiko	No VAT	
Fore color:	VAT F	
Back color:	VAT F Reduced	

And the change will be applied to the selected products.

0	10oz Fillet Steak	00208	VAT Reduced	2
1	10oz Ribeye Special	00213	VAT Reduced	
	10oz Sirloin Steak	00210	VAT Reduced	2
R	12oz Fillet Steak	00212	VAT Reduced	2

What happens next?

Your amendments will be reflected in your iikoFront Terminal(s)

You can continue to trade as normal and overnight between Tuesday 14th July and the morning of Wednesday 15th July we will automatically change the reduced VAT rates to 5%, but due to the Menu items changes you have made in advance everything will be ready in advance.