

Adding a 5% VAT Rate using iikoChain / iikoOffice For Pro & Enterprise Plans Users

In response to the Chancellor of the Exchequer's 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 produced 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 www.gov.uk for the latest advice for your business.

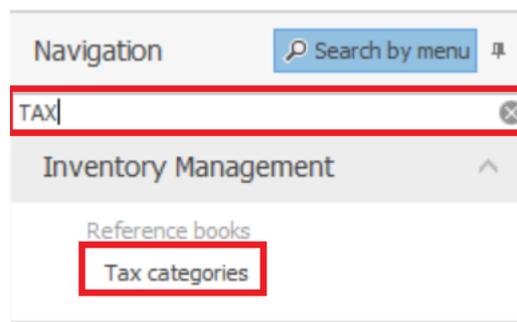
Setting up the new reduced VAT Rates

Step 1 – sit back and relax – iiko will do the first part for you. We will automate a process and on the 10th 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



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

Tax categories	
<input type="button" value="Add..."/>	
Name	VAT(%)
VAT	20
No VAT	0
VAT F	20
VAT Reduced	20
▶ 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%.

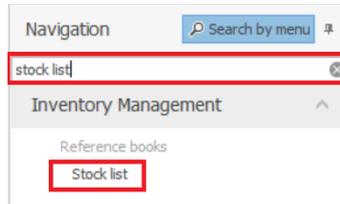
Overnight and before you start training on the morning of the 15th July, we will run an automatic process to change the rates to 5% and they will then appear in office/chain as

Tax categories	
<input type="button" value="Add..."/>	
Name	VAT(%)
VAT	20
No VAT	0
VAT F	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%.

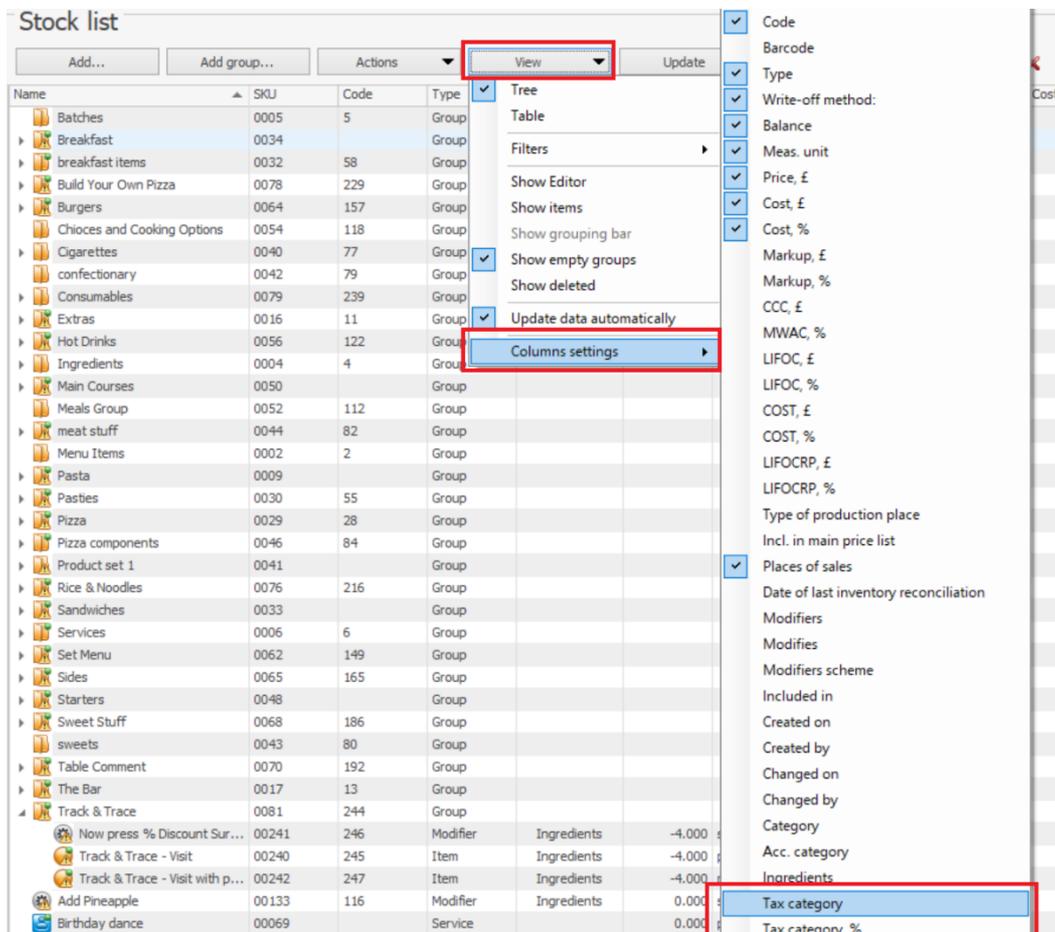
Changing the VAT link to the reduced rate on Menu Items, Modifiers and Products in iiko Office/Chain

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.



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 %



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,

Stock list

Name	Tax category	Tax category...	SKU	Code	Type	Write-off met...	Balance	Mea
Batches	0	0005		5	Group			
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	serv
The Full Monty	VAT	20	00070		Item	Ingredients	-8.000	serv
breakfast items	0	0032		58	Group			
Build Your Own Pizza	VAT	20	0078	229	Group			
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
Spicy Bean Burger	VAT	20	00170	161	Item	Ingredients	0.000	kg
Choices and Cooking Options	VAT	20	0054	118	Group			
Cigarettes	0	0040		77	Group			
confectionary	0	0042		78	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.

Dialog box: Edit stock list group Burgers

General | Markup | Stock levels | Button color

Stock list code (SKU): 0064

Name of the stock list group: Burgers

Parent stock list group: Highest level group

Product category: Food

Accounting category: Product

Quick code in iikoFront: 157

Default tax category: VAT

- (not specified)
- VAT
- No VAT
- VAT F
- VAT Reduced**
- VAT F Reduced

Next the grouping again then right click and select Group Editing

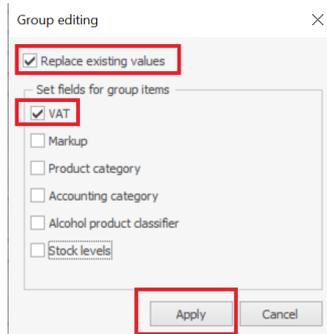
Stock list

Name	SKU	Code	Type	Write-off met...	Balance	Meas. unit
Batches	0005	5	Group			
Breakfast	0034		Group			
Breakfast Mods	0036	68	Group			
Full Irish Breakfast	00151	136	Item	Ingredients	-36.000	kg
Steak & Eggs	00081	72	Item	Ingredients	-6.000	serv
The Full Monty	00070		Item	Ingredients	-8.000	serv
breakfast items	0032	58	Group			
Build Your Own Pizza	0078	229	Group			
Burgers	0064	157	Group			
1/2 Pounder Burger	00168	159	Item	Ingredients	-8.000	kg
1/4 Pounder Burger	00167	158	Item	Ingredients	-2.000	kg
Chicken Burger	00169	160	Item	Ingredients	0.000	kg
Fish Burger	00171	162	Item	Ingredients	-3.000	kg
Spicy Bean Burger	00170	161	Item	Ingredients	0.000	kg
Choices and Cooking Options	0054	118	Group			
Cigarettes	0040	77	Group			
confectionary	0042	78	Group			

Context menu for Burgers:

- Add...
- Add group...
- Edit...
- Move...
- Edit modifiers...
- Group editing...**
- Delete

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



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

▲	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
	Spicey Bean Burger	00170	VAT Reduced	161
	Chioices and Cooking Options	0054	VAT	118
▶	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.

In this example only 4 items have been chosen.

Name	SKU	Tax category	Code	Tax category...	Type	Write-off met...	Balance	Meas. unit	Price, £	Cost, i
▶ Build Your Own Pizza	0078	VAT	229		20 Group					
▲ Burgers	0064	VAT Reduced	157		5 Group					
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	
Chicken Burger	00169	VAT Reduced	160		5 Item	Ingredients	0.000	kg	6.95	
Fish Burger	00171	VAT Reduced	162		5 Item	Ingredients	-3.000	kg	6.95	
Spicey Bean Burger	00170	VAT Reduced	161		5 Item	Ingredients	0.000	kg	6.95	
Chioices 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		11		0 Group					
▶ Hot Drinks	0056	VAT	122		20 Group					
▶ Ingredients	0004		4		0 Group					
▲ Main Courses	0050	VAT			20 Group					
▶ Cook Style	0038	VAT			20 Group					
▶ Cooking Instruction	0063		153		0 Group					
▶ Sauces	0051	VAT			20 Group					
▶ Sides	0071	VAT	199		20 Group					
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	
10oz Sirloin Steak	00210	VAT	210		20 Item	Ingredients	-5.000	serv	27.00	
12oz Fillet Steak	00212	VAT	212		20 Item	Ingredients	-3.000	serv	33.00	
12oz Ribeye Steak	00201	VAT	197		20 Item	Ingredients	-12.000	serv	24.50	
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	

Then right click and select EDIT

	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							
	12oz Fillet Steak	00212							
	12oz Ribeye Steak	00201							
	16oz Rib Eye Steak	00209							
	8oz Sirloin Steak	00117							
	Crispy Duck	00236							

Add...

Add group...

Copy in...

Edit...

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 ... X

Group:	Main Courses
Restaurant list price:	
Category:	Food
Accounting category:	Dry
Producer/Importer:	<input type="text"/> <input type="button" value="Change"/>
Meas. unit:	serv
Approximate price:	
Type of production place:	Kitchen
<input checked="" type="checkbox"/> Cooking time by default	
Cooking time (hh:mm:ss):	
Standard:	00:00:00
Peak:	00:00:00
Tax category:	VAT
Allergen groups:	(not specified)
Button appearance in iiko:	VAT
Fore color:	No VAT
Back color:	VAT F
	VAT Reduced
	VAT F Reduced

And the change will be applied to the selected products.

	10oz Fillet Steak	00208	VAT Reduced	2
	10oz Ribeye Special	00213	VAT Reduced	2
	10oz Sirloin Steak	00210	VAT Reduced	2
	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.