

# AdmiCash – Set up for VAT invoice with a balance tax rate

## 1. Adjustment of VAT to 01.01.2024 for existing AdmiCash installations (new installations on [page 5](#))

- The VAT rates for the balance tax rate will be increased on 01.01.2024.
- **This document describes the procedure in AdmiCash to make this tax rate change. Please follow this document carefully.**

### Archive:

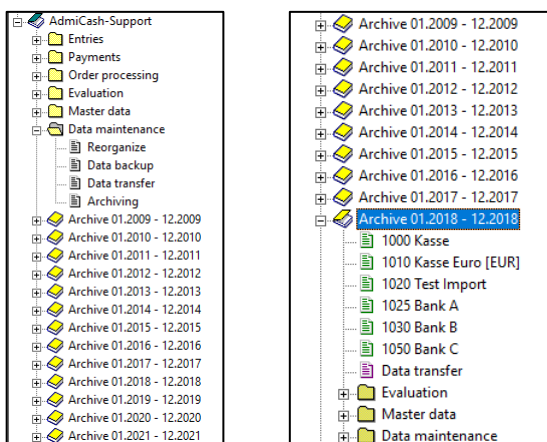
Ideally, you should archive all fiscal years up to and including 2021.

To do this, proceed as follows:

- First select „Data Maintenance – Reorganize“.
- Then select „Data maintenance – Data backup“ and create a data backup.
- Now select „Data Maintenance – Archive“.
- The input dialog is displayed.
- Enter the end of the fiscal year in the „Archive until“ field. The „Archive from“ field cannot be modified. The start of the fiscal year is automatically specified.

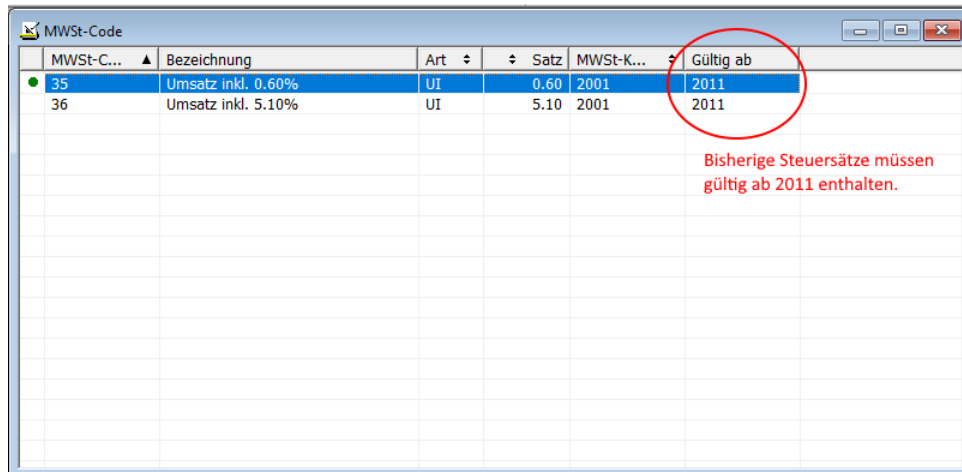


- After archiving, you will find an archive for each fiscal year. You can open these archives, view, print out the data, and create evaluations. However, changing the data is no longer possible.



**Preparation:**

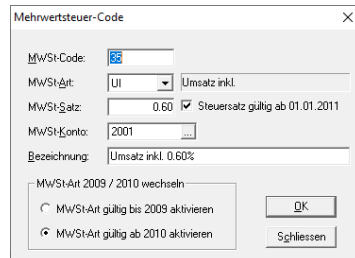
- The VAT code table requires new entries for the new tax rates. You can already record these entries in 2023.
- Start AdmiCash. Open the company and select the menu "Master data - VAT code". The table is displayed.



MWSt-C...	Bezeichnung	Art	Satz	MWSt-K...	Gültig ab
35	Umsatz inkl. 0.60%	UI	0.60	2001	2011
36	Umsatz inkl. 5.10%	UI	5.10	2001	2011

Bisherige Steuersätze müssen gültig ab 2011 enthalten.

- **Note:** Please delete all VAT code lines that still contain old tax rates. There should only be one or two entries with current tax rates. If „Valid from“ is empty, open the input dialog by double-clicking on the line, activate „Tax rate valid from 01.01.2011“ and click „OK“ to save the informationen.



Mehrwertsteuer-Code

MWSt-Code: 35

MWSt-Art: UI Umsatz inkl.

MWSt-Satz: 0.60  Steuersatz gültig ab 01.01.2011

MWSt-Konto: 2001

Bezeichnung: Umsatz inkl. 0.60%

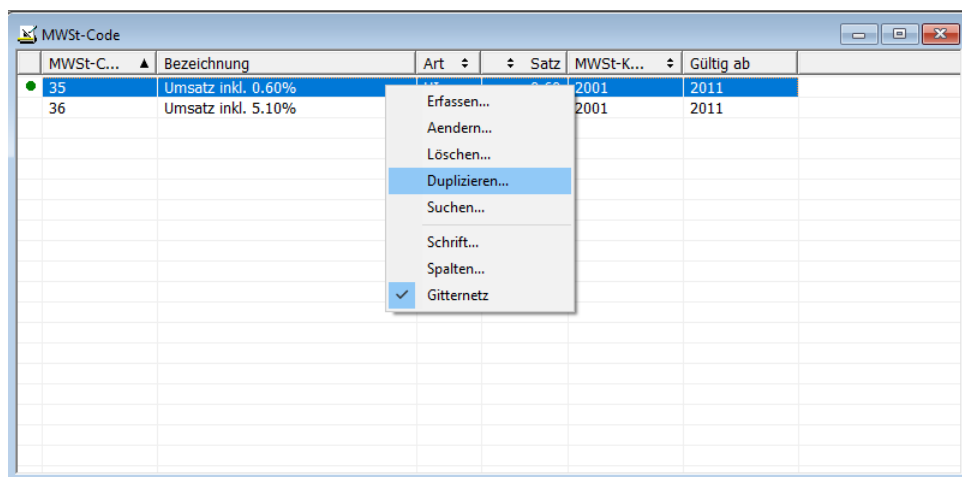
MwSt-Art 2009 / 2010 wechseln

MWSt-Art gültig bis 2009 aktivieren

MWSt-Art gültig ab 2010 aktivieren

OK Schliessen

- Select the first line and press the right mouse button on this line and select "Duplizieren" (or directly with the keyboard Ctrl + D).



MWSt-C...	Bezeichnung	Art	Satz	MWSt-K...	Gültig ab
35	Umsatz inkl. 0.60%	UI	0.60	2001	2011
36	Umsatz inkl. 5.10%	UI	5.10	2001	2011

Erfassen...

Aendern...

Löschen...

Duplizieren...

Suchen...

Schrift...

Spalten...

Gitternetz

- The dialog box is displayed.

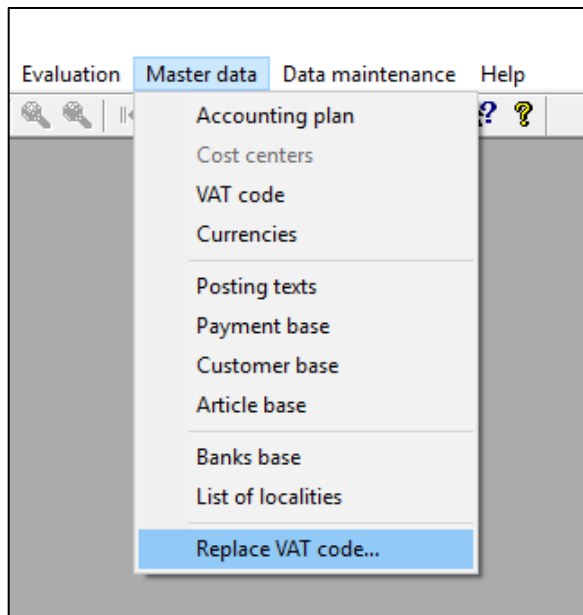
- Enter a new VAT code and tax rate. Remove the mark „Tax rate valid from 01.01.2011“. Save the information with [OK].  
**Note:** If necessary, contact our trustee about the new VAT codes.
- If you have two tax rates, repeat the procedure for the second tax rate.
- **Important:** Enter or duplicate the new VAT code even if the tax rate remains the same (0.1%, 0.6%). This ensures that the correct form field is shown for the amounts on the invoice (322/323 and 332/333).
- You can find the new net tax rates [here](#).
- The VAT table should then have 2 or 4 entries.

MWSt-C...	Bezeichnung	Art	Satz	MWSt-K...	Gültig ab
35	Umsatz inkl. 0.60%	UI	0.60	2001	2011
36	Umsatz inkl. 5.10%	UI	5.10	2001	2011
37	Umsatz inkl. 0.60%	UI	0.60	2001	
38	Umsatz inkl. 5.30%	UI	5.30	2001	

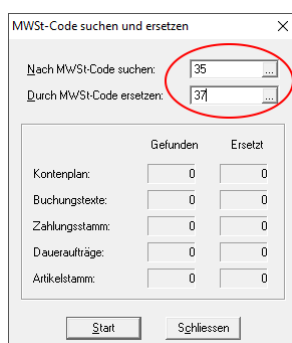
### Adjust master data in January 2024:

- Some of the master data contains proposed VAT codes for registration, payments and invoicing. The following master data contains VAT codes:
  - Accounting plan
  - Posting texts
  - Payment base
  - Standing orders
  - Article base
- To ensure the availability of new VAT codes from January 2018, it is advisable to replace the previous ones.
- Ideally, first record the year 2017 and then replace the previous VAT codes with the new one. For AdmiCash debtor versions, VAT codes should be replaced before creating new documents / invoices.

- AdmiCash has been extended to a new function that simplifies the search and replacement of VAT codes.
- Start AdmiCash and open the (a) company. Select the menu "Master data - Replace-VAT code..."



- The dialog for search and replace VAT code is displayed.

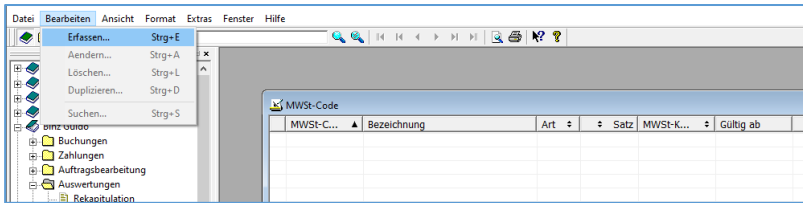


- Enter a VAT code to search and replace, or select one from the VAT table.
- Click [Begin]. The VAT code is now search in the master data and replaced by the new one.
- Repeat this procedure for all VAT codes and all companies.

Origin: [Federal tax administration: VAT Info 19.](#)

## 2. Setting up VAT from 01.01.2024 for new installations

- Select Master Data – VAT Code. An empty table is displayed.
- Select „Edit – Record“.



- Enter the VAT code, the VAT type „UI“, the tax rate and the VAT account. „Tax rate valid from 01.01.2011“ must not be activated. Save the information with OK.

- The VAT table may only contain one or a maximum of two entries.

MWSt-C...	Bezeichnung	Art	Satz	MWSt-K...	Gültig ab
u060	Umsatz inkl. 0.60%	UI	0.60	2001	
u530	Umsatz inkl. 5.30%	UI	5.30	2001	

- This completes the setup of the VAT for the balance tax rate.