

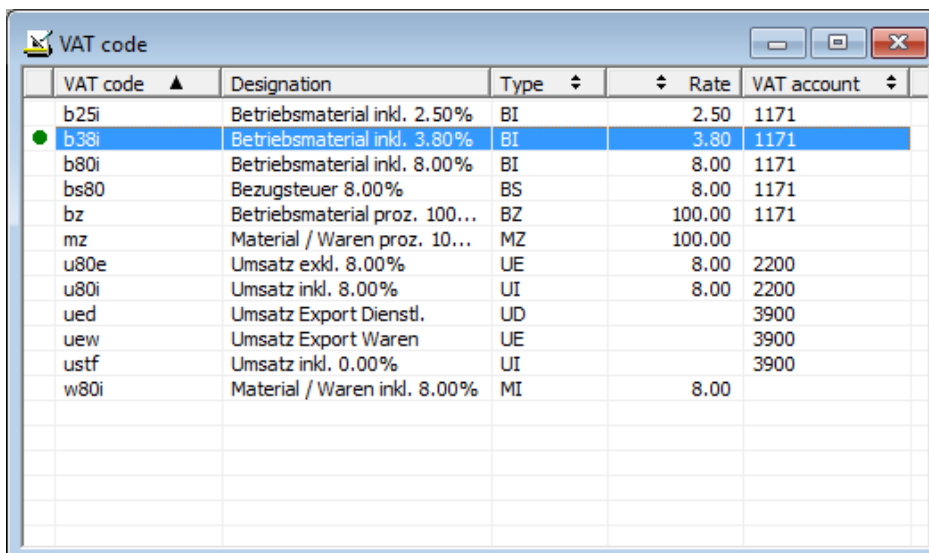
AdmiCash update information 8.1.5.0

Adjustment of VAT from 01.01.2018

- On 01.01.2018 the VAT rate will be reduced from 8.00% to 7.70% and the special rate from 3.80% to 3.70%. The reduced rate of 2.50% remains unchanged.
- This document describes the procedure in AdmiCash to make this tax rate change.

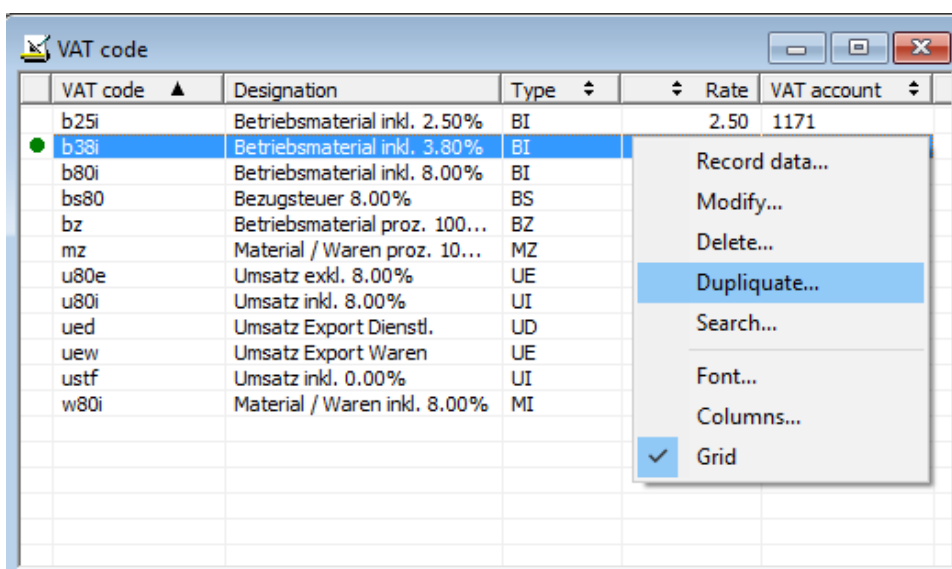
Preparation:

- The VAT code table requires new entries for the new tax rates. You can already record these entries in 2017.
- Start AdmiCash. Open the company and select the menu "Master data - VAT code". The table is displayed.



VAT code ▲	Designation	Type ▾	Rate	VAT account ▾
b25i	Betriebsmaterial inkl. 2.50%	BI	2.50	1171
b38i	Betriebsmaterial inkl. 3.80%	BI	3.80	1171
b80i	Betriebsmaterial inkl. 8.00%	BI	8.00	1171
bs80	Bezugsteuer 8.00%	BS	8.00	1171
bz	Betriebsmaterial proz. 100...	BZ	100.00	1171
mz	Material / Waren proz. 10...	MZ	100.00	
u80e	Umsatz exkl. 8.00%	UE	8.00	2200
u80i	Umsatz inkl. 8.00%	UI	8.00	2200
ued	Umsatz Export Dienstl.	UD		3900
uew	Umsatz Export Waren	UE		3900
ustf	Umsatz inkl. 0.00%	UI		3900
w80i	Material / Waren inkl. 8.00%	MI	8.00	

- Select the first line with the tax rate 3.80% or 8.00%. Press the right mouse button on this line and select "Duplicate".



VAT code ▲	Designation	Type ▾	Rate	VAT account ▾
b25i	Betriebsmaterial inkl. 2.50%	BI	2.50	1171
b38i	Betriebsmaterial inkl. 3.80%	BI		
b80i	Betriebsmaterial inkl. 8.00%	BI		
bs80	Bezugsteuer 8.00%	BS		
bz	Betriebsmaterial proz. 100...	BZ		
mz	Material / Waren proz. 10...	MZ		
u80e	Umsatz exkl. 8.00%	UE		
u80i	Umsatz inkl. 8.00%	UI		
ued	Umsatz Export Dienstl.	UD		
uew	Umsatz Export Waren	UE		
ustf	Umsatz inkl. 0.00%	UI		
w80i	Material / Waren inkl. 8.00%	MI		

- The dialog box is displayed.

The screenshot shows a dialog box titled "Vat code" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

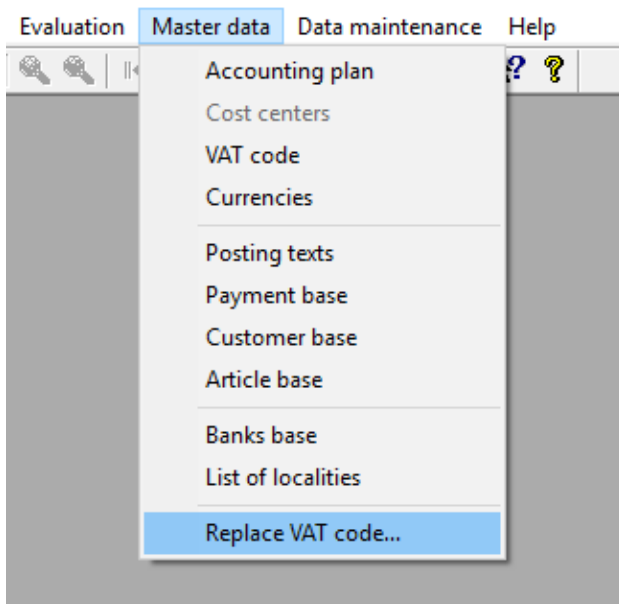
- VAT code:
- VAT type: (dropdown menu)
- VAT rate:
- VAT account: (with a browse button "...")
- Designation:
- VAT type 2009 / 2010 change section:
 - Activate VAT type valid until 2009
 - Activate VAT type valid from 2010
- Buttons: and

- Enter a new VAT code and the new tax rate. Save the information with [OK].
- Repeat the procedure for all VAT codes with 3.80% and 8.00%. Click [Close] when the recording is over.
- **Important: Enter or duplicate the VAT code. Do not make changes to the existing VAT code!**
- The same procedure applies to the net tax rate. In this case, only one VAT code needs to be recaptured. The new net tax rates can be found [here](#).

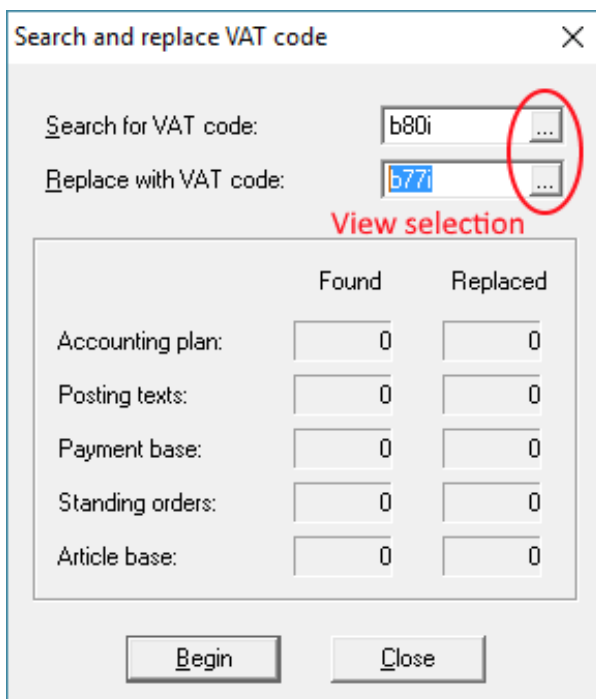
Adjust master data in January 2018:

- 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.
- Make sure that AdmiCash version 8.1.5.0 is installed (menu "Help – Info about AdmiCash..."). If it has not already been installed with auto update, install it using (www.admicash.swiss – Download).

- Start AdmiCash and open the 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. Note that only VAT codes with the same VAT type (UI, BI, MI) are replaced.
- 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](#).