

Vat Increases\Decrease

QuickTrav detailed document – how to set up Vat

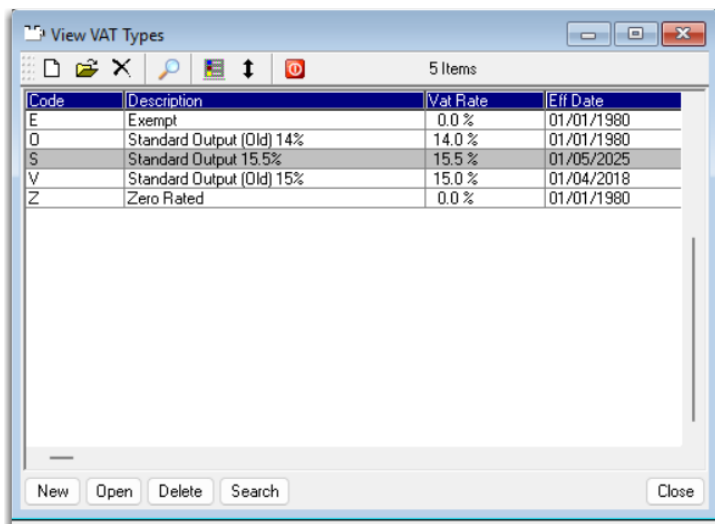
To comply with the increase in the standard rate of Vat in South Africa, all agencies will need to update the Vat % in the Vat tables / setup in the various QuickTrav modules, as below:

The Vat table must be updated immediately after running the April month ends, **before processing any new documents.**

A: QuickTrav FrontDesk module

Top menu -> Setup\Global Tables\Vat

- Change the existing “S” standard Vat rate to 15.5% as follows
- Add a new entry for the old rate (15%) for possible adjustments relating to 15%

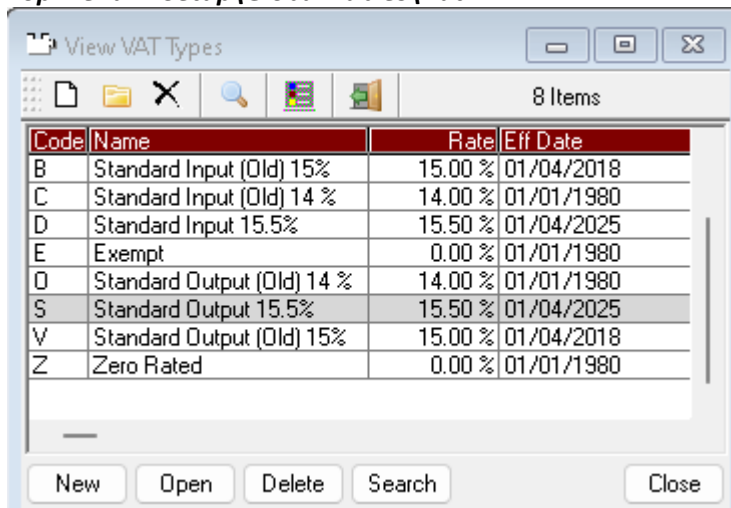


Code	Description	Vat Rate	Eff Date
E	Exempt	0.0 %	01/01/1980
O	Standard Output (Old) 14%	14.0 %	01/01/1980
S	Standard Output 15.5%	15.5 %	01/05/2025
V	Standard Output (Old) 15%	15.0 %	01/04/2018
Z	Zero Rated	0.0 %	01/01/1980

B: QuickTrav Service Vouchers module

- Change the existing Standard output / input rates from 15% to 15.5%
- Add a new entry for the old rate (15%) to be used for possible adjustments processed after 1st May relating to vouchers before that date.

Top menu -> Setup\Global Tables\Vat



Code	Name	Rate	Eff Date
B	Standard Input (Old) 15%	15.00 %	01/04/2018
C	Standard Input (Old) 14 %	14.00 %	01/01/1980
D	Standard Input 15.5%	15.50 %	01/04/2025
E	Exempt	0.00 %	01/01/1980
O	Standard Output (Old) 14 %	14.00 %	01/01/1980
S	Standard Output 15.5%	15.50 %	01/04/2025
V	Standard Output (Old) 15%	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

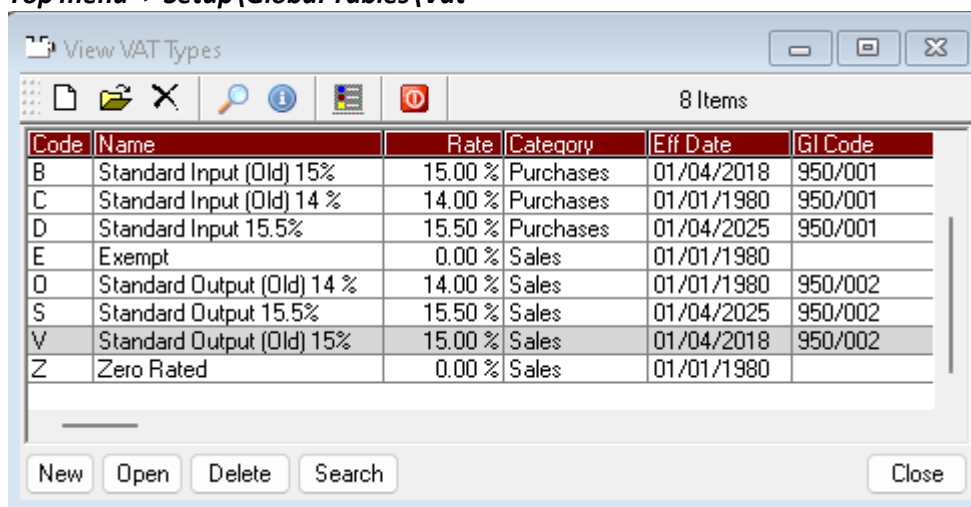
- No changes required

D: QuickTrav Invoice module

- Before closing the April month-end, it is very important that all automatic invoicing for imported tickets is completed i.e. all April tickets **must be invoiced in April**.
- The Vat table must be updated immediately after running the April month ends, **before processing any new invoices / credit notes**.
- Change the existing Standard output / input rates from 15% to 15.5% and change the effective date to 01/05/2025
- Add a new entry for the old rate (15%) to be used for adjustments processed after 1st May relating to transactions before that date.

i.e. per below

Top menu -> Setup\Global Tables\Vat



Code	Name	Rate	Category	Eff Date	GI Code
B	Standard Input (Old) 15%	15.00 %	Purchases	01/04/2018	950/001
C	Standard Input (Old) 14 %	14.00 %	Purchases	01/01/1980	950/001
D	Standard Input 15.5%	15.50 %	Purchases	01/04/2025	950/001
E	Exempt	0.00 %	Sales	01/01/1980	
O	Standard Output (Old) 14 %	14.00 %	Sales	01/01/1980	950/002
S	Standard Output 15.5%	15.50 %	Sales	01/04/2025	950/002
V	Standard Output (Old) 15%	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 April, but the invoicing module is in May, as the invoice module's Vat tables have been updated. This will cause transactions (journals, commission receipts, etc) to default to the **NEW vat %**
- 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 April month end should be run as soon as possible after the invoicing module's month end.

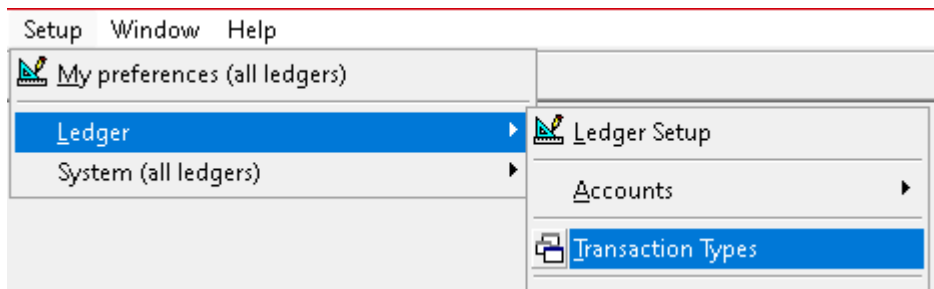
F: QuickTrav General Ledger module

QuickTrav WinGL Vat change 15% to 15.5%

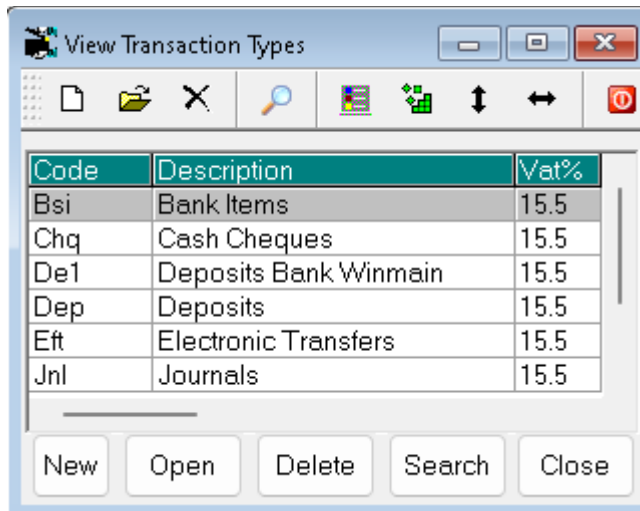
For each ledger that you work on that will contain 2025/05 or later transactions, open the ledger and change the following settings.

When the system prompts you for a password, please use **quick**

A: Table of transaction types



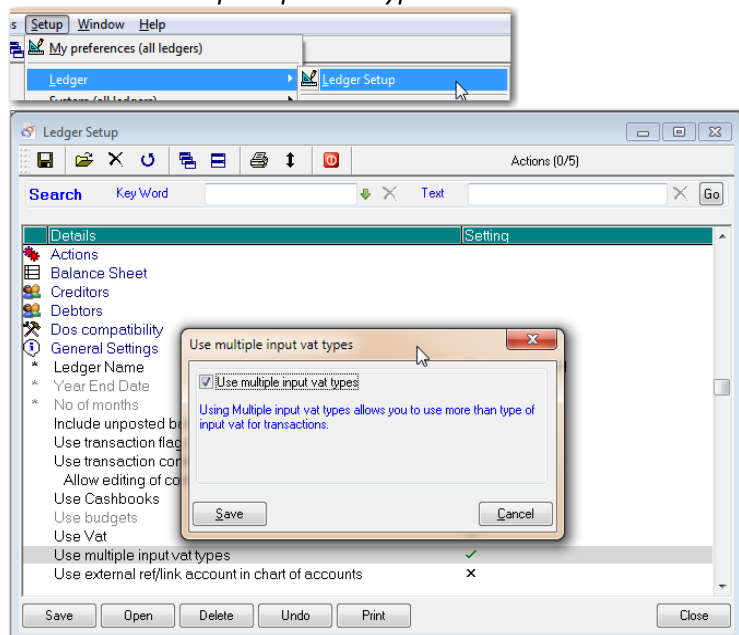
Change the vat percentage from 15% to 15.5% as below



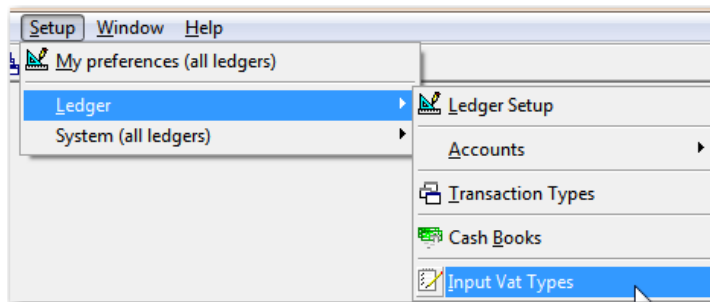
B: Multiple Vat codes

If your ledger year spans periods with different Vat rates e.g. a year ending 28/02/2025 where 15% applies to 2025/03 + 2025/04 and 15.5 % from 2025/05 onwards, then you will need to be able to use both rates. To enable this, do the following:

1) Turn on *Use multiple input Vat types* as follows.



2) Edit the Vat table as follows



Increase the existing S and D Codes vat rate from 15% to 15.5%

The 'View Input Vat Types' window displays a table with 8 items. The table has the following columns: Code, Name, Vat Account, and Vat Rate.

Code	Name	Vat Account	Vat Rate
B	Standard Input (Old) 15%	Input Vat (950/001)	15.0
C	Standard Input (Old) 14 %	Input Vat (950/001)	14.0
D	Standard Input 15.5%	Input Vat (950/001)	15.5
E	Exempt	Output Vat (950/002)	0.0
O	Standard Output (Old) 14 %	Output Vat (950/002)	14.0
S	Standard Output 15.5%	Output Vat (950/002)	15.5
V	Standard Output (Old) 15%	Output Vat (950/002)	15.0
Z	Zero Rated	Output Vat (950/002)	0.0

Buttons at the bottom: New, Open, Delete, Search, Close.

The 'Cash Cheques batch (Chq)' window shows a table with columns: #, Period, Day, Account, Ref, Details, Age, and Amount. A 'Vat Split' dialog box is open over the table.

Table data (first row visible):

#	Period	Day	Account	Ref	Details	Age	Amount
0000001	2025/03	01	130/ Bank Charges	Bank Charges	March 2025 Bank Charges		0.00

'Vat Split' dialog box fields:

- Vat Type: [Dropdown]
- Exclusive Amount: 0.00
- Vat Amount: 15.5% (0.00)
- Incl Amount: 0.00
- Buttons: Save, Excl->Incl, Cancel

When entering a Vat split in a batch, the rate will always default to the "S" vat table rate, per above 15.5%

If you need to use the old rate, select the old rate from the down down

The 'Vat Split' dialog box shows the 'Vat Type' dropdown set to 'Standard Output (Old) 14 % (O)'.

Cash Cheques batch (Chq)

Ref Bank Charges=0.00 2025/03=0.00 Batch Total=0.00

#	Period	Day	Account	Ref	Details	Age	Amount
0000001	2025/03	01	130/ Bank Charges	Bank Charges	March 2025 Bank Charges		0.00

Vat Split

Vat Type Standard Output (Old) 14 % (O) ⬇

Exclusive Amount 0.00

Vat Amount 14.0% 0.00

Incl Amount 0.00

In ledger years that do not require more than one Vat rate, the *Use multiple input Vat types* option can be left off / turned off.

NOTES

Version Updates

- It is not essential to update any of the QuickTrav core applications on 1 May 2025.
- 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**
