

Opera Property Management System

South African VAT changes 1 May 2025

OPERA Version 3.0

OPERA Version 4.0

OPERA Version 5.0

Should you have any queries regarding the process prior to the 31 May 2025, please email hospitality.vatchanges@adaptit.com, noting this should only be used prior and the day of the change-over.

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1. Overview

This document explains the process required to convert your OPERA PMS system, to take into account the new VAT percentage which will come into effect on 1 May 2025. The person carrying out this task on behalf of the hotel, must have access to the configuration area of OPERA.

2. When to make the changes

The changes can only be implemented once the End of Day routine has been completed for the 30 April 2025 and the system date is now showing at 1 May 2025. Once the Night Audit has completed, the following steps must be taken before any new postings are made or any check-outs are processed.

3. VAT Transaction codes

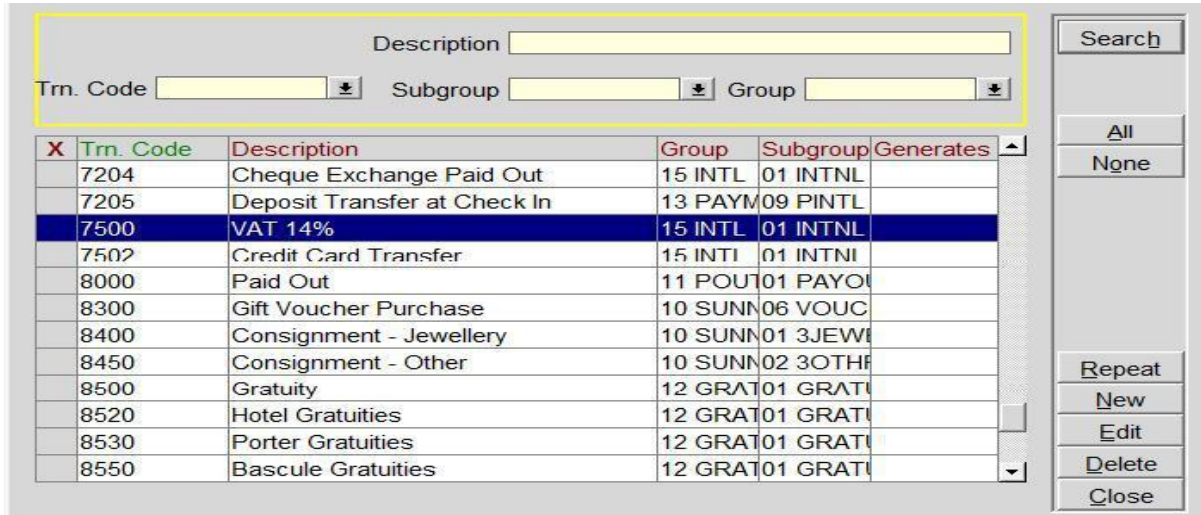
From the OPERA main menu screen select 'Configuration' and once logged in, go to Cashiering and from the menu select **Codes>Transaction Codes**

Firstly, scroll down the codes until you reach the transaction codes which are used for VAT. Traditionally these will be in the 7000 area but these may vary per site.

Example below: VAT TRX code is 7500.

The VAT TRX Codes are linked to Opera TRX Codes in order to post the VAT Percentage during postings and the END OF DAY Procedure.

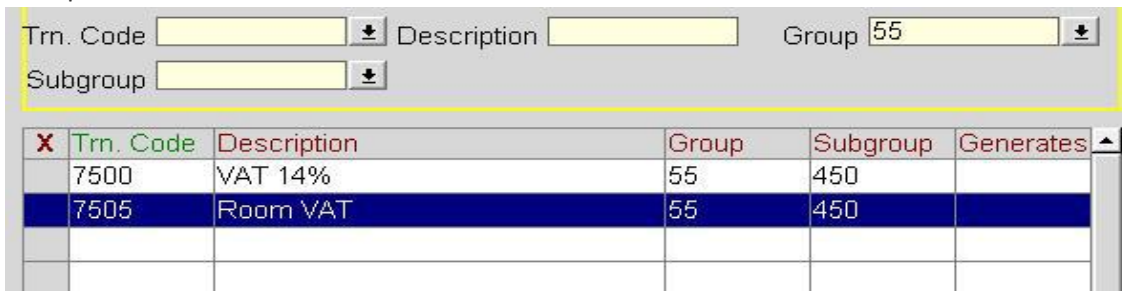
Example 1



X	Trn. Code	Description	Group	Subgroup	Generates
	7204	Cheque Exchange Paid Out	15 INTL	01 INTNL	
	7205	Deposit Transfer at Check In	13 PAYM	09 PINTL	
	7500	VAT 14%	15 INTL	01 INTNL	
	7502	Credit Card Transfer	15 INTL	01 INTNL	
	8000	Paid Out	11 POUT	01 PAYO	
	8300	Gift Voucher Purchase	10 SUNN	06 VOUC	
	8400	Consignment - Jewellery	10 SUNN	01 3JEW	
	8450	Consignment - Other	10 SUNN	02 3OTH	
	8500	Gratuity	12 GRAT	01 GRAT	
	8520	Hotel Gratuities	12 GRAT	01 GRAT	
	8530	Porter Gratuities	12 GRAT	01 GRAT	
	8550	Bascule Gratuities	12 GRAT	01 GRAT	

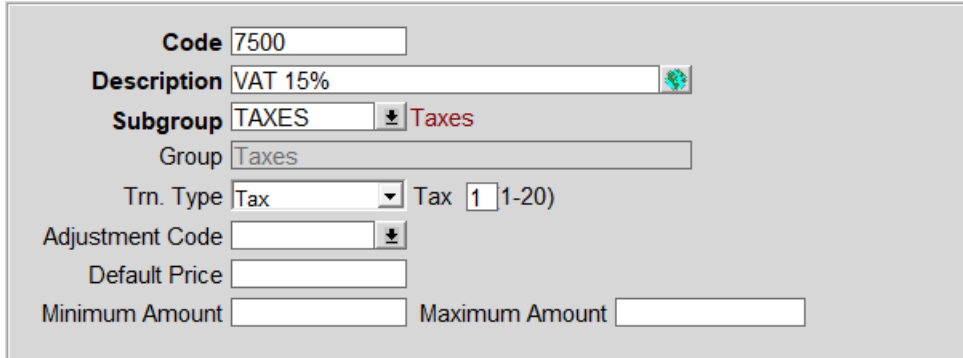
In some cases there might be more than one VAT TRX code.

Example 2



X	Trn. Code	Description	Group	Subgroup	Generates
	7500	VAT 14%	55	450	
	7505	Room VAT	55	450	

If the VAT TRX code description states 15%, select the appropriate VAT TRX code and select edit.

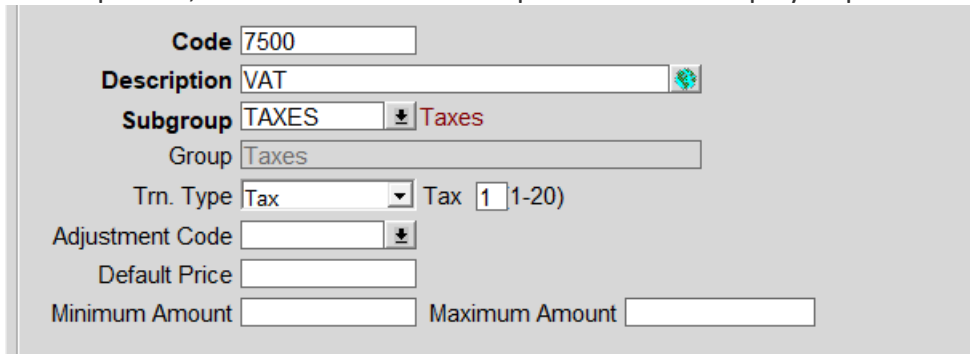


Code 7500
Description VAT 15%
Subgroup TAXES Taxes
Group Taxes
Trn. Type Tax Tax 1 1-20
Adjustment Code
Default Price
Minimum Amount Maximum Amount

Update the Description Field to state VAT

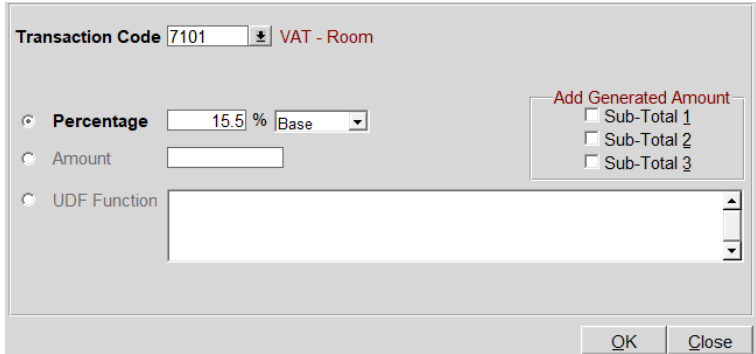
PLEASE NOTE THAT THIS UPDATE ONLY CHANGES THE DESCRIPTION AND NOT THE ACTUAL CALCULATION PERCENTAGE.

Once updated, select OK and the description will then display as per below



Code 7500
Description VAT
Subgroup TAXES Taxes
Group Taxes
Trn. Type Tax Tax 1 1-20
Adjustment Code
Default Price
Minimum Amount Maximum Amount

On the below screen select Edit and amend the PERCENTAGE Field to 15.5% and select OK



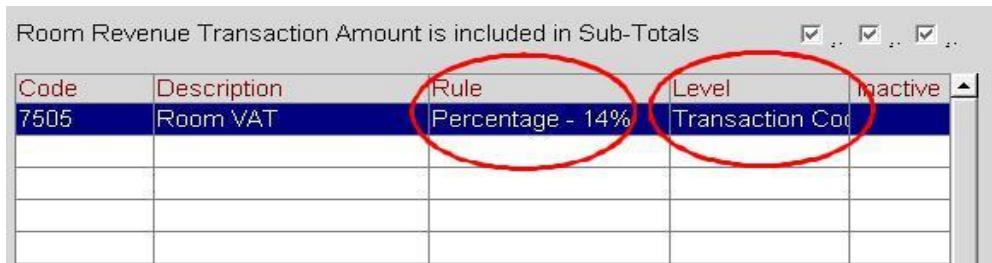
Apply the above steps for all the applicable Revenue Groups

- If the LEVEL Option displays SUB-GROUP, then the VAT Percentage must be updated to 15.5% under the menu,

CASHIERING, CODES, SUB-GROUP.

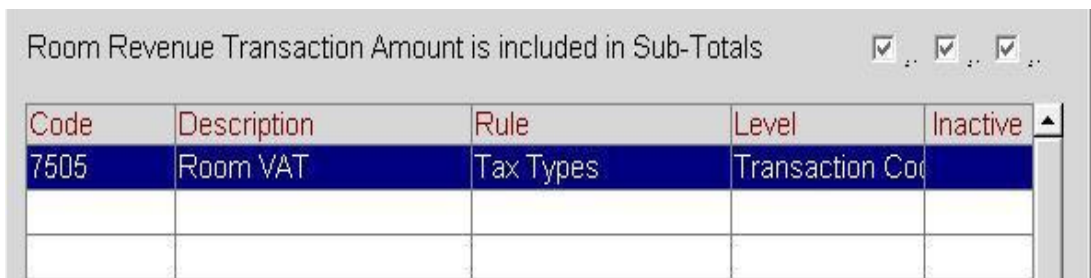
Follow the same procedure as mentioned above.

- If the LEVEL Option displays Transaction Code, then follow Section 5 below.



Code	Description	Rule	Level	Inactive
7505	Room VAT	Percentage - 14%	Transaction Code	

- However if the following appears with the Rule as 'Tax Types' you need to go to section 7 of this document



Code	Description	Rule	Level	Inactive
7505	Room VAT	Tax Types	Transaction Code	

5. Changing VAT on each TRX Code.

As above, if the taxes are set with a rule of 'Percentage' then each code needs to be amended as follows, dependant on the following setup:

If there is one VAT line for 15%, then that VAT line needs to be updated to 15.5%. Select edit at the bottom of the screen.

Accommodation Transaction Amount is included in Sub-Totals

Code	Description	Rule	Level	Inactive
7000	VAT	Percentage - 15%	Transaction Cod	

Test
New
Edit
Delete
Close

Update the percentage field from 15% to 15.5% and select OK

Transaction Code VAT

Percentage %

Amount

UDF Function

Add Generated Amount

- Sub-Total 1
- Sub-Total 2
- Sub-Total 3

OK Close

Repeat this for all the transaction codes where the 15% VAT must be changed to 15.5%

6. Checking your VAT Setup for each TRX code

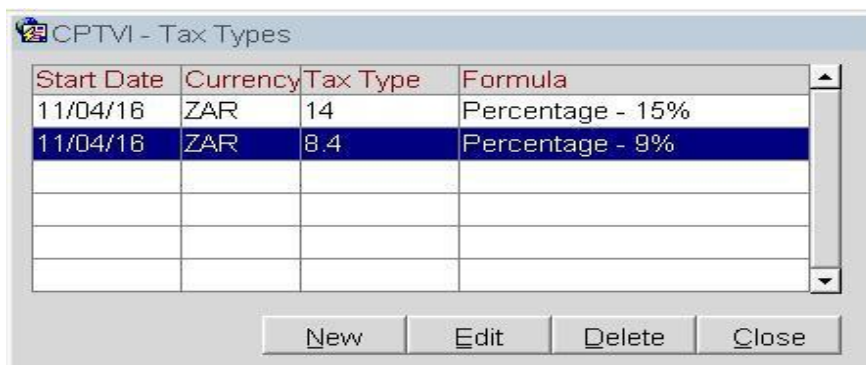
To make sure you have completed the changes correctly, log into PMS, go to Miscellaneous and select Reports from the menu. In the 'Report Group' select 'Configuration' and locate the report Transaction Codes by Transaction Code (which has the REP name of 'CF_TRXCODES2'). Print or Preview the report and on each transaction code where 15.5% VAT should be applied you will get the following:

Ty.	Group	Subgr.	Sub Ty.	Trn.	Description	Rev	Cash	Man	Def	Gen	Class1	M	Class2	M	Adj
						Value	Flat / Percentage		Generated Trx Code						
C	10	100	L	1000	Room Revenue	Y				Y					
						14.00	P		7505						

If any of the codes reflect that there is no percentage or the 15% value still exists you must go back into configuration and adjust the Generates. Please ensure, that codes which genuinely should have 0% tax are not amended.

OPERA can now be used for postings and check-outs

Edit the TAX TYPE 15 and update the percentage to 15.5%
 Edit the TAX TYPE 9 and update the percentage to 9.3%



Once updated the FORMULA Field must state 15.5 % and 9.3%

Repeat the process for all applicable TRX CODES using TAX TYPES in the system.

8. Checking your setup with VAT with TAX TYPES

To ensure you have completed the changes correctly, log into PMS, go to Miscellaneous and select Reports from the menu. In the 'Report Group' select 'Configuration' and locate the Transaction Codes by Transaction Code (which has the REP name of 'CF_ TRXCODES2'). Print or Preview the report and on each transaction code where 15% VAT should be applied you will get the following:

Iy.	Group	Subgr.	Sub Ty.	Trn.	Description	Rev	Cash	Man	Det	Gen	Class1	M	Class2	M	Adj	Trx Code
						Value	Tat / Percentage		Generated							
C	10	100	L	1000	Room Revenue	Y				Y			P			7505
Generate 1																

Slightly further down the report where the VAT transaction codes appear you should see the following:

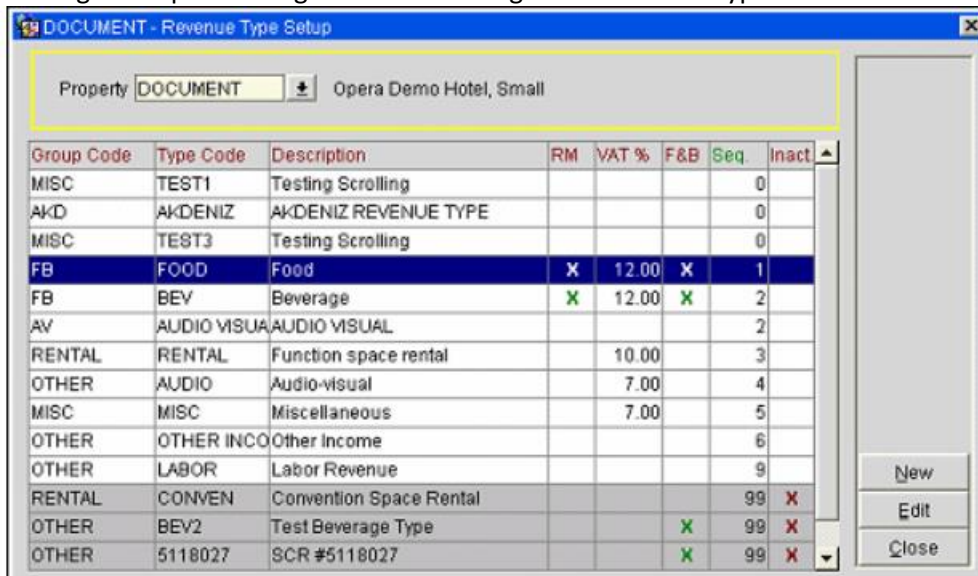
C	55	450	X	7505	Room VAT											ZAR	9%	8.4
C	55	450	X	7605	Room VAT											ZAR	15%	14

OPERA can now be used for postings and check-outs

9. Hotels using Opera Sales & Catering

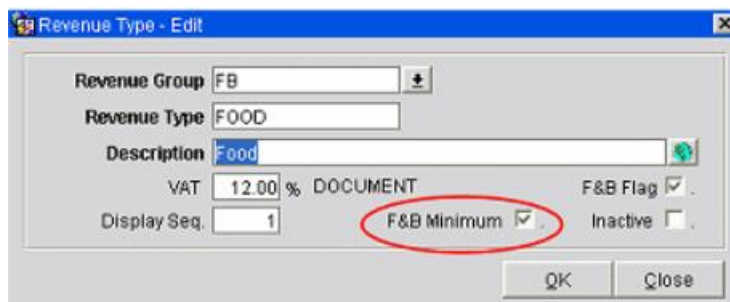
If the hotel is using the Sales and Catering module, the VAT % needs to be amended for Revenue Types

- Log Into Opera Configuration – Catering Tab – Revenue Types.



Group Code	Type Code	Description	RM	VAT %	F&B	Seq	Inact
MISC	TEST1	Testing Scrolling					0
AKD	AKDENIZ	AKDENIZ REVENUE TYPE					0
MISC	TEST3	Testing Scrolling					0
FB	FOOD	Food	X	12.00	X		1
FB	BEV	Beverage	X	12.00	X		2
AV	AUDIO VISUA	AUDIO VISUAL					2
RENTAL	RENTAL	Function space rental		10.00			3
OTHER	AUDIO	Audio-visual		7.00			4
MISC	MISC	Miscellaneous		7.00			5
OTHER	OTHER INCO	Other Income					6
OTHER	LABOR	Labor Revenue					9
RENTAL	CONVEN	Convention Space Rental					99 X
OTHER	BEV2	Test Beverage Type			X		99 X
OTHER	5118027	SCR #5118027			X		99 X

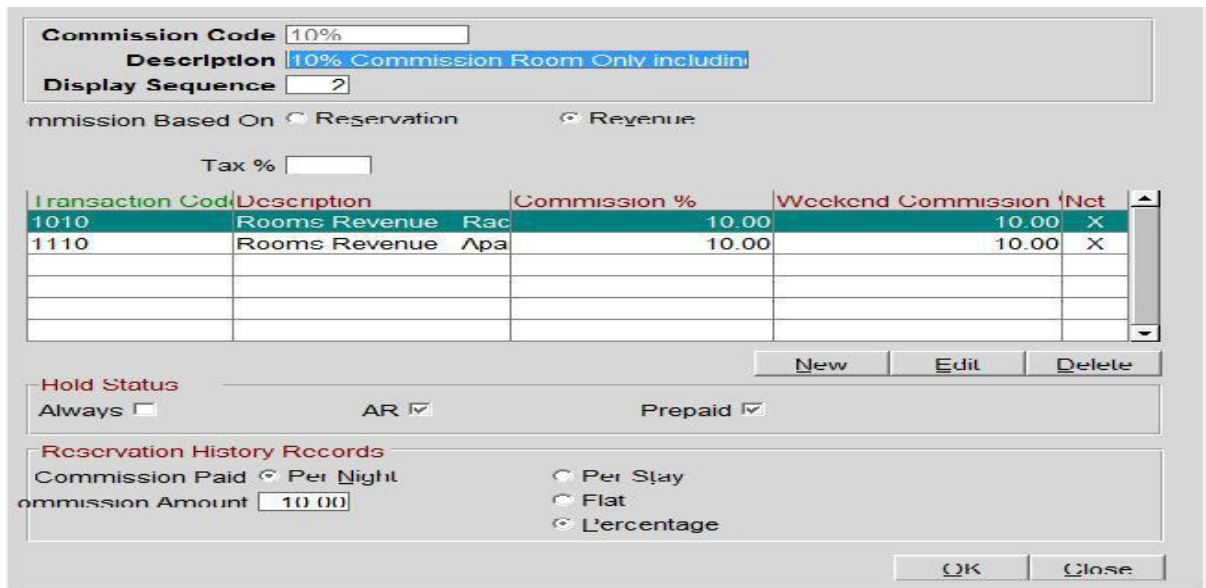
- Select Edit on each applicable Revenue Type
- Update The VAT Amount to 15.5%



Revenue Group: FB
 Revenue Type: FOOD
 Description: Food
 VAT: 12.00 % DOCUMENT
 Display Seq: 1
 F&B Flag:
 F&B Minimum: (circled in red)
 Inactive:

10. Hotels using Opera commissions Handling

If the hotel is using the Commission Handling module, the level of VAT needs to be amended. Simply go into Configuration, click on the 'Commission' tab and select 'Commission Codes'. From the list edit each code – noting the layout of the screen does vary in the versions of OPERA in use. If the TAX % field contains a value of 15, update to 15.5. If the TAX % field is blank, leave as is.



Commission Code

Description

Display Sequence

Commission Based On Reservation Revenue

Tax %

Transaction Code	Description	Commission %	Weekend Commission	Incl
1010	Rooms Revenue Race	10.00	10.00	X
1110	Rooms Revenue Apartment	10.00	10.00	X

Hold Status: Always AR Prepaid

Reservation History Records: Commission Paid Per Night Per Stay Flat Percentage

Commission Amount

Buttons: New, Edit, Delete, OK, Close

It should be noted, that this field may not appear based on the setup of the system. Therefore no changes will be required.

This change should be made prior to the next time the Commission module is accessed.