

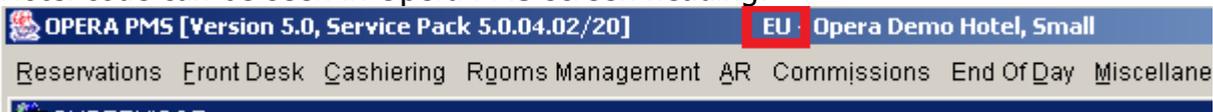
Guidelines for changing tax in Oracle Hospitality OPERA

In Opera PMS, tax rate can be set up at the level of Transaction Codes Groups, or Transaction Codes Subgroups, or at the level of Transaction Code itself.

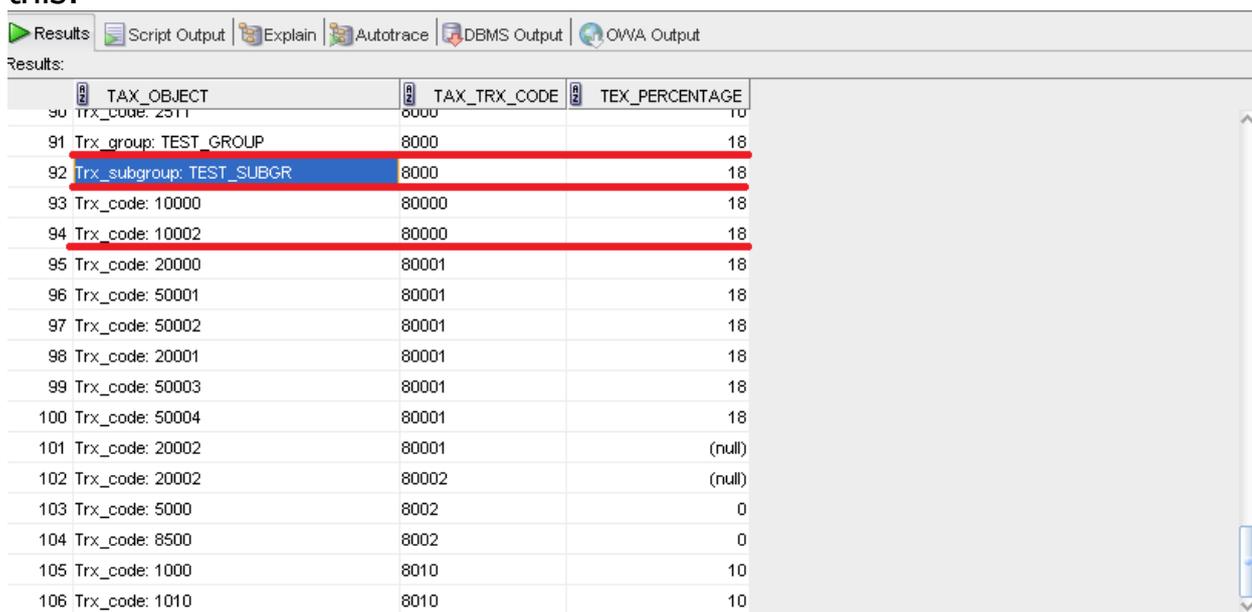
The following query is used to look up current settings:

```
select
case
  when trx_code_generator is not null then 'Trx_code: ' || trx_code_generator
  when trx_code_generator is null and tc_subgroup_generator is not null then
'Trx_subgroup: ' || tc_subgroup_generator
  when trx_code_generator is null and tc_subgroup_generator is null then
'Trx_group: ' || tc_group_generator
end tax_object,
trx_code tax_trx_code,
percentage tex_percentage
from trx_class_relationships where resort = 'EU' –to be replaced with hotel code.
```

Hotel code can be seen in Opera PMS screen heading:

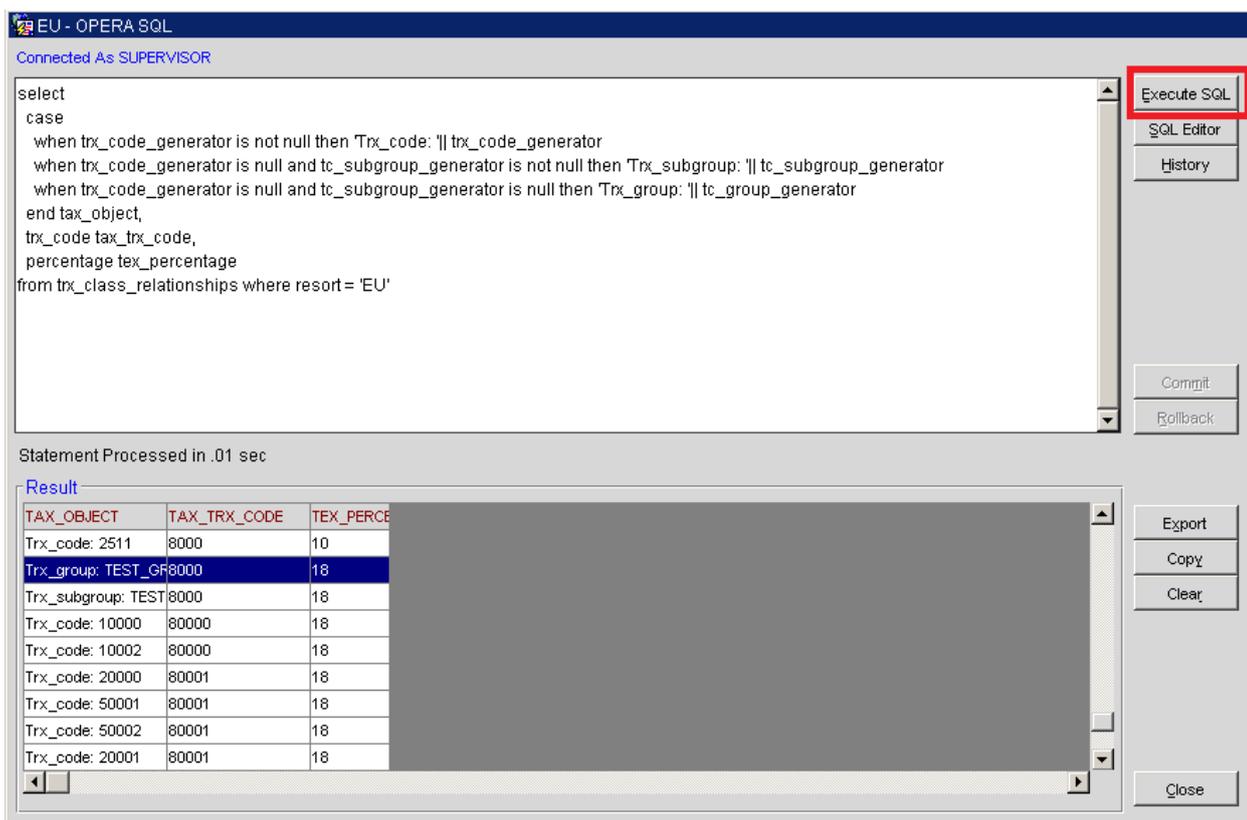


This query display allows identifying objects: codes of transaction, subgroup or group, for which taxes are set up; query execution result looks approximately like this:



	TAX_OBJECT	TAX_TRX_CODE	TEX_PERCENTAGE
su	Trx_code: 2511	8000	10
91	Trx_group: TEST_GROUP	8000	18
92	Trx_subgroup: TEST_SUBGR	8000	18
93	Trx_code: 10000	80000	18
94	Trx_code: 10002	80000	18
95	Trx_code: 20000	80001	18
96	Trx_code: 50001	80001	18
97	Trx_code: 50002	80001	18
98	Trx_code: 20001	80001	18
99	Trx_code: 50003	80001	18
100	Trx_code: 50004	80001	18
101	Trx_code: 20002	80001	(null)
102	Trx_code: 20002	80002	(null)
103	Trx_code: 5000	8002	0
104	Trx_code: 8500	8002	0
105	Trx_code: 1000	8010	10
106	Trx_code: 1010	8010	10

This query can be run from any application capable to connect to OPERA schema database, for example, Oracle PL/SQL developer (the above screenshot – from it), sqlplus, or from Opera SQL Utilities (available not in all Opera versions):

EU - OPERA SQL
Connected As SUPERVISOR

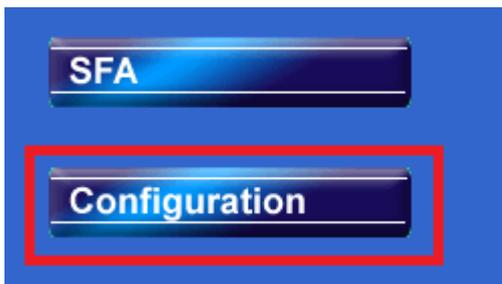
```
select
case
  when trx_code_generator is not null then 'Trx_code: '|| trx_code_generator
  when trx_code_generator is null and tc_subgroup_generator is not null then 'Trx_subgroup: '|| tc_subgroup_generator
  when trx_code_generator is null and tc_subgroup_generator is null then 'Trx_group: '|| tc_group_generator
end tax_object,
trx_code tax_trx_code,
percentage tex_percentage
from trx_class_relationships where resort = 'EU'
```

Statement Processed in .01 sec

Result

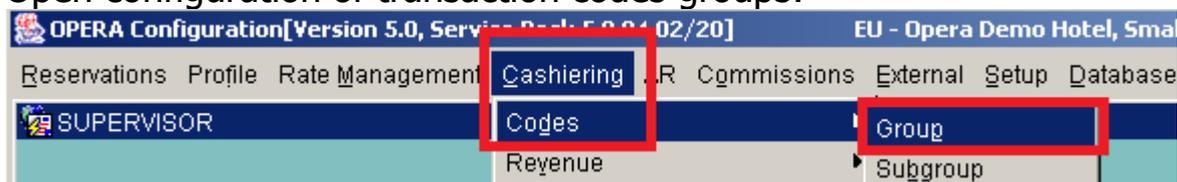
TAX_OBJECT	TAX_TRX_CODE	TEX_PERCE
Trx_code: 2511	8000	10
Trx_group: TEST_GF8000		18
Trx_subgroup: TEST	8000	18
Trx_code: 10000	80000	18
Trx_code: 10002	80000	18
Trx_code: 20000	80001	18
Trx_code: 50001	80001	18
Trx_code: 50002	80001	18
Trx_code: 20001	80001	18

Tax rate is to be changed in the settings of the object, where it is located, in system configurator:

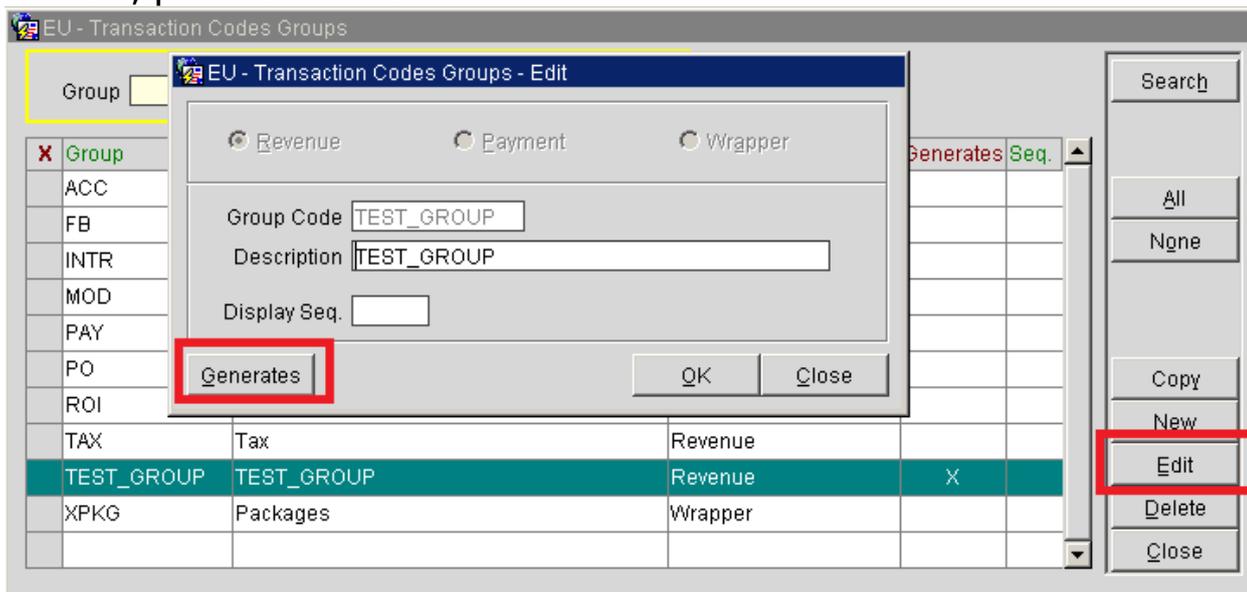


1) Changes for transaction group:

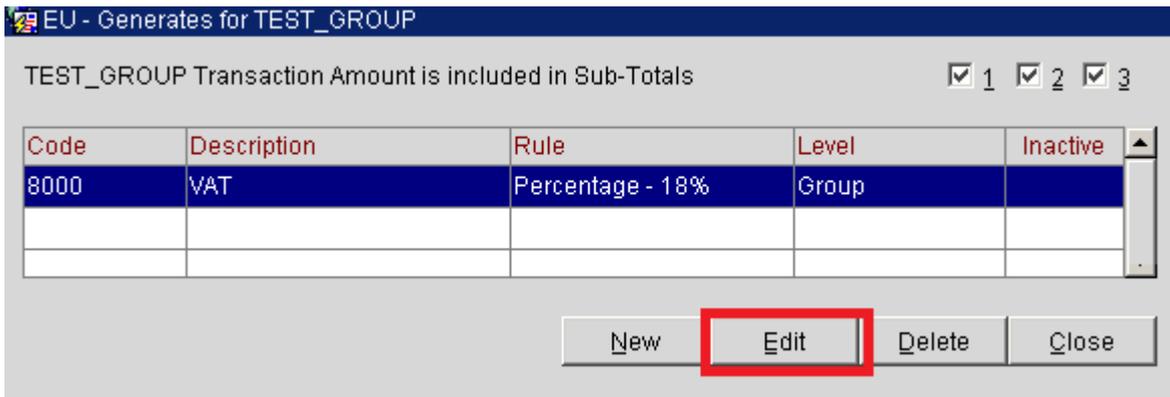
Open configuration of transaction codes groups:



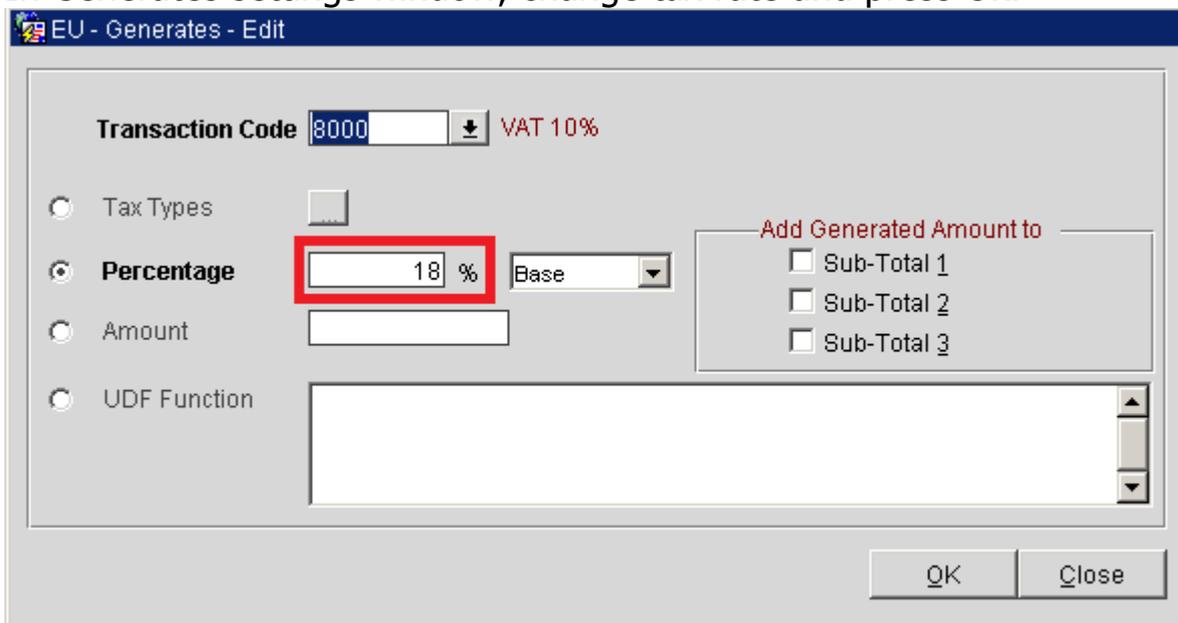
In the pop-up window, select the required group and press Edit. In Group Edit window, press Generates:



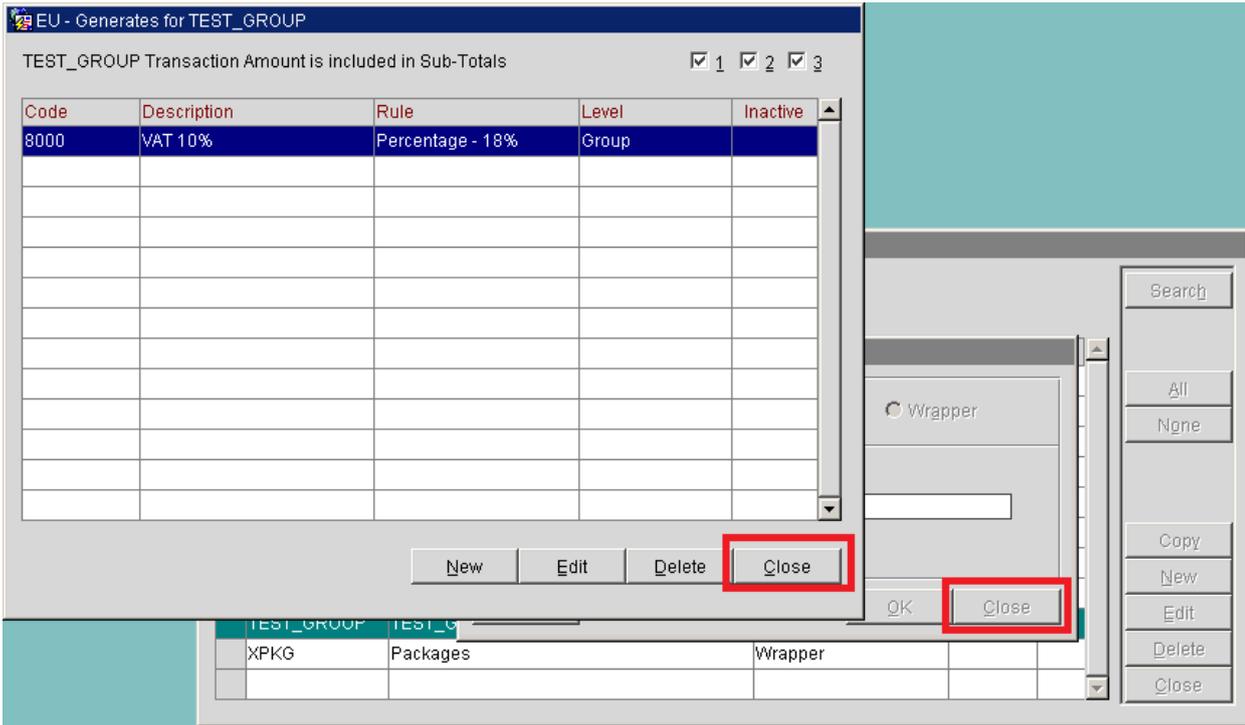
In the Generates window displaying list of taxes, select the required tax (most likely, there will be only one tax listed) and press Edit button:



In Generates settings window, change tax rate and press Ok.

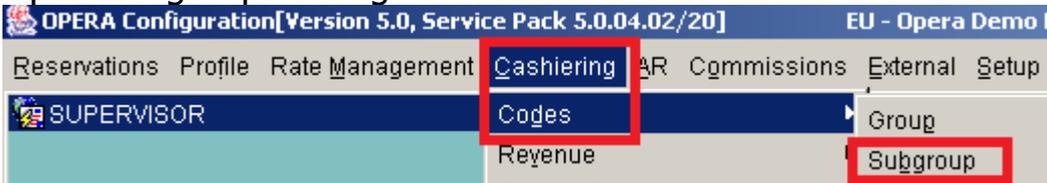


After that, use Close buttons to return to the required configuration level.

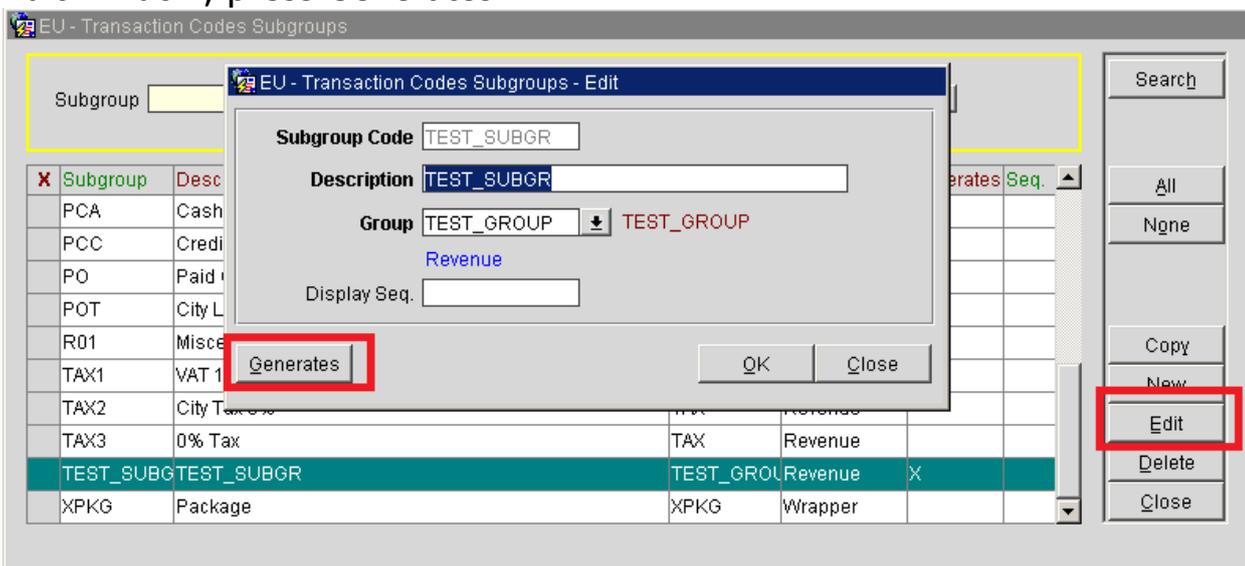


2) Changes for transaction codes subgroup:

Open Subgroups configuration:



In the list of subgroups, select the required one and press Edit, and in subgroup Edit window, press Generates.



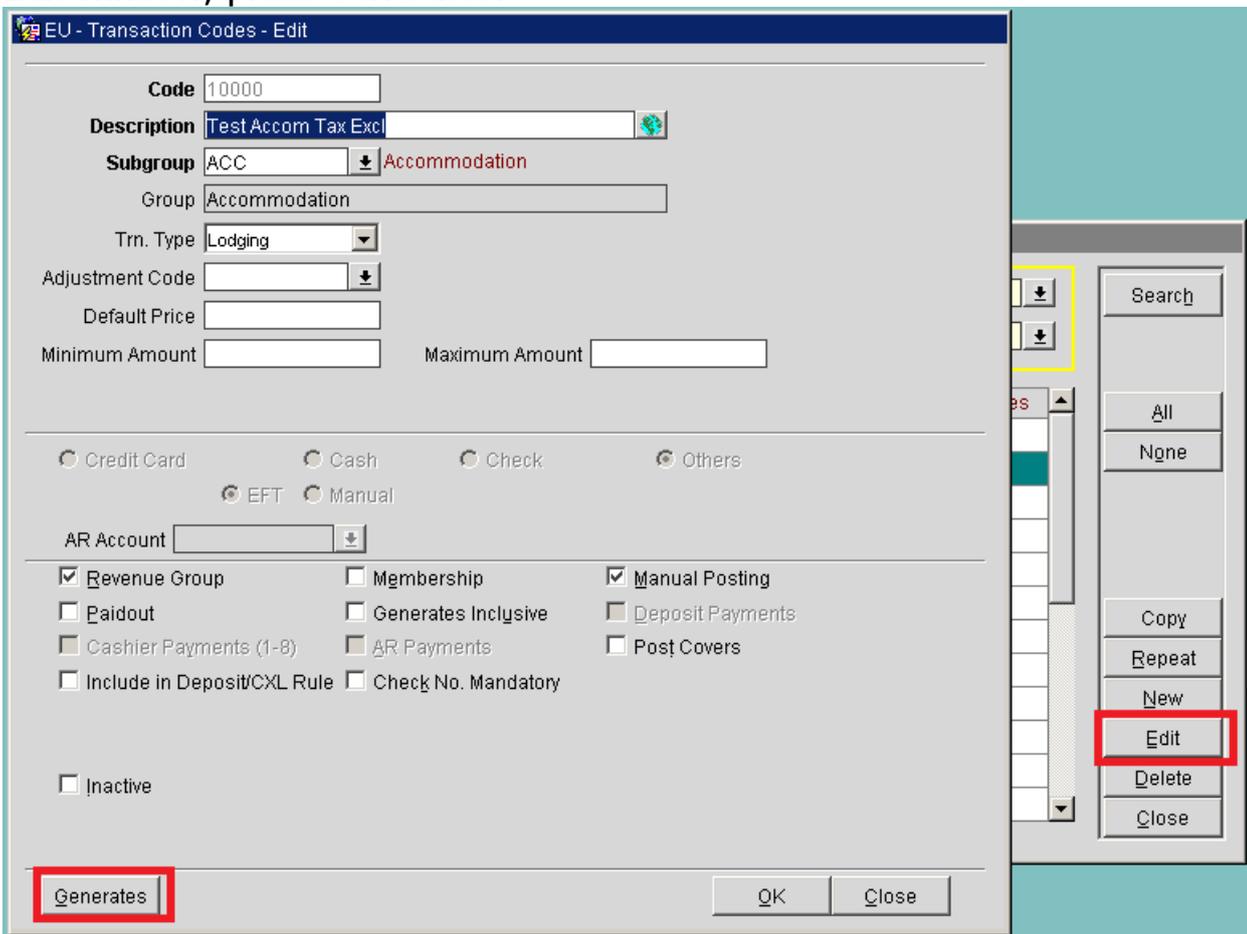
Further steps are identical to those described for transactions groups configuration.

3) Changes for transaction code:

Open transactions codes configuration.



In the list of transactions codes, select the required one and press Edit; in code Edit window, press Generates:



Further steps are identical to those described for transactions groups configuration (p.1).

Once you've changed tax rate settings (and also while changing the settings) you may do the checks by running the query given at the beginning of this document, for the control of the process and the result.

Notes:

The above procedure describes the easiest way of changing tax rate. Tax rate changes are to be made after night audit overnight from 31.12 to 01.01 and prior to Y2019 first charges.

Additionally to this procedure, at hotel discretion, the following can be done:

1. In the event that for history it is important to see the 18% tax charges separately from the 20% tax charges, a new tax code should be created in Opera. If there is no need to separate the amounts based on different tax rates, then it is not necessary to carry out this point, i.e. no need to create a new code.
2. To avoid confusion with tax amounts, charges and payments, the following can be recommended:
 - Prior to night audit on 31.12, take payments on all reservations (including Pay Masters), to bring reservation balance to zero.
 - Check out all reservations. For each reservation that stays on, create a new reservation from 01/01/2019 until departure date.
 - Perform night audit procedure.
 - Change tax rate, specifying the new code (if created based on p.1) and tax rate.
 - Check in reservations.

It is recommended that you do tests of tax rate changes on your training database to make sure that taxes are charged accurately in Opera and are well displayed in print forms.