

## Adjustment of Value-added Tax Rates in the FlexiCapture European Invoice Project

### *Legal Background:*

To stimulate consumption in the economy, the Federal Government of Germany has decided that value-added tax rates shall be *temporarily* reduced.

### *Measure of Decrease:*

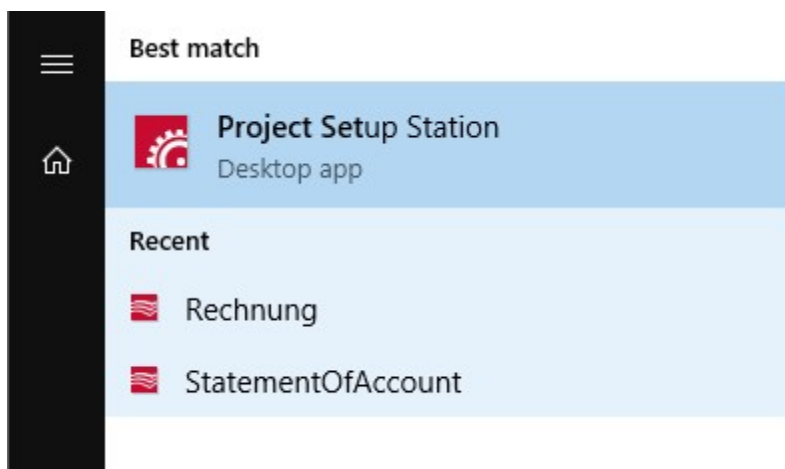
The normal value-added tax rate shall be decreased from **19%** to **16%**  
The reduced value-added tax rate shall be decreased from **7%** to **5%**

### *Validity Period:*

These economic measures begin on the **1st of July, 2020** and will expire on the **31st of December, 2020**.

### Applying Tax Rate Changes in FlexiCapture 12:

1. Open the Project Setup Station



2. Select the FlexiCapture Server (*Please ensure you have the appropriate user-rights to change the settings in projects*)

The dialog box is titled "Open Existing Project from Application Server" and contains the following elements:

- A label: "Enter the URL of the Application Server you want to connect:"
- A text input field containing "http://localhost".
- A label: "Tenant name:" followed by an empty text input field.
- Two radio button options:
  - Use Windows authentication with network login and password
  - Use server authentication:
- Under "Use server authentication:", there are two text input fields labeled "Login:" and "Password:".
- At the bottom, there are three buttons: "Test Connection", "OK", and "Cancel".

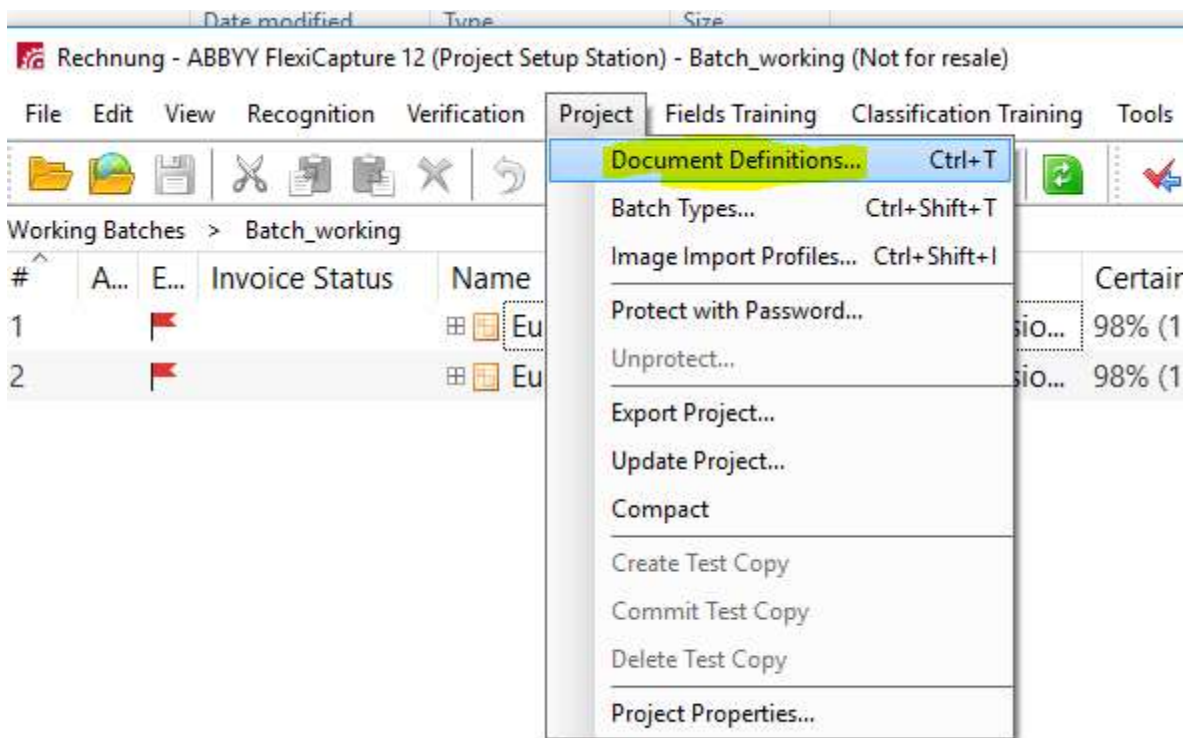
3. Select the project in which you would like to perform the changes and click **OK**

The dialog box is titled "Select Project" and contains a table with the following data:

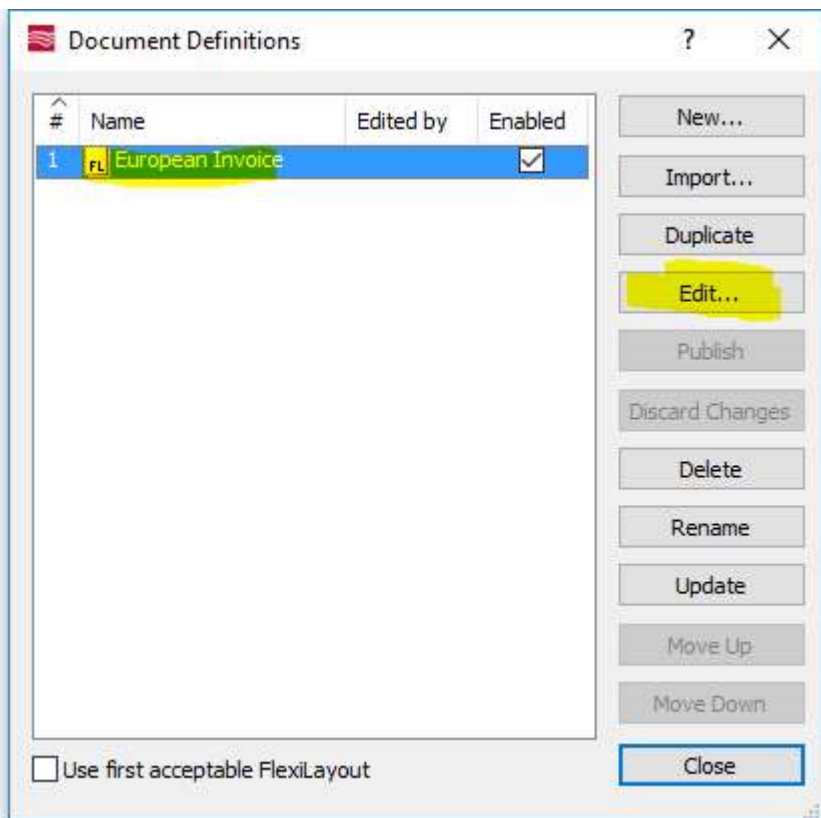
Name	Creation time
DemoProject	5/25/2020 4:00:40 PM
PrämienRechnung	5/29/2020 10:51:18 AM
Receipts	12/9/2019 11:35:36 AM
Training_1	5/25/2020 3:16:17 PM

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

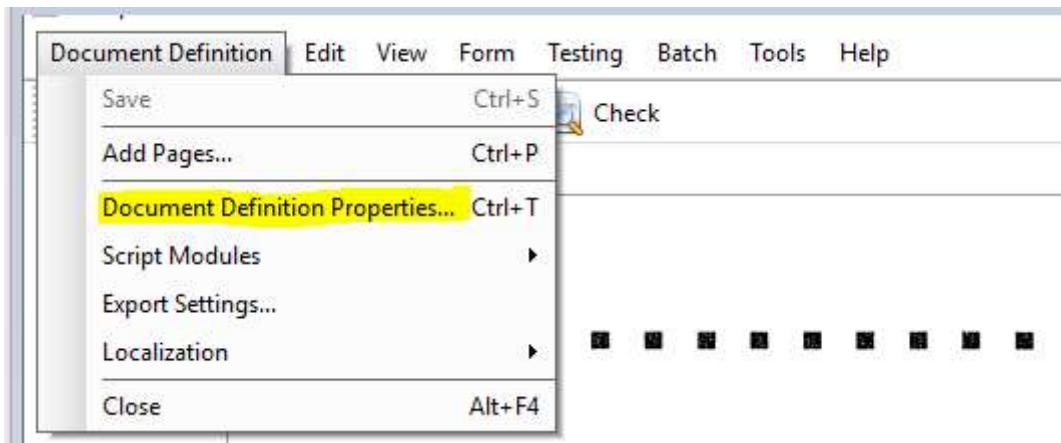
4. Navigate to **Project > Document Definitions**



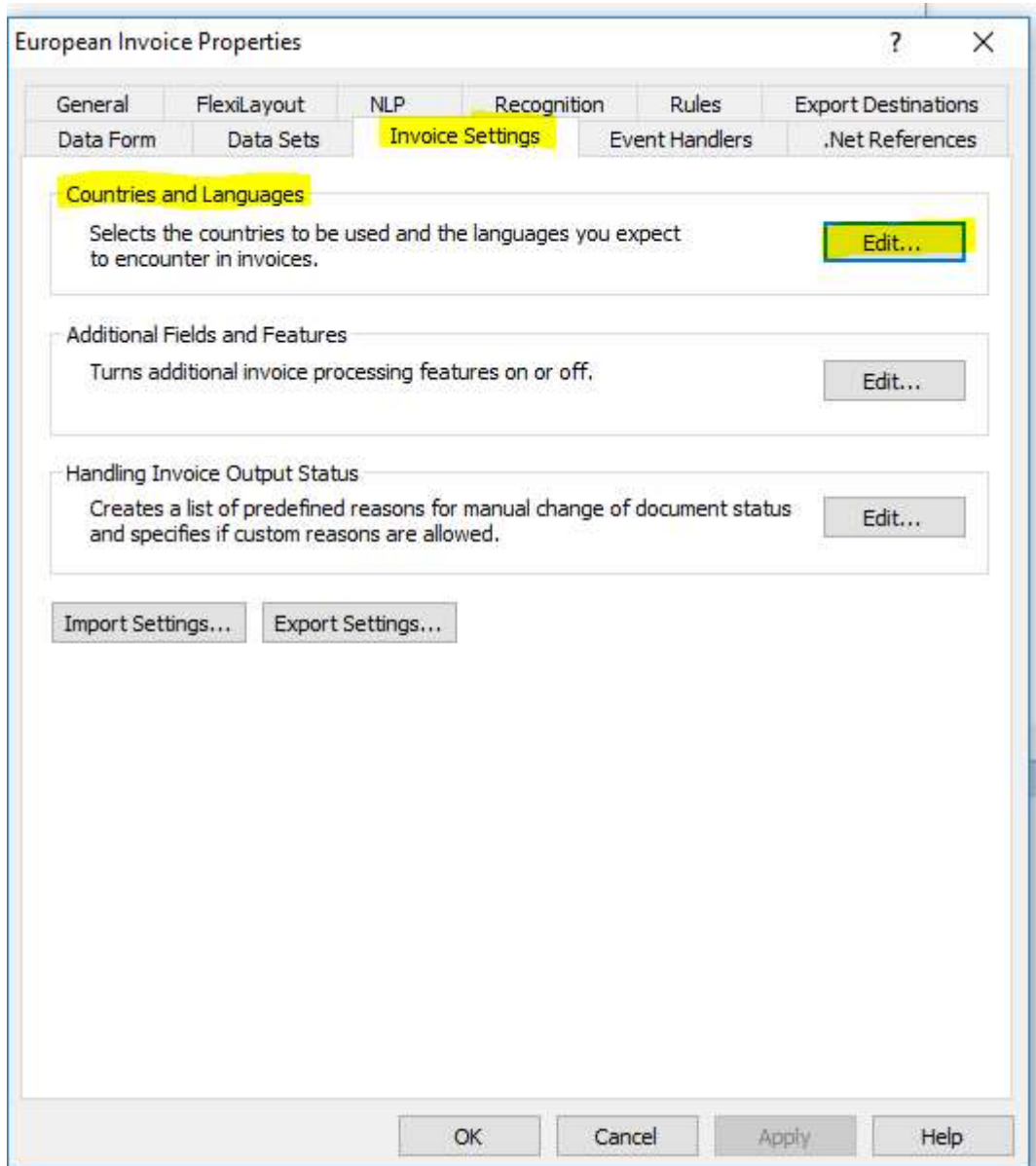
5. Open the European Invoices document definition by clicking **Edit**. (Depending on your unique setup, the document definition may be named differently)



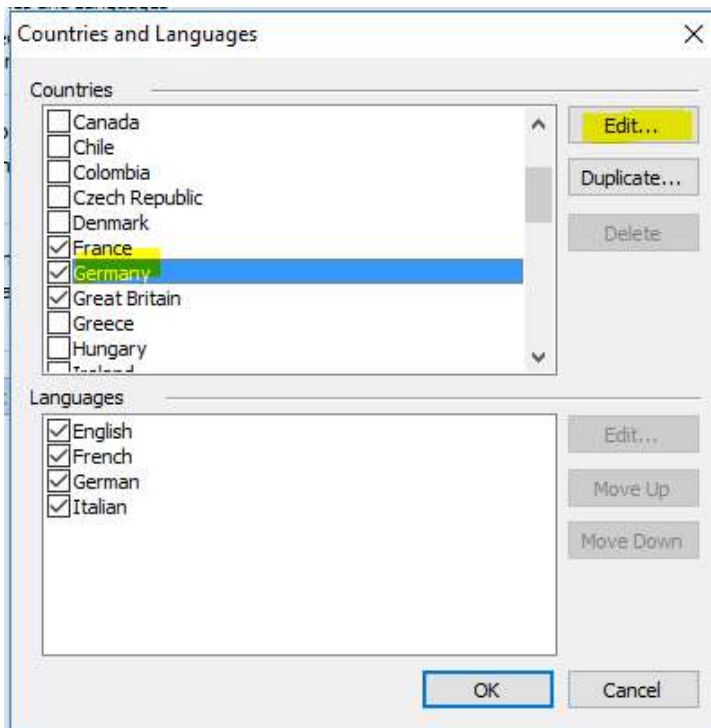
6. Navigate to **Document Definition > Document Definition Properties**



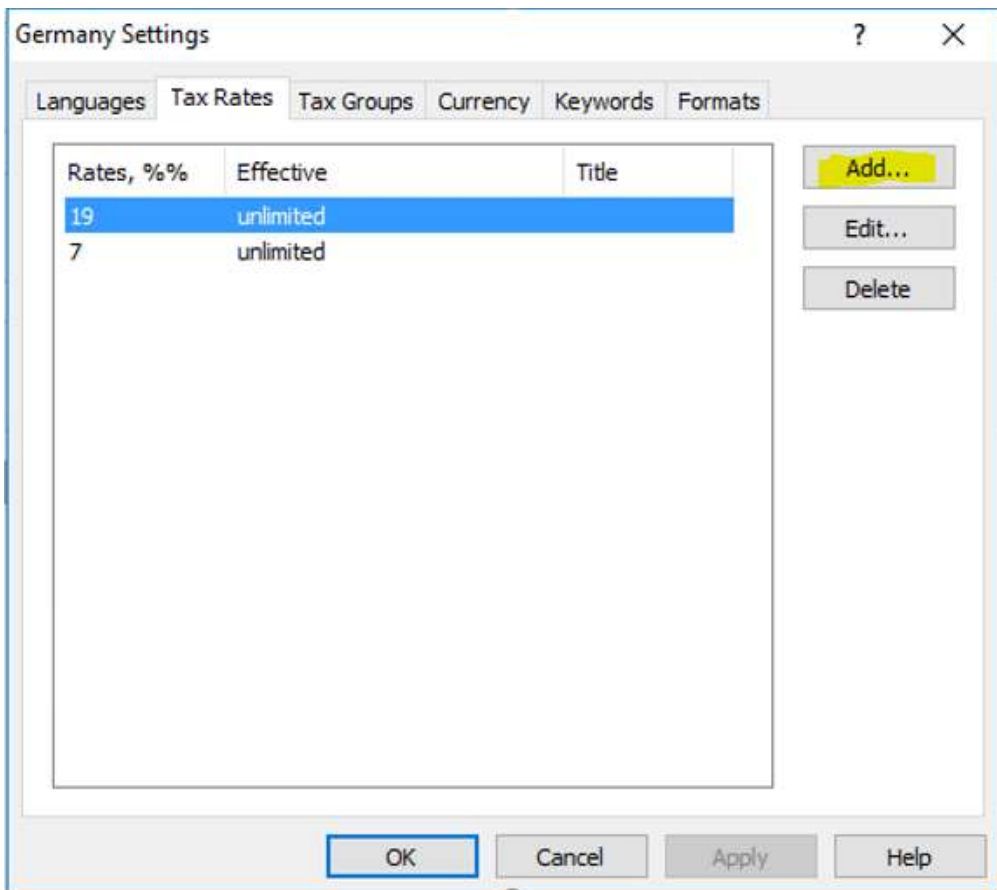
7. Select the tab **'Invoice Settings'** and then under the **'Countries and Languages'** area, click **Edit**.



8. Select **Germany** in the list of countries and then click **Edit**.



9. Navigate to the tab 'Tax Rates'. Any previously-configured tax rates are displayed. Click **Add...**



10. Fill out the information about the first new tax rate, as indicated below and click **OK** to save it.

a. **16 % Tax Rate Settings**

Tax rates: **16**

Effective from: **01.07.2020** to: **31.12.2020**

Keywords:

**Mehrwertsteuer**

**MwSt**

**MwSt.16%**

**Steuer**

**Ust**

**V.A.T.**

**VAT**

**Tax Rate Settings** [X]

Title (optional):

Tax rates, %%:

16	Add...	<input type="checkbox"/> Negative
	Edit...	
	Delete	

Effective

from:  7/ 1/2020 to:  12/31/2020

Keywords

Mehrwertsteuer	Add...
MwSt	Edit...
MwSt.16%	Delete
steuer	
Ust	
V.A.T.	
VAT	

OK Cancel

11. Fill out the information about the second tax rate, as indicated below and click **OK** to save it.

a. **5 % Tax Rate Settings**

Tax rates: **5**

Effective from: **01.07.2020** to: **31.12.2020**

Keywords:

**MwSt**

**MwSt. 5%**

Tax Rate Settings

Title (optional):

Tax rates, %%:

5 Add... Edit... Delete  Negative

Effective

from: 7/ 1/2020 to: 12/31/2020

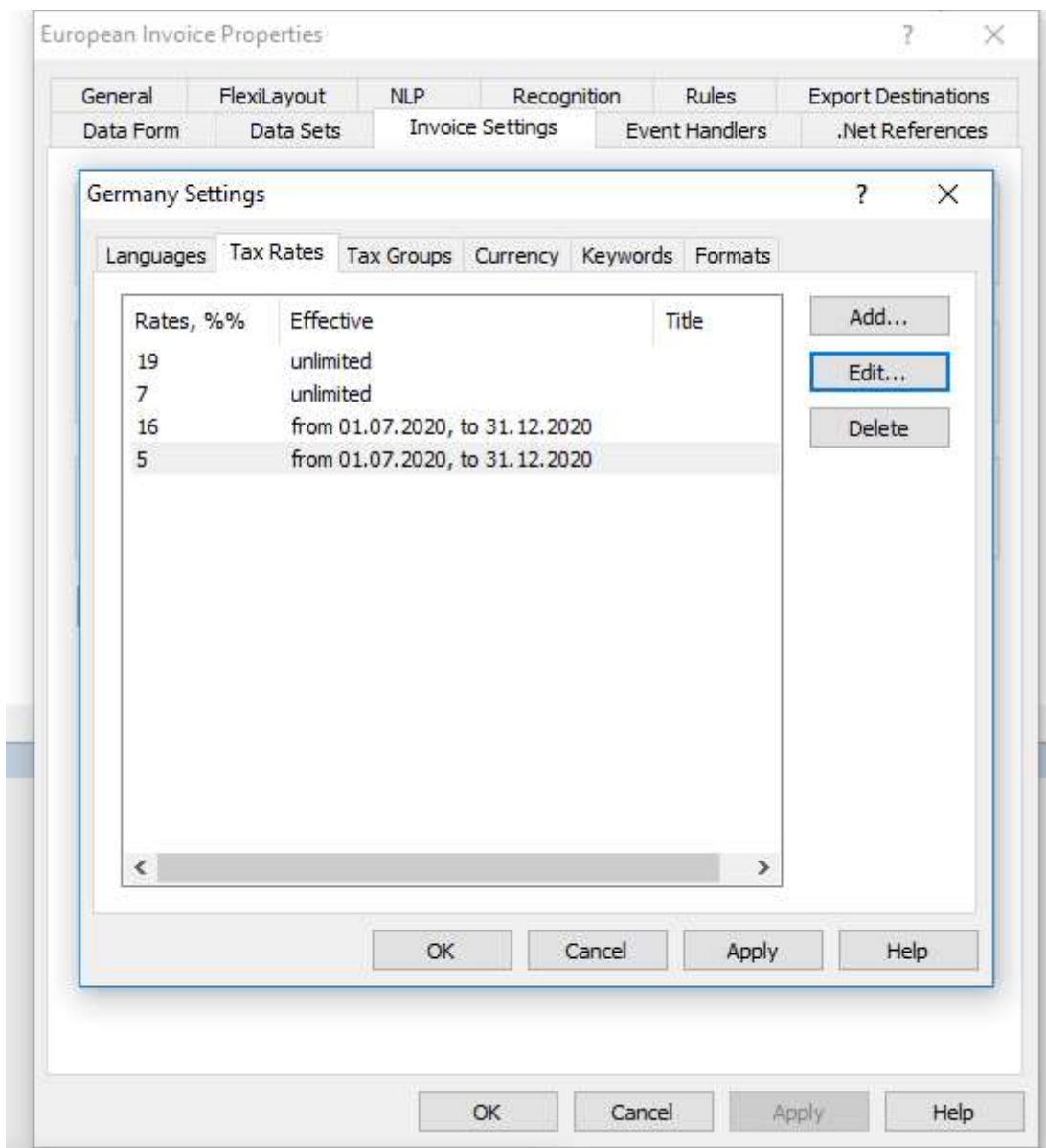
Keywords

MwSt  
MwSt. 5%

Add... Edit... Delete

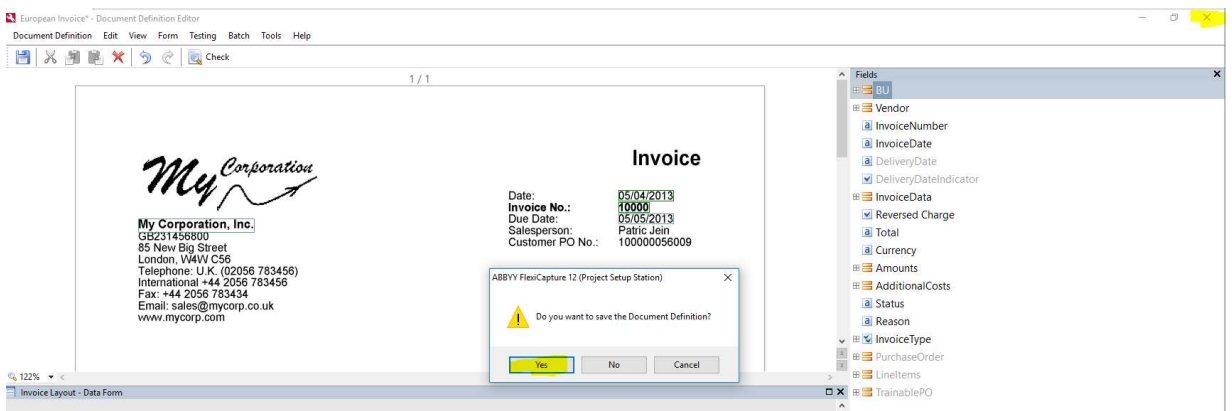
OK Cancel

12. The expected result looks like this:



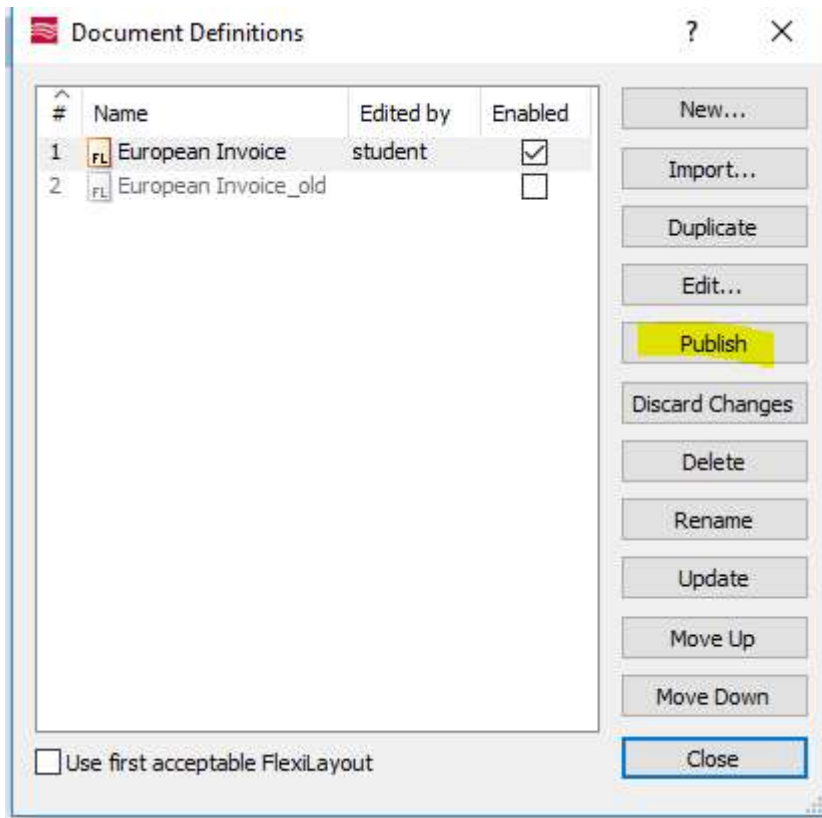
13. To save your changes, click **Apply** and then **OK** in all menus/windows.

14. Close the Document Definition and click **Yes** to save all changes.





## 15. Publish the Document Definition



## 16. Close Product Setup Station

The configuration has now been completed and your project can now use and apply the new, temporary tax rates.

More information is available in ABBYY FlexiCapture – Help with Tax Systems:

[https://help.abbyy.com/en-us/flexicapture/12/invoice\\_reader/tax\\_systems](https://help.abbyy.com/en-us/flexicapture/12/invoice_reader/tax_systems)



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