

**eASYJOB**<sup>®</sup>  
protonic<sup>®</sup> SOFTWARE

**6**

# Details on the easyjob 6 Update 6.14.2.23

Brief description

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The individual functions are described based on screenshots. Depending on which easyjob license, operating system or Office version you have, the functions and screenshots shown here may be different in your environment than what is shown in these instructions or may only be available in later versions.

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Brief description, version June 2020

Documentation based on easyjob® Version 6.14.2.23

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## Setting the lowered VAT

VAT in Germany will be lowered temporarily from July 1, 2020 until December 31, 2020. The regular tax rate will be lowered from 19 % to 16 %, and the reduced tax rate from 7 % to 5 %<sup>1</sup>.

You can map this VAT reduction from Update Version 6.14.2.16 in easyjob.

### Creating the Tax Type for the reduced tax rate

1. easyjob Menu Master Data Tax Types
2. Select VAT

Name	Sum	Deactivated	Normal	Insurance	Reduced Tax
Inner EU VAT free	<input type="checkbox"/>	<input type="checkbox"/>	0,00%	0,00%	0,00%
VAT	<input type="checkbox"/>	<input type="checkbox"/>	19,00%	7,00%	7,00%
VAT free	<input type="checkbox"/>	<input type="checkbox"/>	0,00%	0,00%	0,00%

3. Copy

Name	Sum	Deactivated	Normal	Insurance	Reduced Tax
Inner EU VAT free	<input type="checkbox"/>	<input type="checkbox"/>	0,00%	0,00%	0,00%
VAT	<input type="checkbox"/>	<input type="checkbox"/>	19,00%	7,00%	7,00%
VAT free	<input type="checkbox"/>	<input type="checkbox"/>	0,00%	0,00%	0,00%
VAT Copy	<input type="checkbox"/>	<input type="checkbox"/>	19,00%	7,00%	7,00%

4. Edit

Name: VAT reduced ①

Combine tax rates:  Use percentage rates in succession  Deactivated

Companies: [dropdown]

Area	Name	Normal Tax	Insurance Tax	Reduced Tax
Country	Germany	16,00% ②	5,00% ③	5,00% ④

Total: 16,00%

Adapt the name ① and change the entries for the tax rate of the Normal Tax ②, Insurance Tax ③ and (if applicable) Reduced Tax ④ accordingly

5. OK



For the new tax type, we recommend copying the tax applicable until now and giving it a different name (e.g. VAT reduced) and then creating the corresponding tax rates. If you only overwrite the current tax type (VAT) with the new tax rate, all tax-related procedures in easyjob (also those before and after the specified time period) will be automatically calculated when opened with the tax rate that has been entered.

<sup>1</sup> Source: <https://www.bundesfinanzministerium.de/Content/EN/Standardartikel/Topics/Public-Finances/Articles/2020-06-04-fiscal-package.html>

## Details on easyjob 6 Update 6.14.2.23 - Setting the lowered VAT

If you create a job during the period of the reduced tax rate, adjust the tax type accordingly in the Cost Planner.

### Changing the Tax Type in the Job

1. easyjob Menu ⇄ • **Projects** ⇄ • **Create Project** or **Edit Project**
2. ⇄ • **Select Job**
3. ⇄ • **Cost Planner** tab
4. ⇄ • Change the **tax type**

	Income	Expenses	Profit
<b>Items</b>			
Rental Items	7.637,00 €	6.875,48 €	10 %
Manufacturing	0,00 €	0,00 €	0 %
Customer Discount	0,00 %		
Item Discount <input type="checkbox"/>	0,00 %		
Discount Amount	0,00 €		
Subtotal	7.637,00 €		
Expendable Items	0,00 €	0,00 €	0 %
Items with no discount	13.200,00 €		
Sub-Rental Costs		0,00 €	
<b>Total Items</b>	<b>20.837,00 €</b>	<b>6.875,48 €</b>	<b>67 %</b>
<b>Resources</b>			
Staff	1.750,00 €	1.400,00 €	20 %
Vehicles	0,00 €	0,00 €	0 %
Generic Resource	0,00 €	0,00 €	0 %
<b>Resource total</b>	<b>1.750,00 €</b>	<b>1.400,00 €</b>	<b>20 %</b>
<b>Job Costs</b>	<b>0,00 €</b>	<b>0,00 €</b>	<b>0 %</b>
<b>Subtotal</b>	<b>22.587,00 €</b>	<b>8.275,48 €</b>	<b>63 %</b>
<b>Total</b>	<b>22.587,00 €</b>		
Total calculated	22.587,00 €	Apply	
Tax VAT reduced	3.421,42 €		
Gross	26.008,42 €		
Profit			14.311,52 € 63 %

### Changing the Tax Type in the Invoice

It may be necessary under certain conditions to adjust the tax type also when invoicing.





1. easyjob Menu ⇄ • **Invoicing** ⇄ • **Edit Invoice**
2. ⇄ • **Select Invoice**
3. ⇄ • Change the **Tax Type**

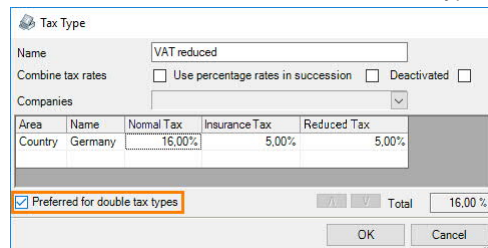
Job Number	Job Name	Account	Quantity	Name	Unit Price	Days	Discount	Total	Tax	Total incl. Tax	
20-0003.05	Missing Items: Stage	Rental Profit	1	New Position	151,00 €	1	0,00 %	151,00 €	16,00%	175,16 €	
									Total		151,00 €

## Preferred Tax Type

If you use multiple tax types with the same criteria (e.g. area and name), you can use this function to prefer one of the two tax types. When creating a job and selecting the customer, the preferred tax type will be automatically selected in the cost planner (exception: If you have predefined a tax type in an address, then this will always be used).

Setting a preferred tax type

1. easyjob Menu  • [Master Data](#)  • [Tax Types](#)
2.  • [Select the Tax Type](#)
3.  • [Edit](#)
4. Check the box 'Preferred for double tax types'



Area	Name	Normal Tax	Insurance Tax	Reduced Tax
Country	Germany	16,00%	5,00%	5,00%

5.  • [OK](#)