

Guidelines for Work with Cash Registers and Cash Register Systems During the Dual Display Period of Prices and the Parallel Circulation Period of Lats and Euros

Information for Entrepreneurs to Whom Instructions Regarding the Dual Display Period are not Applicable by the Euro Changeover!

From 9 July to 30 September 2013 lats and euros may not be indicated in cashier's checks and receipts, however, if it is done – the official changeover rate shall be used!

WORTH REMEMBERING!

If a cash register does not have an exceptional status, i.e. it shall be programmed, we call on businessmen to ask their partner who is performing the maintenance of cash registers to teach them how to reprogram an electronic cash register from lats to euros when concluding a year. The combination of buttons for the reprogramming of the above-mentioned device is not complicated, and this can be done by each businessman itself in a few minutes.

If a cash register has an exceptional status, put information about that as well as information about the rights of purchasers to request the entry of amounts in writing – in a place that is well visible for employees and purchasers.

Both for employees, and for purchasers during the parallel circulation period, when it will be possible to pay both in lats, and in euros, but the remaining amount can be paid out only in euros, good help will be:

- information for visitors in show-windows with an appeal to shop by using small nominal values in lats.

For example: "Dear purchaser! If you wish to shop paying with the banknote of 50 lats, please ask a shopkeeper whether he/she will be able to pay out in euros to you";

- placement of information in due time regarding the division of cashier's desks or the flow of rows in which payment can be made only in euros, only in lats or only by a bank card;

- when paying in lats, five steps how to recalculate amount from lats to euros and from euros to lats will be useful, for example:

- I Purchaser buys cheese at a market for 2.22 euros.

II Purchaser has only lats in his wallet – seller calculates that the purchaser shall pay 1.56 lats

In order to obtain lats from euros, multiply 2,22 x 0,702804

III Purchaser does not have exact amount of money – he gives 1.70 lats

IV Seller shall pay out 14 santims,

In order to obtain euros from lats, divide 0,14 : 0,702804

V Seller shall pay out the remaining amount only in euros – these are 20 cents!

The purpose of drawing up the guidelines is to clarify the regulation prescribed by the Law on the Procedure for the Introduction of the Euro (hereafter- LPIE) regarding cash registers and cash register systems (hereafter - cash register), their technical requirements, and documents confirming payments during the dual display period of prices and the parallel circulation period of lats and *euros*. In the guidelines there are general and specific principles mentioned which are related to the questions on the use of cash registers and the issue of documents confirming payments to business partners (purchaser of goods or a recipient of services).

1. General principles

According to the explanations of terms provided in Section 1 of the LPIE:

- the parallel circulation period is a period during which lats and *euros* are used for cash payments at the same time;
- the dual display period is a period during which prices of goods and services are indicated both in lats, and in *euros*.

The dual display period of prices of goods and services begins three months before the *euro* changeover day, i.e. **from 1 October 2013** and lasts for six months after the *euro* changeover day, i.e. **until 30 June 2014**.

The parallel circulation period of lats and *euros* lasts for two weeks beginning from the *euro* changeover day, i.e. **from 1 January 2014 until 14 January 2014**.

According to Section 13, Paragraph two of the LPIE, during the dual display period of prices of goods and services in the documents confirming a payment received for a transaction – cashier's checks, numbered receipts and receipts registered in the State Revenue Service – the **total amount of transactions** shall be indicated both in lats, and in *euros* in compliance with the exchange rate determined by the Council and the principles of rounding-off defined in Section 6 of this Law.

If a cash register does not show the total amount of a transaction on a customer`s display in both currencies during the dual display period of prices of goods and services, then the total amount of a transaction can be indicated in one currency: from 1 October 2013 until 1 January 2014 - in lats, and from 1 January 2014- in *euros*.

Information to Be Indicated on a Cashier's Check During the Dual Display Period of Prices and the Parallel Circulation Period of Lats and Euros

Indication of the total amount of transactions in a cashier's check during the dual display period of prices				
from 01.10.2013		until		30.06.2014
Examples of payment methods	From 01.10.2013 to 31.12.2013	Parallel circulation period of lats and euros		From 01.07.2014
		From 01.01.2014 until 14.01.2014	From 15.01.2014 to 30.06.2014	
Cash	<ul style="list-style-type: none"> - prices in a check are indicated only in lats; - VAT is indicated only in lats; - total amount of transactions in a check is indicated in lats and in euros; - payment is received in lats; - balance is paid out in lats. 	<ul style="list-style-type: none"> - prices in a check are indicated only in euros; - VAT is indicated only in euros; - total amount of transactions in a check is indicated in euros and in lats; - payment is received both in euros, and in lats; - balance is paid out in euros. 	<ul style="list-style-type: none"> - prices in a check are indicated only in euros; - VAT is indicated only in euros; - total amount of transactions in a check is indicated in euros and in lats; - payment is received in euros; - balance is paid out in euros. 	<ul style="list-style-type: none"> - prices in a check are indicated only in euros; - VAT is indicated only in euros; - total amount of transactions is indicated only in euros; - payment is received in euros; - balance is paid out only in euros.

Non-cash	<ul style="list-style-type: none"> - prices in a check are indicated only in lats; - VAT is indicated only in lats; - total amount of transactions in a check is indicated in lats and in <i>euros</i>; - settlement is received in lats. 	<ul style="list-style-type: none"> - prices in a check are indicated only in <i>euros</i>; - VAT is indicated only in <i>euros</i>; - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - settlement is received in <i>euros</i>. 	<ul style="list-style-type: none"> - prices in a check are indicated only in <i>euros</i>; - VAT is indicated only in <i>euros</i>; - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - settlement is received in <i>euros</i>. 	<ul style="list-style-type: none"> - prices in a check are indicated only in <i>euros</i>; - VAT is indicated only in <i>euros</i>; - total amount of transactions is indicated only in <i>euros</i>; - settlement is received in <i>euros</i>.
Gift cards	<ul style="list-style-type: none"> - prices in a check are indicated only in lats; - VAT is indicated only in lats; - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - settlement is received in lats. 	<ul style="list-style-type: none"> - prices in a check are indicated only in <i>euros</i>; - VAT is indicated only in <i>euros</i>; - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - settlement is received in <i>euros</i>. 	<ul style="list-style-type: none"> - prices in a check are indicated only in <i>euros</i>; - VAT is indicated only in <i>euros</i>; - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - settlement is received in <i>euros</i>. 	<ul style="list-style-type: none"> - prices in a check are indicated only in <i>euros</i>; - VAT is indicated only in <i>euros</i>; - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - settlement is received in <i>euros</i>.
Cancelling a previously registered purchase	<ul style="list-style-type: none"> - total amount of transactions in a check is indicated in lats and in <i>euros</i>; - VAT is indicated only in lats; 	<ul style="list-style-type: none"> - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - VAT is indicated only in <i>euros</i>; - money is 	<ul style="list-style-type: none"> - total amount of transactions in a check is indicated in <i>euros</i> and in lats; - VAT is indicated only in <i>euros</i>; 	<ul style="list-style-type: none"> - total amount of transactions in a check is indicated only in <i>euros</i>; - VAT is indicated only in <i>euros</i>;

	- money is refunded in lats.	refunded in <i>euros</i> .	- money is refunded in <i>euros</i> .	- money is refunded in <i>euros</i> .
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In Section 13, Paragraph two of the LPIE there minimum requirements specified regarding information to be indicated on cashier's checks during the dual display period of prices. During the dual display period of prices users of cash registers have the right to indicate in a cashier's check also prices of goods and services in lats and in *euros*.

2. Information to be Indicated in a Cashier's Check

2.1. During the Dual Display Period of Prices from 1 October 2013 until 1 January 2014

The dual display period of prices of goods and services begins three months before the *euro* changeover day, but not before 9 July 2013, and lasts for six months after the *euro* changeover day.

In a cashier's check there shall be the requisites provided which are prescribed by regulatory enactments regulating the technical requirements of electronic devices and equipment used for the registration of taxes and other payments.

From 1 October 2013 additionally to other mandatory requisites in a cashier's check (Example No 1) there shall be the total amount of registered transactions **in lats and in *euros*** indicated.

If the construction of a cash register does not provide for indication of the total amount of registered transactions in **lats and in *euros*** in a cashier's check, then a user of a cash register on request of a purchaser makes an additional entry in a cashier's check, putting down in writing the total amount of a transaction in *euros* and confirms that by the signature of a person who have made the entry.

If possible, there should be the exchange rate determined by the Council for the changeover of lats to *euros* indicated.

Example No 1

Name of the issuer of a check			
Registration code			
Legal address			
CHECK			
	Book		7.03
	Watercolour set -----		3.51
<i>it.</i>	TOTAL LVL:		-----
	Conversion of the amount to €:		10.54
			15.00
	*Exchange rate		0.702804
	Received cash in LVL:		15.00
<i>i.e.</i>	Paid out in LVL -----		4.46

*
Exchange rate
may not be
indicated if the
construction of a
cash register
does not provide

2.2.
During the
Parallel
Circulation
Period of Lats
and Euros -
Two Weeks
from 1
January 2014,
Until 14
January 2014.

The
parallel circulation

period of lats and *euros* lasts for two weeks beginning from the *euro* changeover day.

In a cashier's check there shall be the requisites provided which are prescribed by regulatory enactments regulating the technical requirements of electronic devices and equipment used for the registration of taxes and other payments.

During the parallel circulation period of lats and *euros* a user of a cash register shall ensure that from the data indicated in a cashier's check (Example No 2) the total amount of registered transactions in financial terms – **in euros and in lats** - is clearly and unambiguously acquirable and understandable to a business partner.

If the construction of a cash register does not provide for indication of the total amount of registered transactions in lats and in *euros* in a cashier's check, then a user of a cash register on request of a purchaser makes an additional entry in a cashier's check, putting down in writing the total amount of a transaction in lats and confirms that by the signature of a person who have made the entry.

For the acquisition of clear and unambiguous information a user of a cash register **can** provide the following information in a check:

- if a payment is made in lats - conversion of the amount received to **euros**;
- if a payment is made in *euros* - conversion of the amount received to **lats**;
- conversion from *euros* to **lats** of the paid out amount of cash (balance).

If the construction of a cash register does not provide for indication of the amount received in *euros* and in lats, then a user of a cash register on request of a purchaser makes an additional entry in writing in a cashier's check, putting down the amount received in lats and confirms that by the signature of a person who have made the entry.

If possible, there should be the exchange rate determined by the Council for the changeover of lats to *euros* indicated.

Example No 2

Name of the issuer of a check Registration code Legal address CHECK	
Book	10.00
Watercolour set -----	5.00
TOTAL €:	-----
Conversion of the amount to LVL:	15.00
	10.54
<i>*Exchange rate</i>	
	0.702804
<i>**Received cash in LVL:</i>	
<i>Conversion to €</i>	15.00
	21.34
Paid out in € -----	6.34

** Exchange rate may not be indicated if the construction of a cash register does not provide it.*

***If a cash register does not provide the conversion to euros of the amount received in LVL , the amount received shall be indicated in euros.*

2.3. During the Dual Display Period of Prices Until 30 June 2014

The dual display period of prices of goods and services lasts for six months after the *euro* changeover day.

In a cashier's check there shall be the requisites provided which are prescribed by regulatory enactments regulating the technical requirements of electronic devices and equipment used for the registration of taxes and other payments.

Until 30 June 2014 additionally to other mandatory requisites in a cashier's check (Example No 3) there shall be the total amount of registered transactions in **euros and in lats** indicated.

If the construction of a cash register does not provide for indication of the total amount of registered transactions in lats and in *euros* in a cashier's check, then a user of a cash register on request of a purchaser makes an additional entry in a cashier's check, putting down in writing the total amount of a transaction in lats and confirms that by the signature of a person who have made the entry.

Example No 3

Name of the issuer of a check	
Registration code	
Legal address	
CHECK	
Book	10.00
Watercolour set	5.00
-----	-----
TOTAL €:	15.00
Conversion of the amount to LVL:	10.54
<i>*Exchange rate</i>	<i>0.702804</i>
Received cash in €:	20.00
Paid out in €	5.00
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** Exchange rate may not be indicated if the construction of a cash register does not provide it.*

3. Information to be Indicated in Cash Register Control and Daily (Period) Financial Statement.

Cash register control (X report) and daily (period) (Z report) financial statement provides for indication of the requisites which are prescribed by regulatory enactments regulating the technical requirements of electronic devices and equipment used for the registration of taxes and other payments.

3.1. Information in X Report During the Dual Display Period of Prices and the Parallel Circulation Period of Lats and *Euros*.

Technical requirements of cash registers prescribe that the data of fiscal memory are used at the time of the control of a financial statement – X report.

Until 1 January 2014 during the dual display period of prices of goods and services the total amount of transactions registered in X report in financial terms shall be indicated in **lats**, but from 1 January 2014 – only in **euros**. When printing out the statement during the parallel circulation period of lats and *euros*, the change money, negotiated money and cash balance indicated in the statement shall be displayed in **euros**, also if lats are received. If during the parallel circulation period in X report there is negotiated money and balance of cash presented also in **lats**, this can be provided for convenience.

These requirements are also related to the **amount of tax** calculated and indicated in X report.

3.2. Information in Z Report During the Dual Display Period of Prices and the Parallel Circulation Period of Lats and *Euros*.

In technical requirements of cash registers it is prescribed that a cash register has a non-erasable electronic memory or a non-erasable electronic and fiscal memory (Grand Total).

Total amount of transactions in financial terms is recorded in a non-erasable electronic memory and is indicated in Z report.

3.2.1. During Dual Display Period of Prices Until 1 January 2014

User of cash registers shall ensure that:

- total amount of transactions in **lats** is recorded in a non-erasable electronic memory;
- calculated and indicated amount of taxes in Z report is displayed in **lats**.

3.2.2. During the Parallel Circulation Period of Lats and Euros - Two Weeks, i.e. from 1 January 2014 Until 14 January 2014.

A user of cash registers ensures that on the last working day of 2013 Z report is printed out with the total amount of transactions in lats.

Users of a cash register working in twenty four hours regime ensure the printing out of Z report before the beginning of payments for goods and services in *euros*. If a transaction is initiated in lats on 31 December 2013 and continues on 1 January 2014, then before payments in *euros* the printing out of Z report is made after the completion of an initiated transaction in lats

From 1 to 14 January 2014 a user of cash registers shall ensure that:

- total amount of transactions in **euros** is recorded in a non-erasable electronic or fiscal memory;
- calculated and indicated amount of taxes in Z report is displayed in **euros**. If during the parallel circulation period in Z report there is the amount of taxes indicated also in **lats**, this can be provided for convenience;
- when printing out the statement during the parallel circulation period the change money, negotiated money and cash balance indicated in the statement shall be displayed in **euros**, also if lats are received.

3.2.3. During the Dual Display Period from 1 January 2014

From 1 January 2014 a user of cash registers shall ensure that:

- total amount of transactions in **euros** is recorded in a non-erasable electronic or fiscal memory;
- calculated and indicated amount of taxes in Z report is displayed in **euros**;
- from 1 January 2014 the total amount of transactions recorded in **euros** in a non-erasable electronic or fiscal memory of a cash register are added to the total amount in lats which has been stored in a non-erasable electronic or fiscal memory of a cash register until 1 January

2014 and is indicated in Z report printed out on the last working day of 2013.

4. Completion of Cash Register Journal

Cash register journal (hereinafter - the journal) shall be completed on the basis of the data of Z report. During the dual display period of prices until 1 January 2014 completion of the journal does not change.

As from 1 January 2014 in Z report amounts shall be indicated **only in euros**, then during the parallel circulation period of lats and *euros* - two weeks - the journal is supplemented with columns (Example No 5) in order to indicate the amount of money withdrawn from a cash register - **lats and euros** – without changing the information indicated in Z report.

If necessary, the journal **can** be supplemented with other cells in order to get true and fair overview about cash flow during the parallel circulation period of lats and *euros* or to correct the name of an unused cell.

After the end of the parallel circulation period of lats and *euros* the amounts of money in the journal are indicated **only in euros**.

5. Indication of Information in Numbered Receipts and in the Receipts Registered in the State Revenue Service

In the documents confirming payments - checks and receipts registered in the State Revenue Service (SRS) - according to Section 13, Paragraph two of the LPIE, the total amount of transactions during the dual display period shall be indicated in **euros** and in **lats** (Example No 6).

6. Indication of Information in a Source Document (Receipt)

If in a cashier's check issued by a user of a cash register there are not all necessary requisites for a source document indicated, a user of a cash register adds a source document (receipt) to a check (Example No 4) in which additionally to the requisites and information prescribed by the Law "On Accounting" there shall be also the date, number of a cashier's check and the total amount of transactions indicated in financial terms – in **euros** and in **lats**.

RECEIPT for Electronic Cash Register (ECA) Check No 3

Name of a seller Registration code Legal Address Name of a purchaser Registration code Legal Address			
Name of goods	Amount	Price, LVL	Sum, LVL
Colour, white	2	5.00	10.00
Wallpaper adhesive	1	2.50	2.50
Sum <i>twelve lats and 50 santims</i>		Sum without VAT	10.33
in words		VAT	2.17
No of ECA check 1210462880		Total	12.50 LVL
19 December 2013			17.79 euros

Seller: _____

Signature

7. Indication of Information in Revenue Accounting Register

If a cash register or a cash register system does not work in a certain time frame during the parallel circulation of lats and euros, a user of a cash register keeps records of the transactions made in revenue accounting register, indicating the date,

ordinal number of an entry, the amount of transactions - in **euros** and in **lats**, the amount of value added tax and other information necessary for a user.

8. Use of the Tickets Registered in the State Revenue Service

Tickets stitched in books or ticket numbers, for which a price of one ticket and the total ticket value is indicated in *euros*, can be registered and issued for the confirmation of a transaction from 1 January 2014 in the State Revenue Service.

If a taxpayer until 31 December 2013 has registered in the State Revenue Service tickets stitched in books, the price of which is indicated in lats, these can be issued for the confirmation of a transaction until 30 June 2014. Until 1 July 2014 a taxpayer shall conduct inventory of the remaining registered tickets stitched in books, the price of which is indicated in lats, and cancel them.

If until 31 December 2013 a taxpayer has registered ticket numbers in the State Revenue Service indicating the price of one ticket and the total ticket value in lats, from 1 January 2014 there shall be tickets issued, for which a price is indicated in *euros*, in compliance with the exchange rate determined by the Council and the principles of rounding-off defined in Section 6 of the Law on the Procedure for the Introduction of the *Euro*.

Seller / Service provider	1st copy	<p>Beauty Salon Ltd. "Margrietiņa"</p> <hr/> <p><i>name (for a natural person - name and surname)</i></p>	<p>Receipt AA (series) No 771000 25 November 2013</p> <p>(month written in words)</p>																																																				
	<p>Tax payer reg. code or VAT payer reg. No</p> <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <tr> <td>4</td><td>0</td><td>0</td><td>0</td><td>5</td><td>9</td><td>0</td><td>7</td><td>6</td><td>8</td><td>1</td> </tr> </table>	4	0	0	0	5	9	0	7	6	8	1	<p>*Registration date of a receipt number in the SRS 31 January 2013</p>																																										
4	0	0	0	5	9	0	7	6	8	1																																													
		<p>Kalnu iela 9-10, Rīga, LV-5009</p> <hr/> <p><i>legal address (for a natural person - declared domicile)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of goods (type of a service)</th> <th style="width: 10%;">Quantity (volume)</th> <th style="width: 10%;">Price</th> <th style="width: 10%;">Value</th> <th style="width: 10%;">Discount</th> <th style="width: 10%;">VAT rate %</th> <th style="width: 10%;">Amount of VAT</th> <th style="width: 10%;">Total amount (VAT included)</th> </tr> </thead> <tbody> <tr> <td><i>Hairdressing services</i></td> <td><i>1 unit</i></td> <td><i>16.53 lats</i></td> <td><i>16.53 lats</i></td> <td></td> <td><i>21%</i></td> <td><i>3.47 lats</i></td> <td><i>20.00 lats</i></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="7" style="text-align: right;">Total amount (VAT included) of a transaction</td> <td style="text-align: center;"> <p>Ls 20.00 EUR 28.46</p> </td> </tr> </tbody> </table>					Name of goods (type of a service)	Quantity (volume)	Price	Value	Discount	VAT rate %	Amount of VAT	Total amount (VAT included)	<i>Hairdressing services</i>	<i>1 unit</i>	<i>16.53 lats</i>	<i>16.53 lats</i>		<i>21%</i>	<i>3.47 lats</i>	<i>20.00 lats</i>																									Total amount (VAT included) of a transaction							<p>Ls 20.00 EUR 28.46</p>
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Purchaser / Service recipient	<p>Bruno Avotiņš</p>																																																						

<p><i>name (for a natural person - name and surname)</i></p>	<p>Twenty lats and 00 santims</p> <hr/> <p><i>Total amount of a transaction written in words, santims written with numbers</i></p>												
<p>Tax payer reg. code or VAT payer reg. No</p> <table border="1" data-bbox="757 416 1167 563"> <tr> <td>1</td><td>6</td><td>0</td><td>8</td><td>7</td><td>5</td><td>1</td><td>0</td><td>1</td><td>1</td><td>3</td> </tr> </table> <p>Priežu gatve 12, Rīga, LV-5001</p>	1	6	0	8	7	5	1	0	1	1	3	<p>/signature/ N. Cipariņš</p>	<p>/signature/ B. Avotiņš</p>
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<hr/> <p><i>legal address (for a natural person - declared domicile)</i></p>	<p>Issued (signature and full name)</p>	<p>Received (signature and full name)</p>											