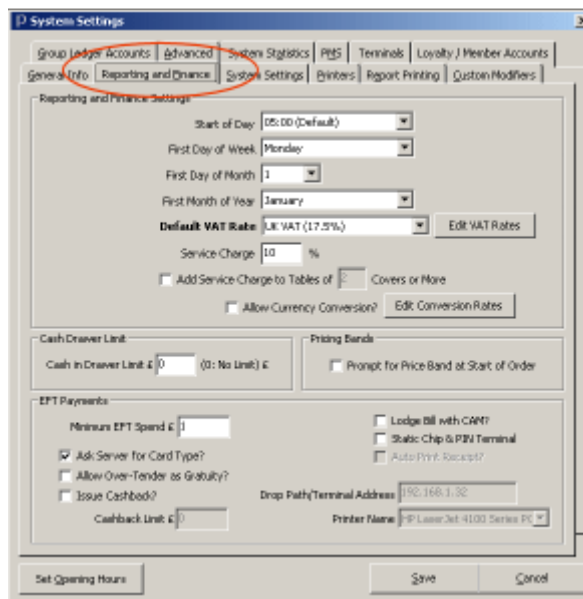


# Automated VAT Rate Change Procedure

## Applies to pointOne versions 5.2.110 and above only

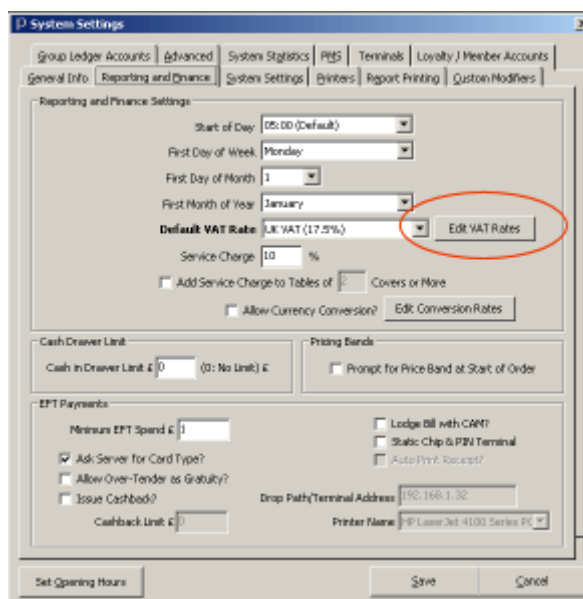
For older versions of pointOne please follow the manual VAT adjustment procedure on our website or contact the helpdesk on 0845 862 0005 for further guidance.

- 1) Log in as an Administrator
- 2) Click on "System Management"
- 3) Click on "System Settings"
- 4) Click on the "Reporting and Finance" tab at the top of the screen

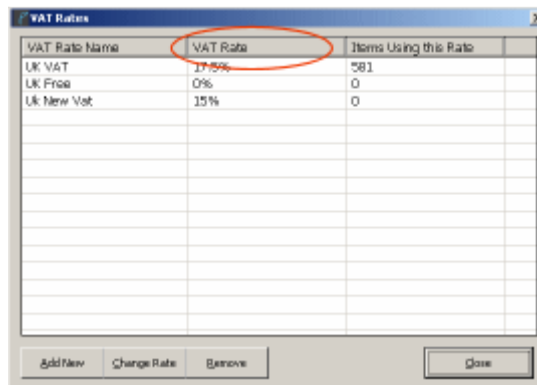


### 5) Click the "Edit VAT Rates" button

*(If you do not have this button then your software is not current enough for this procedure. Please follow the instructions on our web site for the manual VAT adjustment procedure)*



6) Check to see if you already have a 17.5% VAT Rate in the list



VAT Rate Name	VAT Rate	Items Using this Rate
UK VAT	17.5%	581
UK Free	0%	0
UK New Vat	15%	0

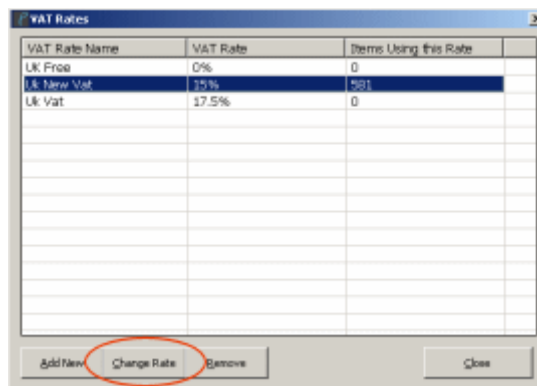
7) If you DONT already have a 17.5% VAT rate:

Click "Add New"

Type in the name of the new rate, eg. "UK VAT", and enter the percentage, eg. 17.5

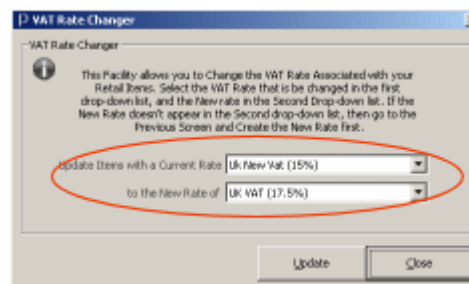
Click "Update"

8) Highlight the 15% VAT rate in the list, and click "Change Rate".



VAT Rate Name	VAT Rate	Items Using this Rate
UK Free	0%	0
UK New Vat	15%	581
UK Vat	17.5%	0

9) Ensure that you have the old 15% rate in the first box and that you have selected the new 17.5% rate in the second box.



VAT Rate Changer

This Facility allows you to Change the VAT Rate Associated with your Retail Items. Select the VAT Rate that is be changed in the first drop-down list, and the New Rate in the Second drop-down list. If the New Rate doesn't appear in the Second drop-down list, then go to the Previous Screen and Create the New Rate first.

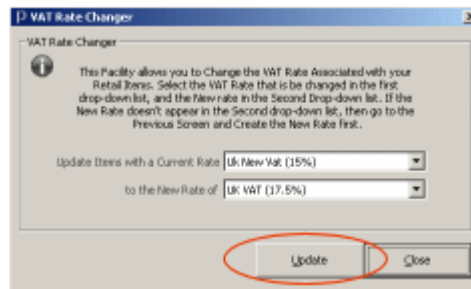
Update Items with a Current Rate of

to the New Rate of

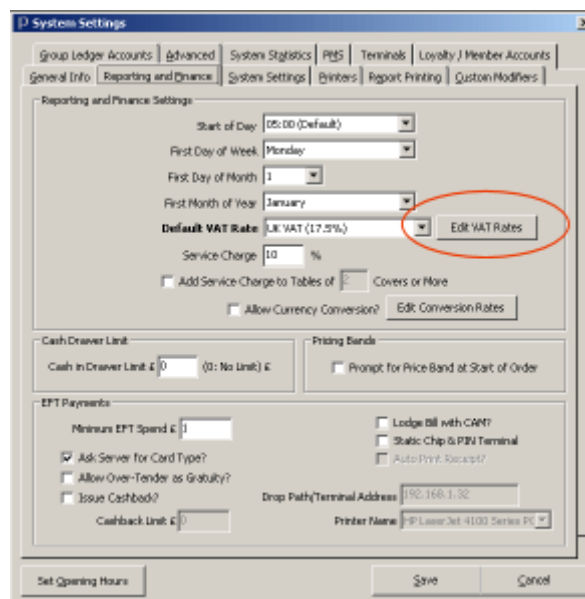
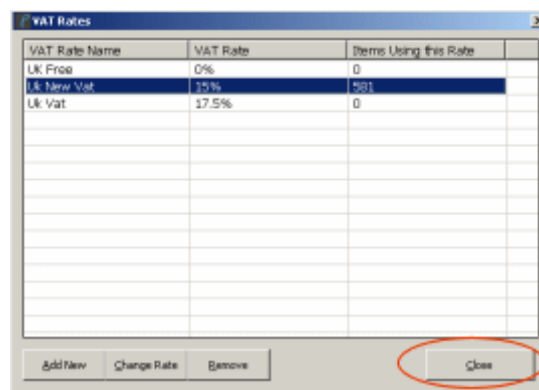
Update Close

**10) Click "Update".**

The system will now update all items using the old rate to the new one.

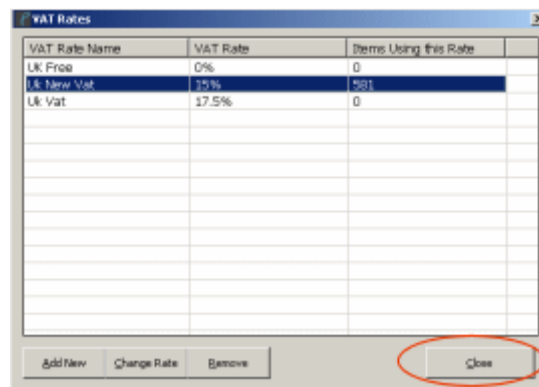


**8) To reload the VAT Rates click "Close" and then click the "Edit VAT Rates" button again"**

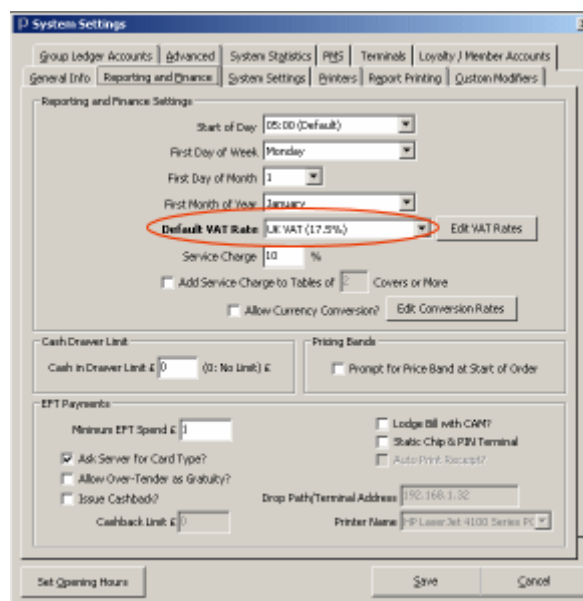


If your system was configured with multiple 15% VAT Rates you may need to repeat the Procedures above (from step 8) until all items have been converted. The column entitled "Items Using this Rate" tells you how many retail items (products) are currently set to each VAT rate. When you have finished you should have no items using the 15% rate instead they will all be using the new 17.5% rate.

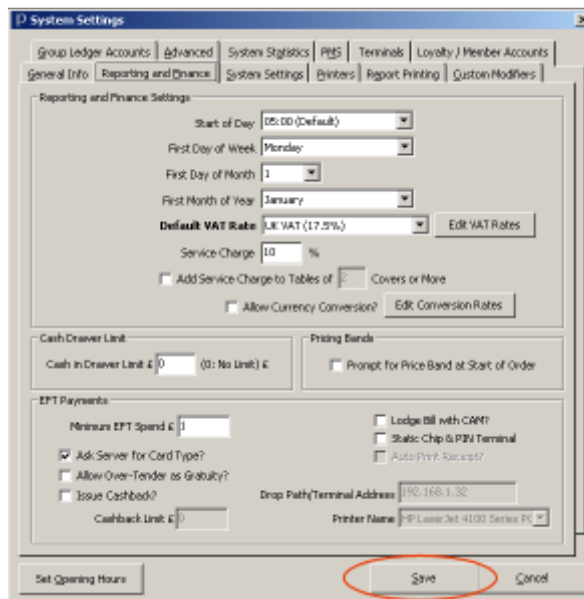
9) Click "Close"



10) Change the "Default VAT Rate" selection to 17.5%

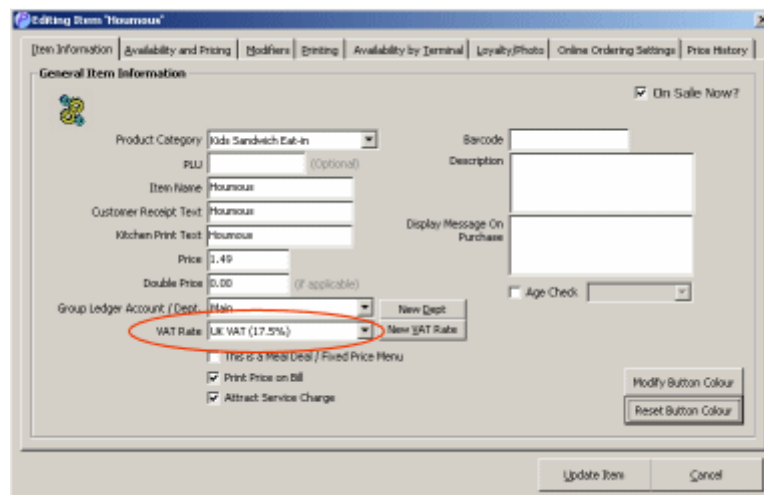


11) Click "Save"



12) You must now restart then pointOne Software on ALL terminals, before operation.

13) Now open a sample of retail products and perform some test transactions to ensure that the procedure was correctly executed. Please also print a test VAT receipt.



End of Procedure