

Manual VAT Rate Change Procedure

Applies to pointOne versions below 5.2.110

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

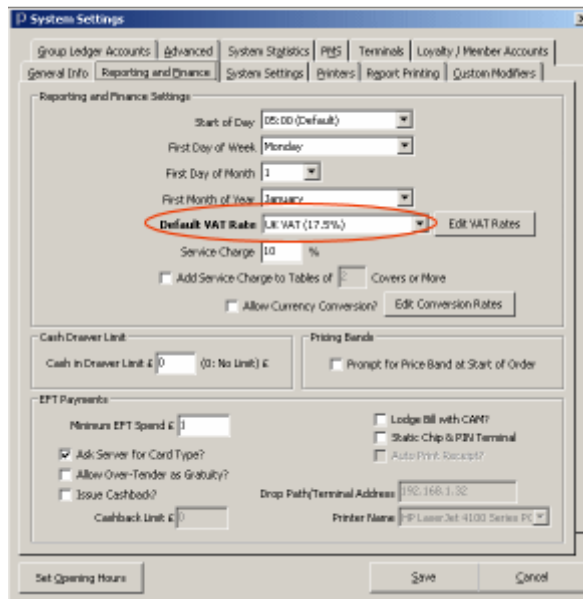
- 1) Log in as an Administrator
- 2) Click on "System Management" (or "Management Options")
- 3) Click on "Products"
- 4) Highlight the first Product in the first Category
- 5) Click "Edit Item"
- 6) Using the Drop down box labelled "VAT Rate" select the appropriate rate for this product.

The screenshot shows the 'Editing Item' window for 'Housmous'. The 'VAT Rate' dropdown menu is highlighted with a red circle, showing 'UK VAT (17.5%)' as the selected option. Other visible fields include 'Product Category: Kids Sandwich Eat-in', 'Item Name: Housmous', 'Price: 1.49', and 'Group Ledger Account / Dept: Main'. The 'Update Item' button is located at the bottom right of the window.

(On older versions of pointOne the screen may look different to above)

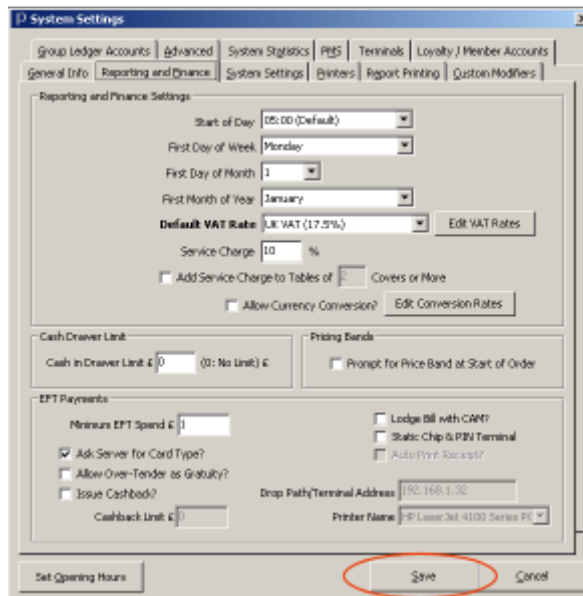
- 7) Click "Update Item"
- 8) Repeat procedure (from step 4) for all products in your database.
- 9) Click on "System Management" (or "Management Options")
- 10) Click on "System Settings"

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



*On older versions of pointOne the screen may look different to above. On some versions, you may have to **type** the current rate of VAT into the box, as opposed to selecting it from a list.*

12) Click "Save"



13) You must restart the pointOne software on ALL of your terminals, before operation.

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

End of Procedure

Have you considered the benefits of Upgrading to the latest version of pointOne?

*As you have an older version of pointOne, you may wish to talk to us about your upgrade options. With an upgrade you will have the very latest version of EPOS software suite which features many new additions and new labour saving functionality, and is based upon the most current accounting/HMRC guidelines. The newest versions of software are also heavily optimised to run on all versions of hardware (including older/slower terminals) giving you a noticeable boost in speed at the point of service. We would also like to offer you a **free*** refresher training session with any software upgrades purchased so that you can get your staff up to speed with pointOne, and help you get the most out of your system.*

Call us on 0845 862 0005 for more information!

**Terms and Conditions Apply*