

HOW TO amend VAT rates on pointOne EPoS

STEP 1: Select **System Management** -> **System Settings**

Click on **Reporting & Finance** tab

Click **Edit VAT Rate**

The screenshot displays the 'System Settings' window for pointOne EPoS. The 'Reporting & Finance' tab is selected, showing the 'Reporting and Finance Settings' section. The 'Default VAT Rate' is currently set to 'UK VAT (20%)', and the 'Edit VAT Rates' button is highlighted with a mouse cursor. Other settings include 'Start of Day' (05:00), 'First Day of Week' (Monday), 'First Day of Month' (1), and 'First Month of Year' (January). The 'Service Charge' is set to 10%, and there are checkboxes for 'Auto Add Service to Bar Tabs?', 'Add Service to Tables of 0 or more covers?', 'Require Manger/Supervisor to Add/Remove Service?', and 'Accept Foreign Currencies?'. The 'Cash Drawer Limit' is 0, and the 'Max Allowable Discount' is 99999. The 'Card Payments' section shows a 'Min Spend for Card Payment' of 0 and an unchecked 'Allow Over-Tender as Gratuity?' checkbox. At the bottom, there are buttons for 'Set Opening Hours', 'Save', and 'Cancel'. The bottom navigation bar includes 'Back', 'Record Waste', 'Change PIN', 'System Settings', and 'Exit pointOne'.

System Settings

Advanced | System Statistics | PMS | Terminals | Loyalty / Member Accounts | Tables

General Info | Reporting & Finance | System Settings | Printers/ Screens | Report Printing | Custom Modifiers | Departments

Reporting and Finance Settings

15

Start of Day 05:00 (Default)

First Day of Week Monday

First Day of Month 1

First Month of Year January

Default VAT Rate UK VAT (20%) Edit VAT Rates

Service Charge 10 % Auto Add Service to Bar Tabs?

Add Service to Tables of 0 or more covers?

Require Manger/Supervisor to Add/Remove Service?

Accept Foreign Currencies? Edit Exchange Rates

Cash Drawer Limit

Cash in Drawer Limit 0

Max Discount

Max Allowable Discount 99999

Card Payments

Min Spend for Card Payment 0

Allow Over-Tender as Gratuity?

Set Opening Hours

Save Cancel

Back Record Waste Change PIN System Settings Exit pointOne

STEP 2: Click **Add New**

The screenshot shows a 'System Settings' window with a 'Reporting and Finance Settings' sub-window open. The 'VAT Rates' dialog box is displayed, containing a table with the following data:

VAT Rate Name	VAT Rate	Items Using this Rate
UK VAT*	20%	252
Standard	20%	7
Zero Vat	0%	142

Below the table, there is a note: '* Required VAT Rate (Cannot Delete)'. At the bottom of the dialog box are four buttons: 'Add New', 'Change Rate', 'Remove', and 'Close'. The main 'System Settings' window has a 'Save' button at the bottom right and a 'Set Opening Hours' button at the bottom left.

STEP 3: Enter the new **VAT Rate Name** and amount, then click **update**.

VAT Rate Name	VAT Rate	Items Using this Rate
UK VAT*	20%	252
Standard	20%	7
Zero Vat	0%	142

Add VAT Rate

VAT Rate Name:

VAT Rate: %

* Required VAT Rate (Cannot Delete)

STEP 4: Select **System Settings > Edit Products** to alter the VAT rate for affected products.

Todays Summary

Total Sales	£76.00
Dry Sales	£76.00
Wet Sales	£0.00
Other Sales	£0.00
Transactions	18
Guests Served	0
Wages/Salaries	£61.84 (81.4% of sales)
Service Charge	£0.00
Tables Not Yet Paid	£0.00
Tab's Not Yet Paid	£0.00
Total Inc. Not Yet Paid	£76.00

Todays Sales

£40.00
£30.00
£20.00
£10.00
£0.00

Terminal	Cash	Total
Harris	£24.00	£76.00
Aaron-PC1	--	--
Alastair	--	--
AndroidApp01	--	--
AndroidApp02	--	--
AndroidApp03	--	--
ASGARD	--	--
Brandon-PC	--	--
CONFERENCE	--	--

Wednesday, July 8th 2020
pointOne v5.6.45

About

Open Cash Drawer

Void Table

Transfer Table(s)

Merge Table(s)

Issue Refund

Off Sales

Review Transaction

Drawer Float / Lift

Edit Products

Edit Users

Promos & Meal Deals

Staff Scheduling

Members and Loyalty

Reporting

Messaging & Notices

'Hot' Items

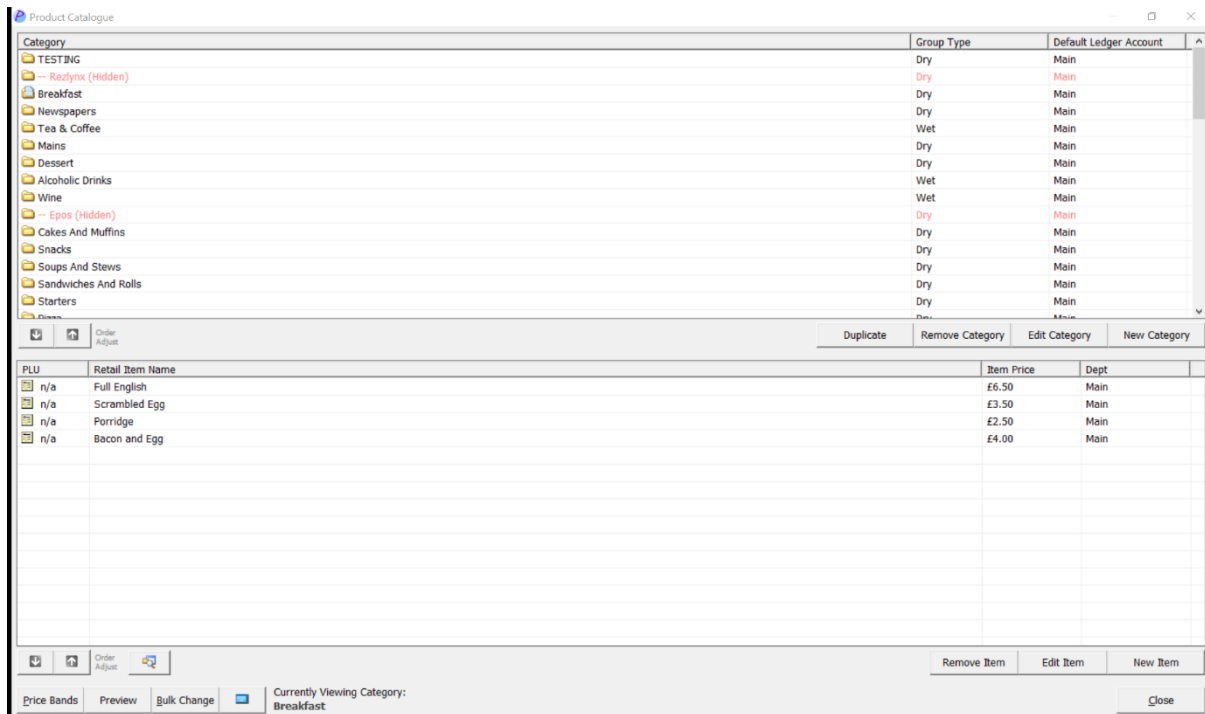
Print Interval Orders

Reconcile Drawers

System Settings

Exit pointOne

STEP 5: Select the **Category**, then the **product**.



STEP 6: Click on **Pricing / Availability** then apply the **VAT Rate** using the VAT rate drop downs. Click on **Update Item** to **save** the changes.

