

This guide is applicable to Headquarters Manager, if you do not use HQ & have a standalone Store Operations Manager System Please contact us for the separate guide.

VAT INCREASE TO 17.5%
Instructions For RMS Headquarters
Increase Date 31st December 2009

These instructions will guide you the steps required to amend the VAT rate from the current 15% to the new rate 17.5% to be applied from 31st December 2009. The selling price of the items on the till will NOT be affected, only the amount of VAT charged on each transaction will change. To pass the increase onto your customers, you must also complete an inventory wizard to increase the price.

The Vat change should be applied some time from the end of business on the 31st December 2009 and the start of business on the 1st of January 2010. It is not possible to preset the changes or backtrack once sales have been processed at the old rate.

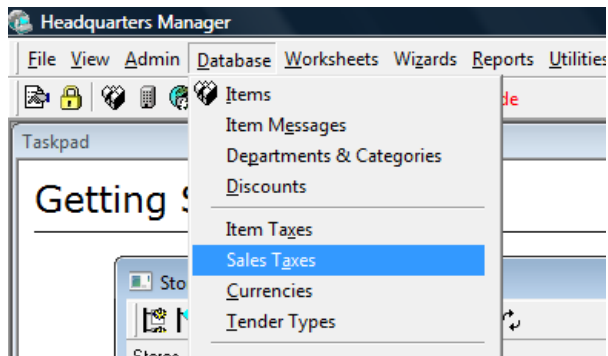
We anticipate that Thursday 31st December could potentially be a very busy period for our support team. In order to reduce the potential delay in responding to your support call, I would ask ALL customers to view the instructions at least 7 working days prior to the changeover date and ensure you are familiar with the instructions. If you have any queries regarding the changing of Vat on your tills, please contact the support team.

Please be aware that our support desk is closed on Friday 1st January 2010

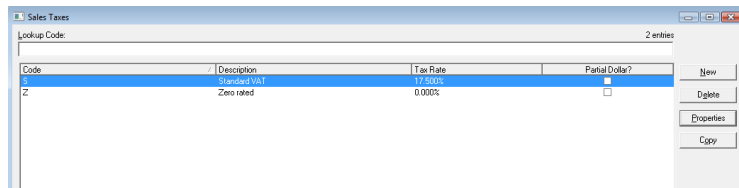
Andrea Taylor-Jones
RSG Deployment
25-November-09

To Change Sales Tax on Headquarters

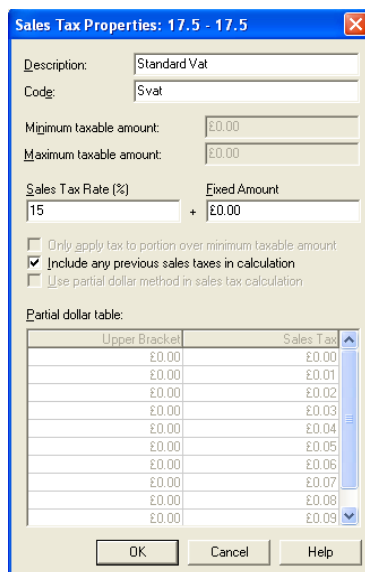
In Headquarters Manager, switch to maintenance mode.
Select, Database; Sales Tax;



The Screen will display as below , Highlight the standard vat rate and click on properties

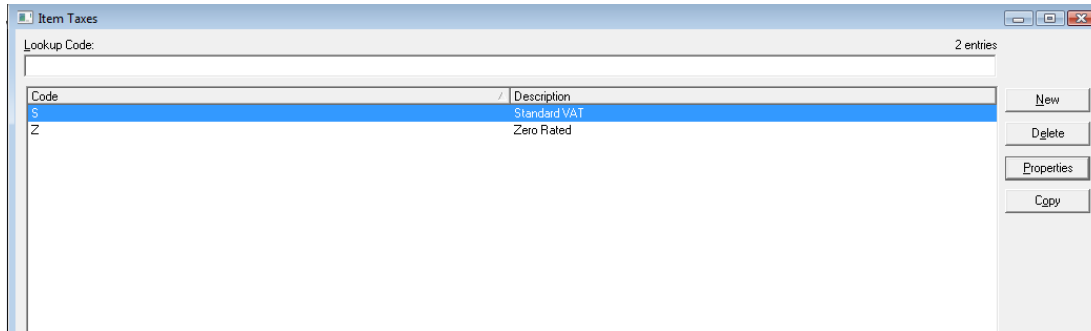


The screen will display as below; change vat rate to 17.5 %. When your system was set up you may have named your standard VAT to reflect the value. Now may be a good time to amend the name & code to something more generic Such as Standard or VATable

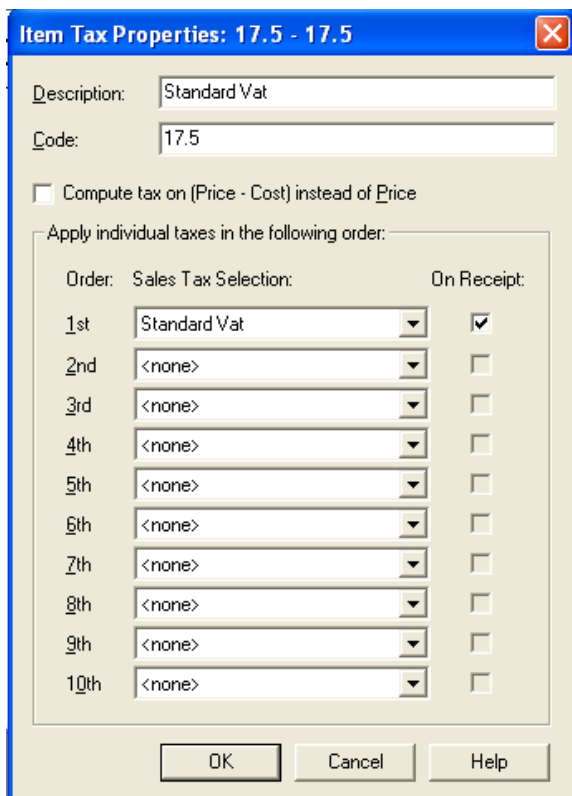


Next you will need to amend the Item Tax

Again in maintenance mode select “Database” menu then “Item Tax”



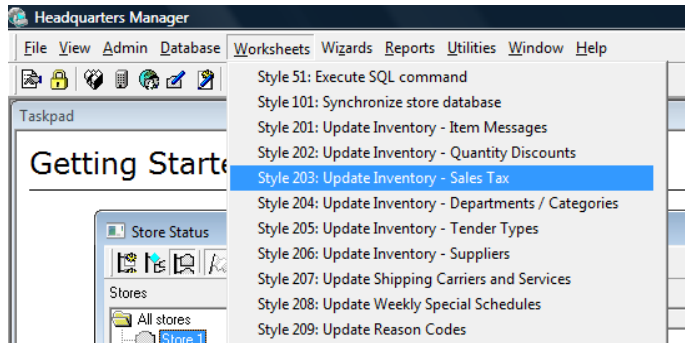
Select the standard vat rate and click on properties which will then display as below



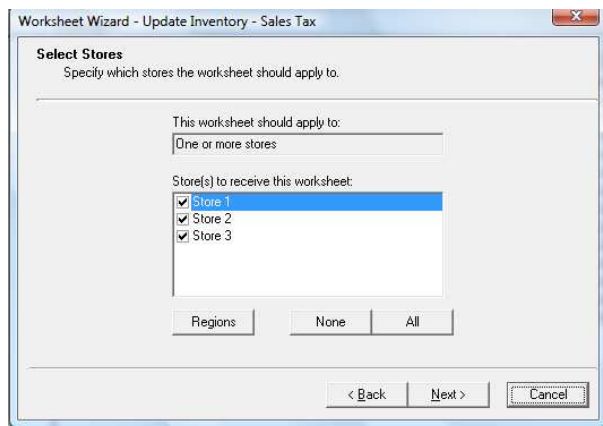
To send the changes to the stores

Once the changes have been completed on the Headquarters database, they should be sent to the stores via a 203 Worksheet.

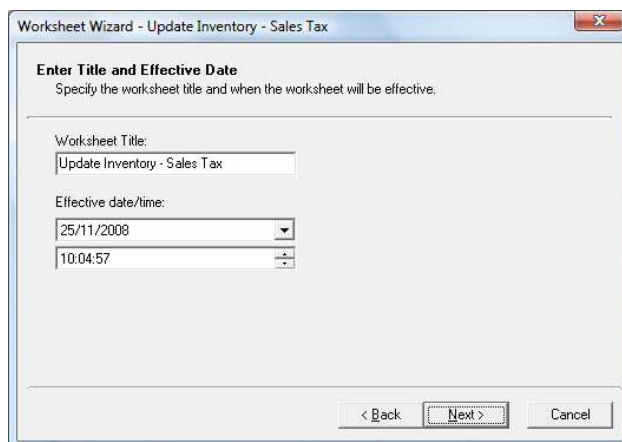
Click on the worksheets menu & choose Style 203



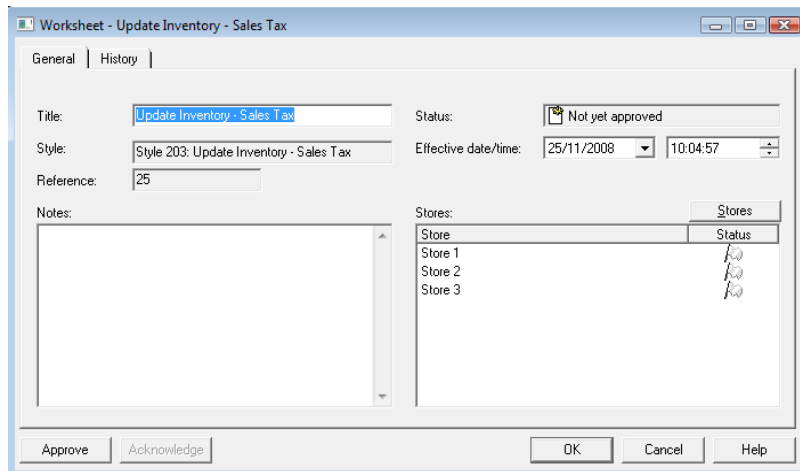
Select all stores as below & click next



Leave the effective date & time as it is then click next



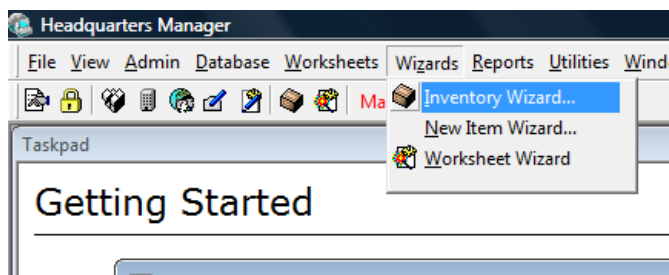
Finally click “Finish” & then “Approve” the worksheet as below



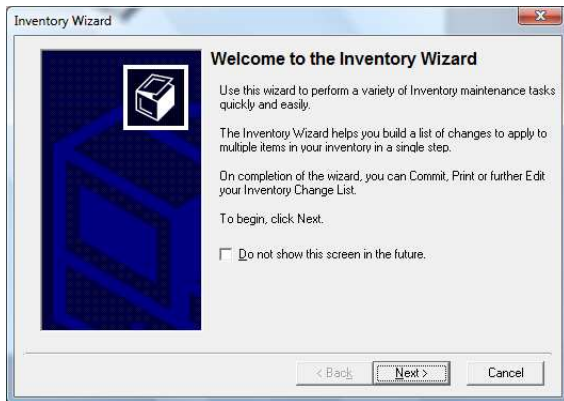
To Increase retail prices

If you wish to pass this tax reduction directly on to your customers you will need to run a price change wizard to increase prices for Standard items.

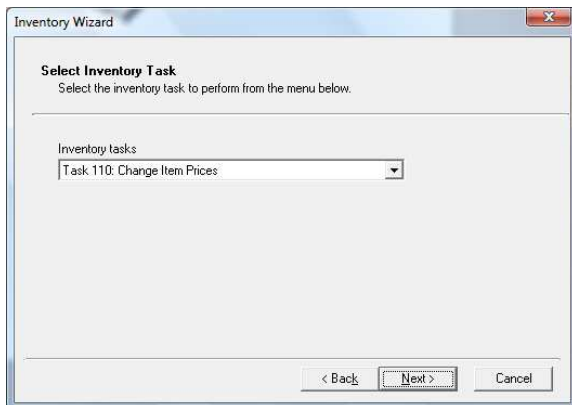
In headquarters manager select Wizards then inventory wizard



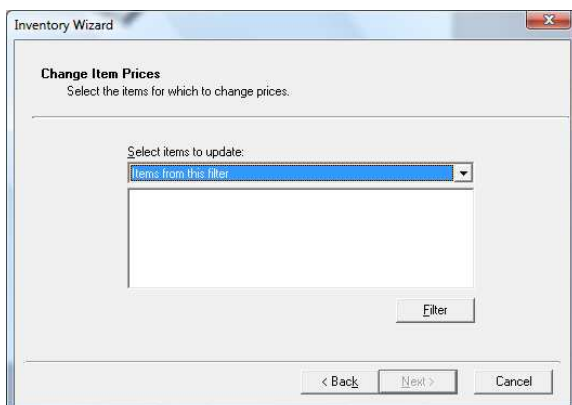
If the introduction screen appears as below then click next



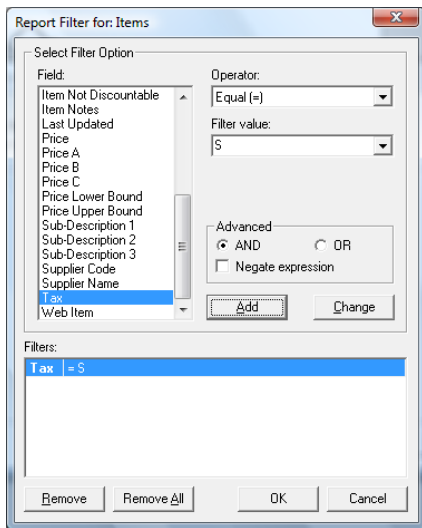
Choose the task amend item prices as below



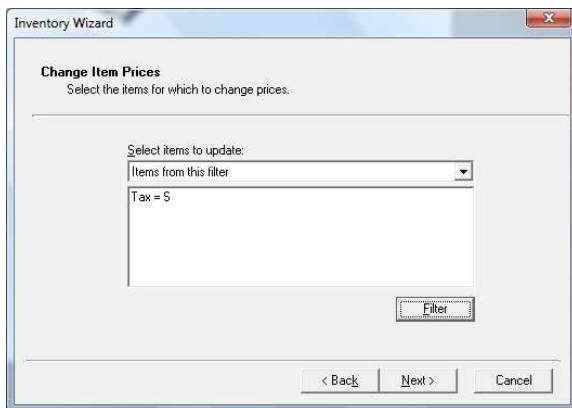
From the next screen choose "Filter" on the drop down & click the "Filter" button



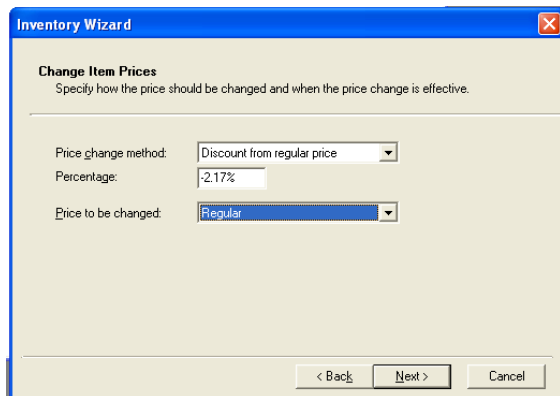
From the filter screen, scroll down the field select to "Tax". In the filter value choose your Standard Tax rate & Click "Add" then click "OK"



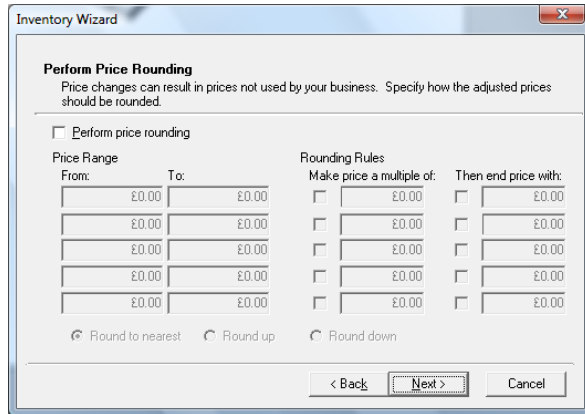
When the screen below is displayed click next



Price change method should be Discount From Regular, percentage should be - 2.17 & the price to be changed is regular.



On the next screen ensure that Use Price Rounding is not checked & click next



Inventory Wizard

Perform Price Rounding
Price changes can result in prices not used by your business. Specify how the adjusted prices should be rounded.

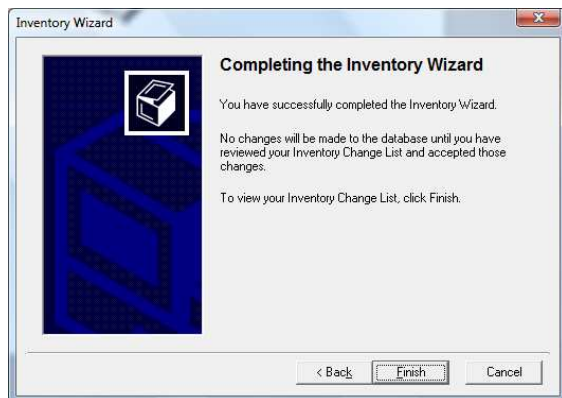
Perform price rounding

Price Range		Rounding Rules	
From:	To:	Make price a multiple of:	Then end price with:
£0.00	£0.00	<input type="checkbox"/> £0.00	<input type="checkbox"/> £0.00
£0.00	£0.00	<input type="checkbox"/> £0.00	<input type="checkbox"/> £0.00
£0.00	£0.00	<input type="checkbox"/> £0.00	<input type="checkbox"/> £0.00
£0.00	£0.00	<input type="checkbox"/> £0.00	<input type="checkbox"/> £0.00
£0.00	£0.00	<input type="checkbox"/> £0.00	<input type="checkbox"/> £0.00

Round to nearest
 Round up
 Round down

< Back Next > Cancel

Finally click Finish



Inventory Wizard

Completing the Inventory Wizard

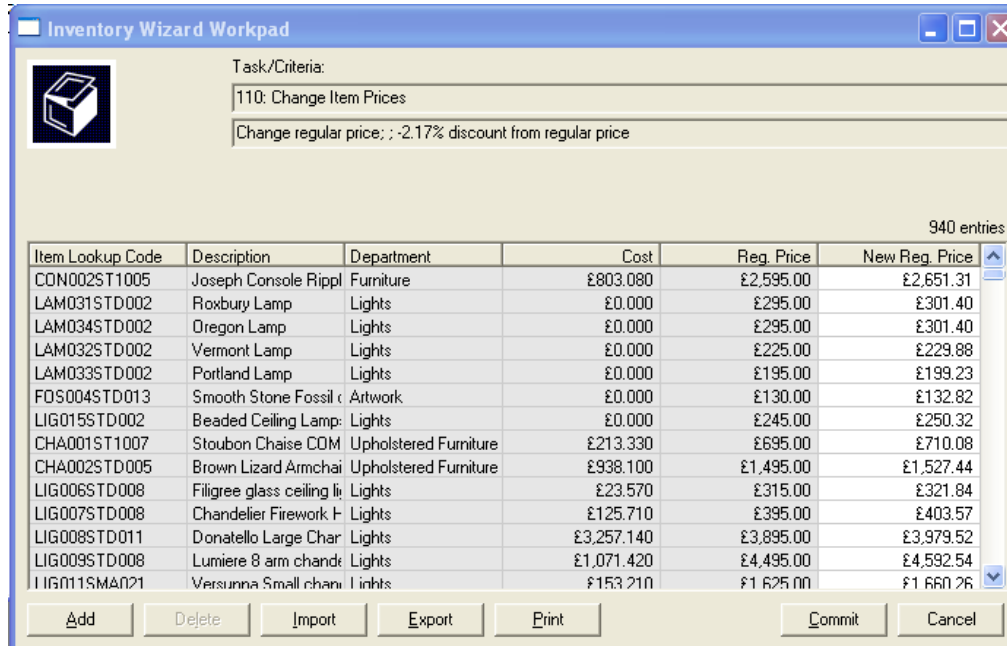
You have successfully completed the Inventory Wizard.

No changes will be made to the database until you have reviewed your Inventory Change List and accepted those changes.

To view your Inventory Change List, click Finish.

< Back Finish Cancel

A preview of the price changes will be displayed as below



When you are happy with the price calculations to finalise the price changes click on Commit, this may take a few seconds to complete & close the wizard.

Be certain that your calculations are correct as this **cannot be reversed**.

Once these changes have been committed you will need to send them to all stores using a **Worksheet 304** for all recently changed items.

