

This guide is applicable to standalone Store Operations Store, if you have a Headquarters Manager System Please contact us for the separate guide.

VAT INCREASE TO 17.5%
Instructions For RMS Store Operations
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 sometime 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 number below.

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

IMPORTANT

Before the start of trade after 31st December 2009 it is essential for each till to be restarted in order for the tax increase to take effect.

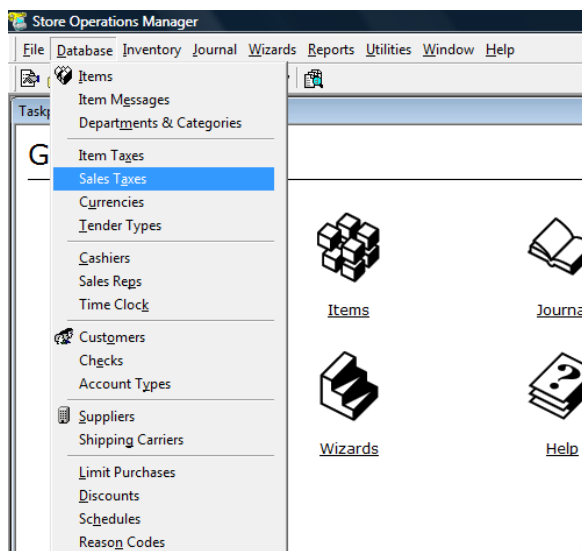
Andrea Taylor-Jones

Planning Ahead

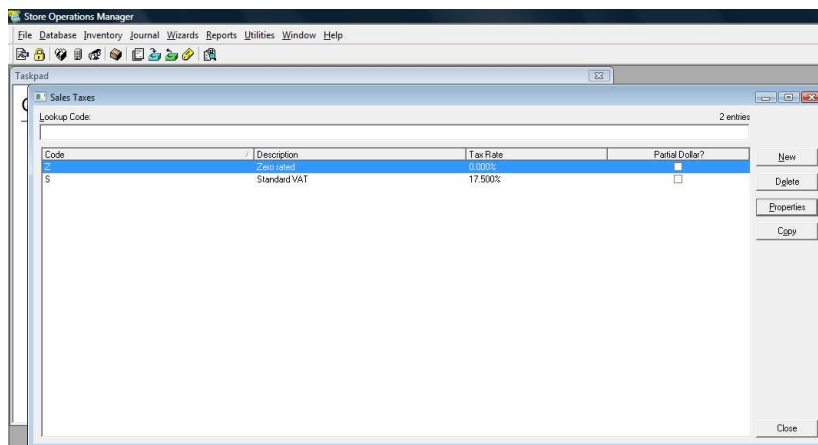
The change to tax & prices required cannot be scheduled to happen in advance so the steps below need to be carried out after the end of trading on the 31st December. You may wish to familiarise yourself with the steps & menus in advance.

Step One – Amending Tax Rate

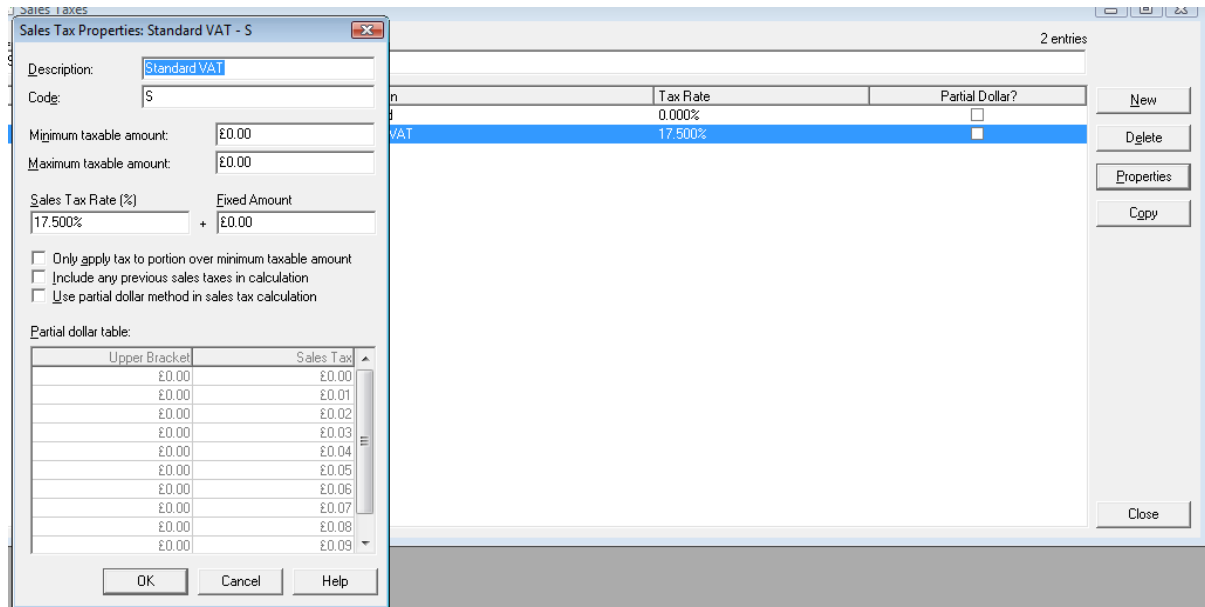
Click on the database menu & choose “Sales Taxes”



Listed should be the current tax rates for your system.



Highlight the rate that represents standard VAT on your system & click Properties



Sales Tax Properties: Standard VAT - S

Description: Standard VAT
Code: S

Minimum taxable amount: £0.00
Maximum taxable amount: £0.00

Sales Tax Rate (%): 17.500% + Fixed Amount: £0.00

Only apply tax to portion over minimum taxable amount
 Include any previous sales taxes in calculation
 Use partial dollar method in sales tax calculation

Partial dollar table:

Upper Bracket	Sales Tax
£0.00	£0.00
£0.00	£0.01
£0.00	£0.02
£0.00	£0.03
£0.00	£0.04
£0.00	£0.05
£0.00	£0.06
£0.00	£0.07
£0.00	£0.08
£0.00	£0.09

Background table:

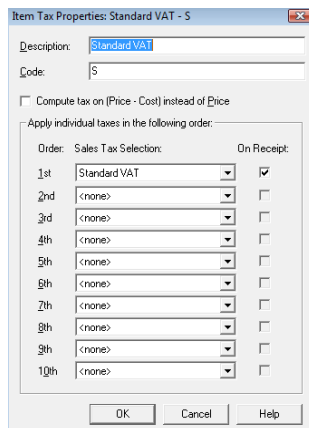
	Tax Rate	Partial Dollar?
VAT	17.500%	<input type="checkbox"/>

Amend the sales rate to 17.5 , the % symbol will be added automatically.

If the standard tax rate was setup with a name that reflects the value i.e. 17.5 or similar now might be a good time to amend the name & code to something more generic such as “Standard” or “VATable”.

Click “OK” to save the changes then from the Database menu choose “Item Taxes”

Again select the Standard rate one & choose properties, the form below should be displayed.



Item Tax Properties: Standard VAT - S

Description: Standard VAT
Code: S

Compute tax on (Price - Cost) instead of Price

Apply individual taxes in the following order:

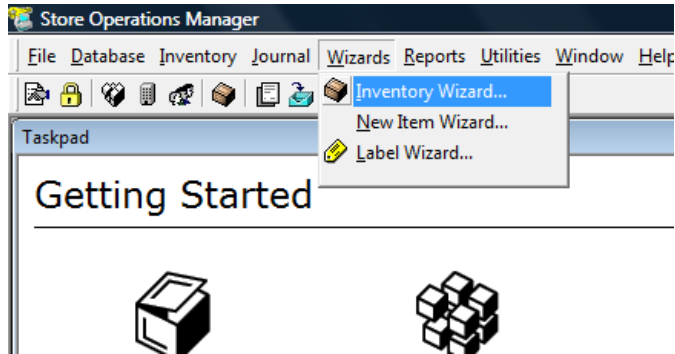
Order:	Sales Tax Selection:	On Receipt:
1st	Standard VAT	<input checked="" type="checkbox"/>
2nd	<none>	<input type="checkbox"/>
3rd	<none>	<input type="checkbox"/>
4th	<none>	<input type="checkbox"/>
5th	<none>	<input type="checkbox"/>
6th	<none>	<input type="checkbox"/>
7th	<none>	<input type="checkbox"/>
8th	<none>	<input type="checkbox"/>
9th	<none>	<input type="checkbox"/>
10th	<none>	<input type="checkbox"/>

Again amend the name & code if required. Check that your standard sales tax is listed in the 1st box.

Amending Prices

Again item prices should only be amended after end of business on the 31st December 2009.

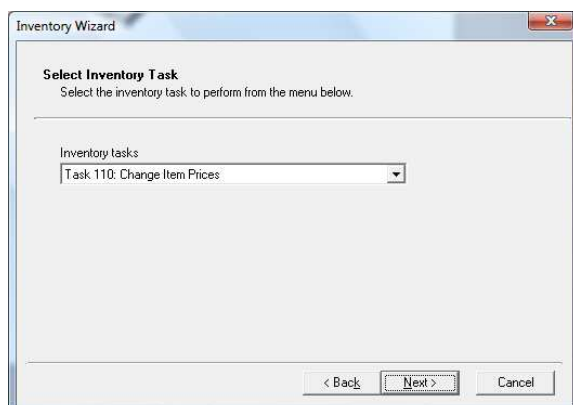
From the wizards menu choose Inventory wizard



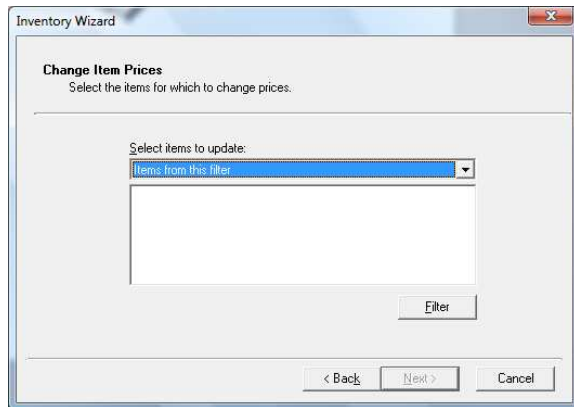
If the introduction screen appears as below then click next



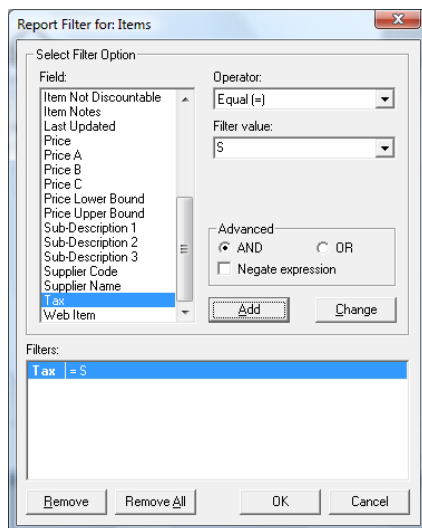
Choose the task amend item prices as below



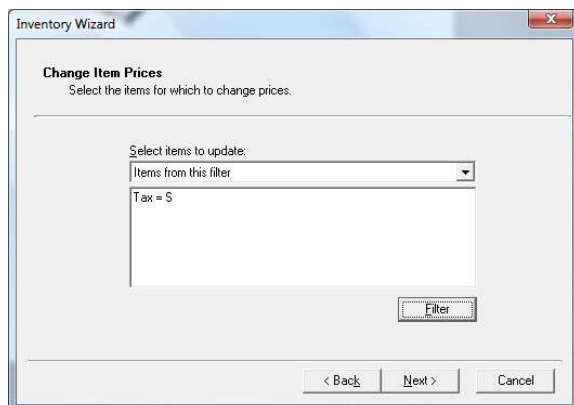
From the next screen choose “Filter” on the drop down & click the “Filter” button



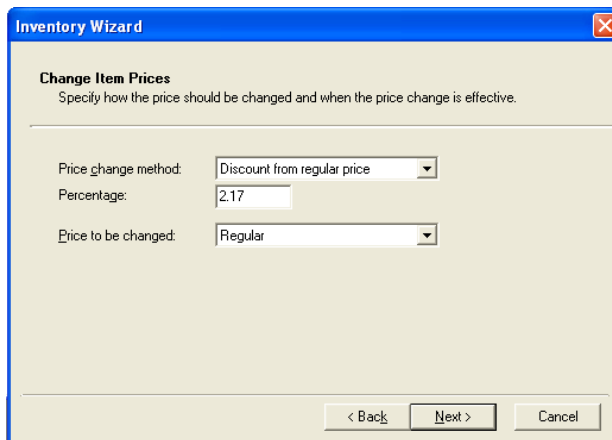
From the filter screen, scroll down the field select to “Tax”. In the filter value choose your Standard Tax rate & Click “Add” then click “OK”



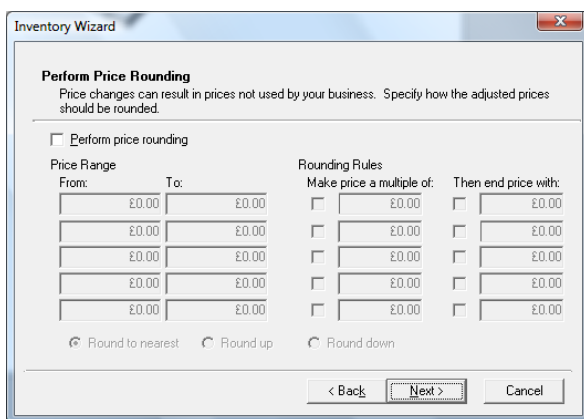
When the screen below is displayed click next



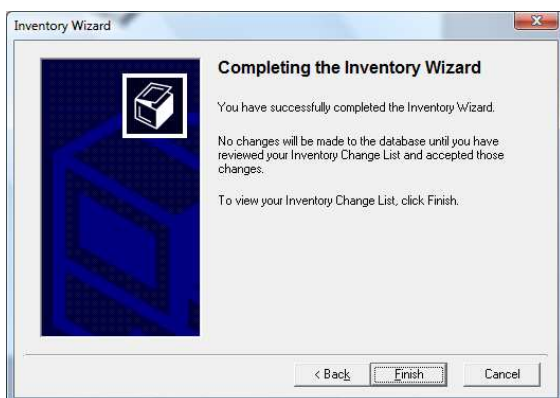
Price change method should be Discount from Regular, percentage should be – 2.17 & the price to be changed is regular.



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



Finally click Finish



A preview of the price changes will be displayed as below

Inventory Wizard Workpad _ □ ×

Task/Criteria:

110: Change Item Prices

Change regular price; ; -2.17% discount from regular price

940 entries

Item Lookup Code	Description	Department	Cost	Reg. Price	New Reg. Price
CON002ST1005	Joseph Console Rippl	Furniture	£803.080	£2,595.00	£2,651.31
LAM031STD002	Roxbury Lamp	Lights	£0.000	£295.00	£301.40
LAM034STD002	Oregon Lamp	Lights	£0.000	£295.00	£301.40
LAM032STD002	Vermont Lamp	Lights	£0.000	£225.00	£229.88
LAM033STD002	Portland Lamp	Lights	£0.000	£195.00	£199.23
FDS004STD013	Smooth Stone Fossil c	Artwork	£0.000	£130.00	£132.82
LIG015STD002	Beaded Ceiling Lamp	Lights	£0.000	£245.00	£250.32
CHA001ST1007	Stoubon Chaise COM	Upholstered Furniture	£213.330	£695.00	£710.08
CHA002STD005	Brown Lizard Armchai	Upholstered Furniture	£938.100	£1,495.00	£1,527.44
LIG006STD008	Filigree glass ceiling li	Lights	£23.570	£315.00	£321.84
LIG007STD008	Chandelier Firework F	Lights	£125.710	£395.00	£403.57
LIG008STD011	Donatello Large Char	Lights	£3,257.140	£3,895.00	£3,979.52
LIG009STD008	Lumiere 8 arm chandt	Lights	£1,071.420	£4,495.00	£4,592.54
LIG011SMAN021	Versunna Small chand	Lights	£153.210	£1,625.00	£1,660.26

Add Delete Import Export Print Commit Cancel

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**.