

VAT INCREASE TO 17.5%  
Instructions for RSG Customers  
Increase Date 1<sup>st</sup> January 2010

These instructions will guide you the steps required to amend the VAT rate from the current 15.00% to the new rate 17.50% to be applied from 1st January 2010. The selling price of the items on the till will NOT be affected, only the amount of VAT charged on each transaction will change.

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

We anticipate that Sunday 30th and Monday 1st 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 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.

Support calls on Friday 1st January will be handled by the RSG Support team after the bank holiday.

Tel: 0844 880 5611  
Mike Evans  
RSG Support  
15<sup>th</sup> October 2009

# VPOS VAT Changes

1. Log on as

Username: ADMINISTRATOR

Password: *will change daily see list*

- 24/12/09 – 3AE39
- 26/12/09 – 3FC59
- 27/12/09 – 42369
- 28/12/09 – 44A79
- 29/12/09 – 47189
- 30/12/09 – 49899
- 31/12/09 – 4BFA9
- 01/01/10 – 277E
- 02/01/10 – 4E8E



VPOS Login At Primary POS

**RSG**  
**Retail Systems Group**  
Company

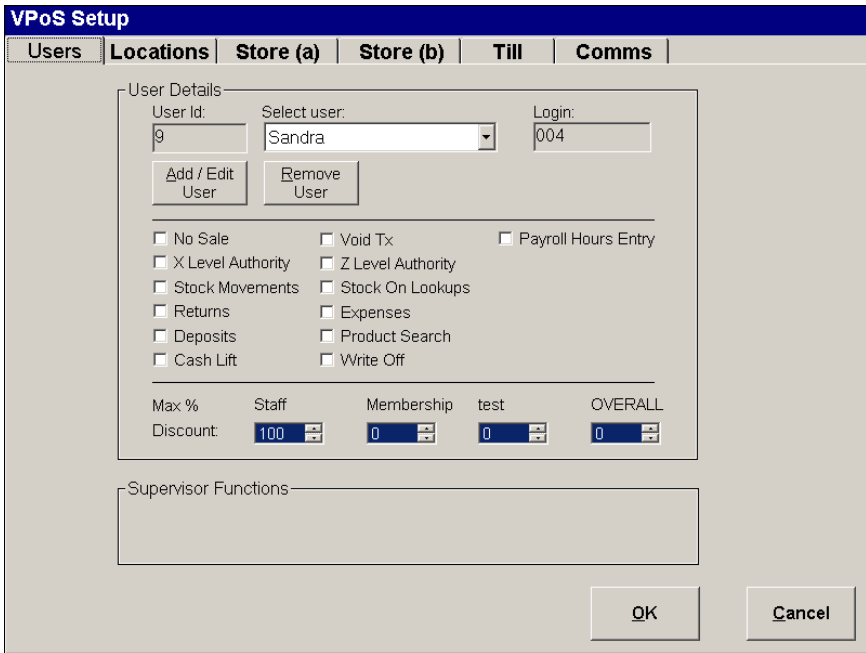
User	ADMINISTRATOR
Password	*****

VPOS 5.3.4

2. Enter Full Setup



3. Select STORE A tab at the top



4. Select TAX RATE

**VPoS Setup**

**Users | Locations | Store (a) | Store (b) | Till | Comms**

Store Details

Address Store	Payment Methods Pay	Receipt Messages Amend Messages	Headings Text Headings	Tax Rates Tax Rates
Discount Reason Discount	Return Reason Return	Expense Reason Expenses	Void Reason Transaction Void Reasons	No Sale Reason No Sale Reasons

<input checked="" type="checkbox"/> Sized System 20 Description Field Format	<input type="checkbox"/> Till Drawer Alarm Alarm Time Delay	<input checked="" type="checkbox"/> Keyed Search Order ~ Product - PLU	<input type="checkbox"/> Keyboard Auto Number Lock
<input type="checkbox"/> Use Deposits Deposit For An Item	Retain Used Deposits for <input type="text"/> Months	<input type="checkbox"/> Fixed Length Product	<input type="checkbox"/> Attribute Pricing Price Attribute
<input type="checkbox"/> Restrict Item Deposit	<input checked="" type="checkbox"/> Touchscreen Basic Trans Accel	<input type="checkbox"/> Use PLU Sets (max 30)	<input type="checkbox"/> Revert to File Price
<input type="checkbox"/> Add To Deposit	<input type="radio"/> Adv Trans Accel 1	<input type="checkbox"/> Price By Weight <input type="text"/> 1	<input type="checkbox"/> Allow Zero Pricing Zero Price Flag (Attribute No.)
<input type="checkbox"/> Check Returns	<input type="radio"/> Adv Trans Accel 2	<input type="checkbox"/> PBW Scan I/P Only	<input type="checkbox"/> Decimal Quantities Decimal Qty (Attribute No.)
<input type="checkbox"/> Authority at Trans End	<input checked="" type="checkbox"/> Rapid Logon	Cash Change Maximum <input type="text"/>	
<input type="checkbox"/> Export Sales	<input type="checkbox"/> Number Pad	<input type="checkbox"/> Use Credit Notes	
<input type="checkbox"/> Auto Merge for Today	<input type="checkbox"/> Auto Quantity Request	<input type="checkbox"/> Non Discountable Items <input type="text"/> 1	
<input checked="" type="checkbox"/> Multibuy <input type="checkbox"/> By Price	<input type="checkbox"/> Auto Re-Price Request	<input type="checkbox"/> Display Stock Lookup by Branch	
<input type="checkbox"/> Show Multibuy Analysis on Receipt			

OK Cancel

5. Clear 15.00

**Tax Rates**

0 <input type="text" value="0.00"/> %	5 <input type="text" value="0.00"/> %
1 <input type="text" value="15.00"/> %	6 <input type="text" value="0.00"/> %
2 <input type="text" value="0.00"/> %	7 <input type="text" value="0.00"/> %
3 <input type="text" value="0.00"/> %	8 <input type="text" value="0.00"/> %
4 <input type="text" value="0.00"/> %	9 <input type="text" value="0.00"/> %

Clear Return

6. Type in 17.50 and press Return

## Tax Rates

0  %

5  %

1  %

6  %

2  %

7  %

3  %

8  %

4  %

9  %

**Clear**

**Return**

7. Press OK

**VPOS Setup**

**Users | Locations | Store (a) | Store (b) | Till | Comms**

Store Details

Address Store	Payment Methods Pay	Receipt Messages Amend Messages	Headings Text Headings	Tax Rates Tax Rates
Discount Reason Discount	Return Reason Return	Expense Reason Expenses	Void Reason Transaction Void Reasons	No Sale Reason No Sale Reasons

<input checked="" type="checkbox"/> Sized System 20 Description Field Format <input checked="" type="checkbox"/> Use Deposits <input type="checkbox"/> Deposit For An Item <input type="checkbox"/> Restrict Item Deposit <input type="checkbox"/> Add To Deposit <input type="checkbox"/> Check Returns Authority at Trans End <input type="checkbox"/> Export Sales <input type="checkbox"/> Auto Merge for Today <input checked="" type="checkbox"/> Multibuy <input type="checkbox"/> By Price <input type="checkbox"/> Show Multibuy Analysis on Receipt	<input type="checkbox"/> Till Drawer Alarm Alarm Time Delay Retain Used Deposits for <input type="text"/> Months <input checked="" type="checkbox"/> Touchscreen <input type="radio"/> Basic Trans Accel <input type="radio"/> Adv Trans Accel 1 <input type="radio"/> Adv Trans Accel 2 <input checked="" type="checkbox"/> Rapid Logon <input type="checkbox"/> Number Pad <input type="checkbox"/> Auto Quantity Request <input type="checkbox"/> Auto Re-Price Request	<input checked="" type="checkbox"/> Keyed Search Order ~ Product - PLU <input type="checkbox"/> Fixed Length Product <input type="checkbox"/> Use PLU Sets (max 30) <input type="checkbox"/> Price By Weight <input type="text"/> 1 <input type="checkbox"/> PBW Scan I/P Only <input type="checkbox"/> Use Credit Notes Cash Change Maximum <input type="text"/> <input type="checkbox"/> Non Discountable Items <input type="text"/> 1 <input type="checkbox"/> Display Stock Lookup by Branch	<b>Keyboard</b> <input type="checkbox"/> Auto Number Lock <input type="checkbox"/> Attribute Pricing <input type="text"/> Price Attribute <input type="checkbox"/> Revert to File Price <input type="checkbox"/> Allow Zero Pricing <input type="text"/> Zero Price Flag (Attribute No.) <input type="checkbox"/> Decimal Quantities <input type="text"/> Decimal Qty (Attribute No.)
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