

How to Set VAT Exemption on Service Charges

Note:

Tax exemption on service is when it is optional only; we advise you check with your accountants.

To set VAT exemption on service charges, you will need to add a profile from the till.

1. Log on to Back Office
2. Press 'System Setup'
3. Press 'System Configuration'
4. Press 'Profiles'
5. Press 'New Record'
6. Press 'Keyboard on'
7. Type in the word exactly **ServiceTax**
8. and press ← Enter
9. Click on Setting1 field
10. Type in **exempt**
11. press ← Enter
12. From the pull down menus at the top of the screen select 'Data' and then 'Save Record'. Click yes to save.
13. Exit back to Cash Register

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