

VAT reversion 1st January 2010

WHAT IS THIS DOCUMENT ABOUT?

The standard rate of VAT was temporarily reduced to 15 per cent on 1st December 2008 and it will return to 17.5 per cent on 1 January 2010. This document covers changing your myPOS EPOS System.

WHEN DO I NEED TO MAKE THE CHANGE?

As a general rule you will need to make the change to your tills and devices after you finish trading in 2009 and before you trade in 2010.

HMRC have stipulated that companies that are open over midnight on New Year's Eve are able to charge the old VAT rate until 6am on 1st January 2010. Companies that are STILL open at 6am will need to then make the change at that time. This exception only applies to "retailers, pubs, clubs and restaurants that remain open through the transition", if you are in doubt if this applies to you please contact your HMRC office. Note the 'period of grace' is restricted to those businesses that account for VAT at the point of sale.

Companies that close on or before 31st December and do not reopen until the New Year can make this change at the end of the last 2009 trading day.

HOW DO I MAKE THE RATE CHANGE?

myPOS5 customers

1. Back up your system.
2. Close out any open transactions, these include (if you use them) all open tabs, open tables, hotel room tabs, invoices, on account items, as these will all have been recorded at the 15% rate.
3. Z till(s), cash off and power off correctly the till(s)
4. If your till(s) are all in one location and you have a back office PC follow step 7
5. If your till(s) are all in one location and you do not have a back office PC follow step 8
6. If your till(s) are in more than one location and data is transmitted via ADSL to head office follow step 9

7. If your tills are all in one location and you have a back office PC
 - a. Log in to the back office PC
 - b. Go to System Setup
 - c. Go to POS Control Data
 - d. Go to Tax Codes
 - e. Find the base tax rate, this is commonly called "VAT" in the myPOS system
 - f. Click on that record
 - g. Click on the tax rate field to modify the value
 - h. Enter the new value
 - i. Click on data and then save record on the pull down menus
 - j. Exit out of the system
 - k. Restart the till(s)

VAT reversion 1st January 2010

- l. If you have multi sites within a single physical location do this for all sites.
8. If your tills are all in one location and you do not have a back office PC
 - a. Log in to the back office on till1
 - b. Go to System Setup
 - c. Go to POS Control Data
 - d. Go to Tax Codes
 - e. Find the base tax rate, this is commonly called "VAT" in the myPOS system
 - f. Click on that record
 - g. Click on the tax rate field to modify the value
 - h. Click on keyboard on
 - i. Modify the value
 - j. Click on data and then save record on the pull down menus
 - k. Exit out of the system
 - l. Restart till1
 - m. Power off correctly till1 and restart all tills starting with till1
9. If your till(s) are in more than one location and data is transmitted via ADSL to head office
 - a. Modify the head office for VAT following step 7 above
 - b. If the stores have their own back office PC as well as tills follow step7 above at EACH location
 - c. If the stores DO NOT have their own back office PC, just tills, follow step8 above at EACH location for EVERY TILL

HOW DO I MAKE THE RATE CHANGE?

myPOS7 customers

1. Back up your system
2. Close out any open transactions, these include (if you use them) all open tabs, open tables, hotel tabs, invoices, on account items, as these will all have been recorded at the old rate.
3. Z till(s) and cash up
4. On any pc, till or device go to the myPOS back office
5. Go to Tax Rates
6. Find the base tax rate, commonly called "VAT" in the myPOS system
7. Click on that record
8. Click on the tax rate field to modify the value
9. Enter the new value
10. Click on save record
11. Exit out of the system
12. Restart all till(s)

VAT reversion 1st January 2010

I AM NOT SURE WHAT VERSION I AM RUNNING?

Compare your system to version 5 on line at
http://www.mypos.co.uk/sql_epos_software.html

Compare your system to version 7 on line at
http://www.mypos.co.uk/epos_dot_net_software.html

WHAT ELSE MIGHT I NEED TO DO?

For clarity please note updating the VAT rate does not cover or include anything to do with price changes. If you are making price changes then you should do them in the normal way through your item master file.

If you are not making any price changes you must still change the percentage rate for the VAT itself. To clarify, changing the VAT rate does not automatically increase the price you sell at to your customer. The price on the till system is already inclusive of any VAT charges.

CONTACT

If you are unsure on which setup or changes to make, email support@mypos.co.uk, contain details on when you are closing and opening over the New Year period and we will email you tailored steps.