

VAT Change 4th January 2011

On the 4th January 2011 the VAT rate for common goods will be increased from 17.5% to 20%.

This will put pressure on retailers on such a busy day and to minimize that we have created a small utility to make the transition as easy as possible.

Follow these steps:

Download the utility from

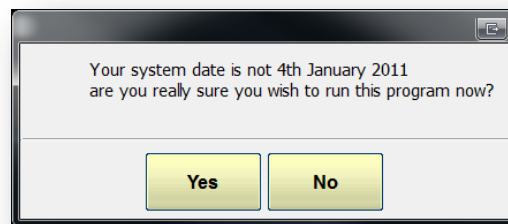
<http://support.pcs-technology.com/downloads/utis/VATUpdate.exe>

And Save to your local PC.

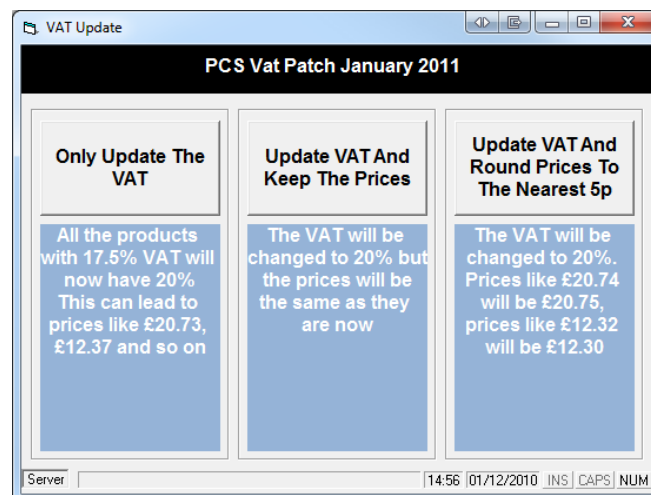
Now Run this Application on any one of your back office PC's running the PCS Retail software (or till)

Note that this utility only needs to be run once on a system. i.e. if you have 5 tills you still only need to run this on one machine as it will update your main database.

The first screen you may see will only show if you try to run the VAT update application before the 4th of January. If you are not selling before 4th January 2011, you can click YES to continue.



This is the main screen:



If you try to run this prior to Jan 1st 2009, then the program will come up with a message asking you if you wish to proceed.

Also, if you try to run the program more than once it will tell you that you can't, so be careful with the option you choose.

Option 1: Only update the VAT

All the products that were 17.5% VAT will now become 20% VAT

This will lead to strange prices.

For example if the list price is £1.00, 17.5% VAT is 15p so the selling price is **£1.15**, nice round figure

But when we change the VAT to 20%, the VAT is 17.5p so the selling price is (rounding up) £1.18, not as good as a figure ending in 0 or 5.

You will need to update all the prices manually to make more sensible looking prices.

Option 2: Update the VAT and Keep the prices

All the products that were 17.5% VAT will have become 20% VAT

The selling prices will be the same as they are right now, but the list prices will be different because they have a higher VAT content.

This is the most common choice

Option 3: Update the VAT and Round the prices to the nearest 5p

All the products that were 17.5% VAT will now become 20% VAT

This can round up or down the prices, depending on your prices.

For example, £1.72 will be £1.70 because it is closer to £1.70 than to £1.75

The same way £1.74 will be £1.75 and £1.78 will be £1.80

Once you have run any of the 3 options, please run Autoload on each and every till & Backoffice PC.

Note: The following tables and fields are updates with Options 2 and 3:

- *Products (List_Price, List_PriceB)*
- *ProductStore (List_Price, List_PriceB)*
- *PriceBreak (List_Price, List_PriceB)*
- *Fast Menu (Price)*
- *PostRate (List_Price)*

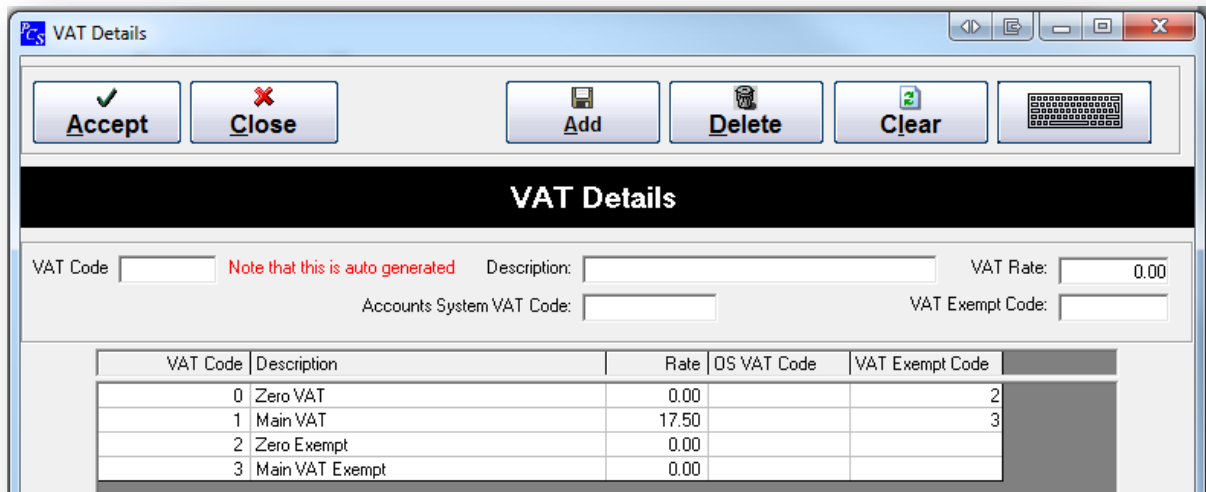
Addendum

For those familiar with the system If you don't want to use the VAT utility and just simply want to change the VAT Rate, you can do that from the Back Office.

In the Main menu, click on **File Maintenance Menu**

Now click on **VAT Maintenance**

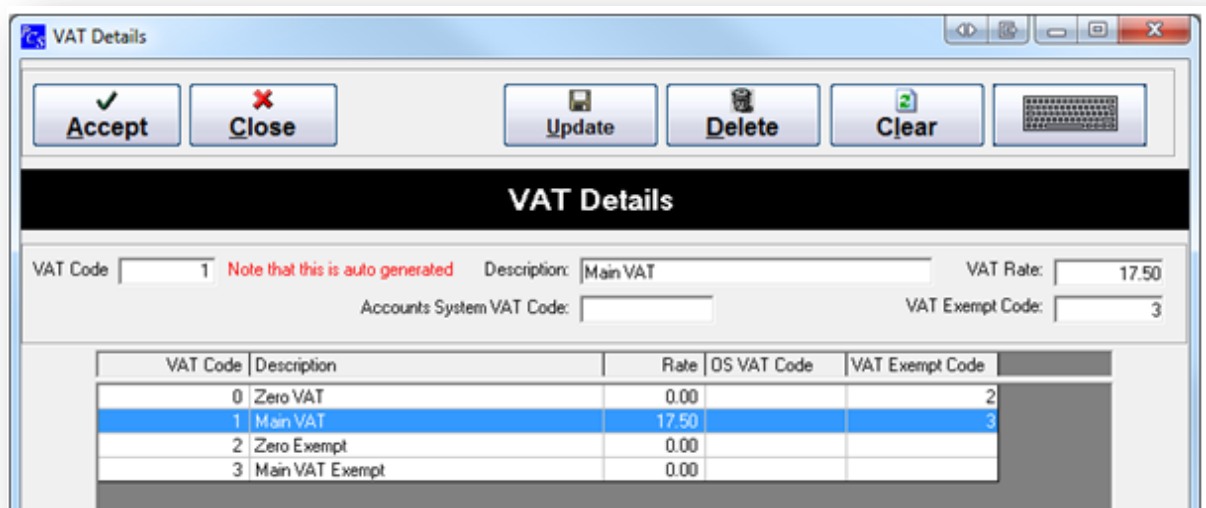
You will have a screen similar to this:



The screenshot shows the 'VAT Details' window. At the top, there are buttons for 'Accept', 'Close', 'Add', 'Delete', and 'Clear'. Below these is a section titled 'VAT Details' with input fields for 'VAT Code', 'Description', 'VAT Rate', 'Accounts System VAT Code', and 'VAT Exempt Code'. The 'VAT Code' field contains '1' and has a red note: 'Note that this is auto generated'. The 'VAT Rate' field contains '0.00'. Below the input fields is a table with the following data:

VAT Code	Description	Rate	OS VAT Code	VAT Exempt Code
0	Zero VAT	0.00		2
1	Main VAT	17.50		3
2	Zero Exempt	0.00		
3	Main VAT Exempt	0.00		

Click in the row with the Rate **17.5**



The screenshot shows the 'VAT Details' window after clicking on the row with the rate of 17.50. The 'VAT Code' field now contains '1' and the 'Description' field contains 'Main VAT'. The 'VAT Rate' field now contains '17.50'. The 'VAT Exempt Code' field now contains '3'. The table below is the same as in the previous screenshot, but the row with 'Main VAT' and a rate of '17.50' is highlighted in blue.

VAT Code	Description	Rate	OS VAT Code	VAT Exempt Code
0	Zero VAT	0.00		2
1	Main VAT	17.50		3
2	Zero Exempt	0.00		
3	Main VAT Exempt	0.00		

VAT Details

Accept Close Update Delete Clear

VAT Details

VAT Code: 1 *Note that this is auto generated* Description: Main VAT VAT Rate: 17.50
 Accounts System VAT Code: VAT Exempt Code: 3

VAT Code	Description	Rate	OS VAT Code	VAT Exempt Code
0	Zero VAT	0.00		2
1	Main VAT	17.50		3
2	Zero Exempt	0.00		
3	Main VAT Exempt	0.00		

Where you see 17.50 (highlighted in red), type 20 and press the button **Update**.

VAT Details

Accept Close Update Delete Clear

VAT Details

VAT Code: 1 *Note that this is auto generated* Description: Main VAT VAT Rate: 20.00
 Accounts System VAT Code: VAT Exempt Code: 3

VAT Code	Description	Rate	OS VAT Code	VAT Exempt Code
0	Zero VAT	0.00		2
1	Main VAT	20.00		3
2	Zero Exempt	0.00		
3	Main VAT Exempt	0.00		

The Main VAT is now 20.

If you run Autoload on each of your tills the change will take effect