



**KCPOS**  
integrated epos technology

**Software Support**

from HBP Systems Group

## VAT Rate Changes Effective 31<sup>st</sup> December 2009

Following the Chancellor's announcement on the UK standard VAT Rate will be changing **from the reduced rate of 15% to 17.5%** This change will take effect from **midnight on 31<sup>st</sup> December 2009**. This change is applicable to all items charged at Standard Rate of VAT.

To implement this change on your KCPOS or KC Ecommerce solution you need to do the following depending on your accounts package but the changes which are applicable are all the same. This change **MUST** be done prior to you starting trading on 1<sup>st</sup> January, after a complete back up and must be completed in full prior to the main data refresh running through.

### **KC Back Office Accounts**

Ensure all users are out of the system.

Go to Utilities – System Set Up – VAT Rates.

Edit the standard rate and change to 17.5%

Select Save.

Now follow the instructions over the page to apply the change to your retail systems.

### **Pegasus Opera II**

Ensure all users are out of the system

Go to System – Maintenance – VAT Rates

Edit the Standard rate and change to 17.5% and the date effective to 01/01/2010

Select Save.

Now follow the instructions over the page to apply the change to your retail systems.

### **Iris Exchequer**

Ensure all users are out of the system

Go to Utilities – System Set Up – VAT Rates

Edit the Standard Rate and change to 17.5%

Select Save.

Now follow the instructions over the page to apply the change to your retail systems.

### **Sage Line 50**

Ensure all users are out of the system

Log in as the Manager user and go to Settings – Configuration – Tax Codes

Change the T1 code to 17.5%

Select Save.

Now follow the instructions over the page to apply the change to your retail systems.

#### **NOTE:**

**CHECK HOW YOUR PRICES ARE HELD IN YOUR ACCOUNTS SYSTEM.**

**VAT INCLUSIVE PRICES WILL NOT CHANGE.**

**VAT EXCLUSIVE PRICES WILL INCREASE BY 2.5% ON THE TILL.**

Retail Support: 01724 400323

Email: [retailsupport@hbpsystems.com](mailto:retailsupport@hbpsystems.com)



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[www.kamarincomputers.co.uk](http://www.kamarincomputers.co.uk)



HBP Montpellier Ltd  
[www.monpellier.co.uk](http://www.monpellier.co.uk)



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## VAT Rate Changes Effective 31<sup>st</sup> December 2009 (continued)

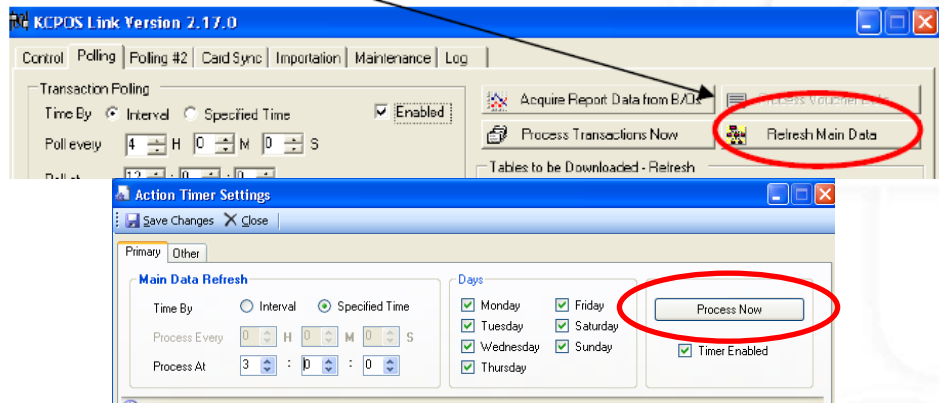
Once you have amended the VAT rate in your accounts package you then need apply the change to KCPOS and/or KC Ecommerce. If the change is made prior to the next nightly data refresh this will go to the tills automatically to force this for through:

### KCPOS Tills

Ensure that no tills are in use.

Go to the KCPOS Link (running on your main server).

Select the "Polling" Tab or "Action Timers" depending on your version.



Select the **Refresh Main Data** at the top of the page.

The screen will go to the "log" tab and grey out until it has finished. This process can take sometime please ensure you leave adequate time for this to run before you begin trading.

**YOU CANNOT BEGIN TRADING UNTIL THIS COMPLETES.**

### KC Ecommerce

Go to the KC Ecommerce Link (running on your main server).

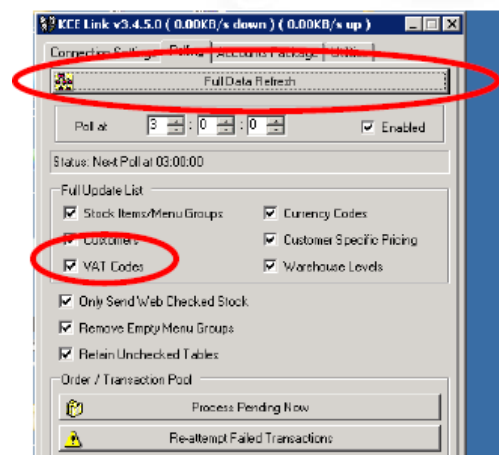
Go to the "Polling" Tab

Ensure the **VAT Codes** is ticked

Select the **Full Data Refresh** at the top of the page.

The screen will grey out and will scroll through the items at the bottom of the page and return to normal once complete.

This process can take some time.



**SHOPPING CARTS WILL BE DISABLED UNTIL THIS COMPLETES.**

**If you are unsure on the VAT implications to your business please contact HMRC directly or visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk)**

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