

1 WINPOS MEGASTORE

In these instructions, we tell you how the change to the VAT tax rate that comes into force on 1 September 2024 is carried out in the Winpos Megastore program.

2 ADD TAX CLASS

Open Backoffice and go to **Parameters – Tax classes**. Click the **New** icon and enter the correct information in the **Description** and **Per cent** fields to create a new tax class for 25,5 %. Make sure that the **Activated** check box is checked. Press **OK**.

w Tax class settings

Profit center 4 Oy Winpos Ab

Tax classes

Tax class 1 24 %

Description 24 %

Per cent 24,00

Bookkeeping account

Activated

Copy settings

w Tax class settings - new tax class

Profit center 4 Oy Winpos Ab

Tax classes

Tax class 6 25,5%

Description 25,5%

Per cent 25,50

Bookkeeping account

Activated

Copy settings

Note! If you have more than one profit center, select the **Copy settings** option and select the profit centers you want to copy the changes to. Then click **OK**.

3 CHANGE TAX CLASS FOR ARTICLES, DEPARTMENTS AND SUBDEPARTMENTS

Now go to **Maintenance – Articles** and search for all articles with tax class 24 %. Select the 24 % tax rate in the **Tax class** field and press **Search**.

The screenshot shows the 'Article maintenance' window. The 'Tax class' field is highlighted with a red box, showing '1' and 'ALV 24 %'. The 'Search' button in the search results area is also highlighted with a red box. The interface includes various input fields for article details, a list of checkboxes for article settings, and a search results table.

Select one of the articles in the search result and change the tax class to 25,5 % in the **Tax class** field. Save the changes and go to the next article. Make the tax class change for every article separately.

Article maintenance

Koodi: 1002

EAN:

Description: Crocs Mammoth

Description 2:

Remarks:

Department: 101 HERRKLÄDER

Subdepartment: 1000 HERRBYXOR

Sales account:

Sales account 2:

Tax class: 1 ALV 24 %

Tax class 2:

Type: 1

Incl. VAT: **ALV 25.5 %**

Price: 49,95 40,262 35,00 88,08

Lowest price: 40,00 31,873 27,07 84,94

Purchase price: 5,952 4,80

Max discount %: 0,00

Waste %: 0,00

Season:

Warranty:

Daily purch. price: 69,00

Discount %: 0,00

Environment fee: 0,00

Acquisition price: 69,00

Recommended price: 0,00

In stock: * 0 KPL

Stock adjustment: 18. 6. 2024

Last sold: 17. 2. 2015

Creation date: 7. 3. 2016

Last modified: 11. 6. 2024

Security element:

Dispenser IDs:

Consolidation article:

Modifier and Combo:

Files:

Discount block

Bonus block

Campaign block

New price block

Article is expired

Direct sales allowed

Scale article

Web articles

Stock balance on receipt

Don't print on receipt if price = 0

Profit calculation

Stock counter

Display EAN codes

Season ticket

Winpos CC

Basic assortment

Print in Price list

Print label

Preparation step

Check stock balance

Credit stop

Articles - Control

Template

Display remarks

Koodi	Description
1 1000	MIESTEN KENKÄ
2 1001	MIESTEN KENKÄ 1001
3 1002	Crocs Mammoth
4 1003	Crocs Mammoth Lady
5 1004	Street sport
6 1005	Kenkäalusikka
7 1006	Kenkä Visual Fall
8 1007	Kenkä Grant
9 1008	MIESTEN HOUSUT
10 1009	PUHELIN MALLIABC
11 1010	KASVOHOITO
12 1011	TEST PRODUCT

Search:

New search:

New search from results:

New search, add to results:

Any part of field:

Not equal

Close window

When you have made the tax class change for all your 24 % articles, you also need to make the same changes for the departments and subdepartments with tax class 24 %:

Go to **Maintenance – Departments** and search for the departments with tax class 24 %.

Department maintenance

Number:

Description:

Remarks:

Tax class: (dropdown menu open)

Tax class 2:

Profit percent:

Print in warehouse:

Print on receipt:

Main group:

Sales account:

Sales account 2:

Last sold:

Creation date:

Last modified:

Discount block Direct sales allowed Profit calculation
 Bonus block Display remarks Negative department
 Campaign block Winpos CC Template
 Credit stop

Budget: Department, Cashier, One-shot button, Article main group, Price list, Files, Fast adjustments, Company

Number	Name

Search:

Any part of field Not equal

Select a department from the search result and change the tax class to 25,5 % in the **Tax class** field. Save the changes and go to the next department. Make the tax class change for every department separately.

Department maintenance

Number: 100

Description: Men

Remarks:

Tax class: 1 ALV 24 %

Tax class 2: ALV 0 %

Profit percent: ALV 10 %

Print in warehouse: ALV 14 %

Print on receipt: ALV 24 %

ALV 25.5 %

Main group: 1 HERRAR

Sales account:

Sales account 2:

Last sold: 30.11.1999

Creation date: 7.3.2016

Last modified: 25.10.2011

Discount block Direct sales allowed Profit calculation
 Bonus block Display remarks Negative department
 Campaign block Winpos CC Template
 Credit stop

	Number	Name
1	100	Men
2	101	HERRKLÄDER
3	102	NAISTEN ASUSTEET
4	103	MUUT
5	104	PALVELUT

Search: []

New search: []

Any part of field [] Not equal

Close window: []

Next, go to **Maintenance – Subdepartments** and search for the subdepartments with tax class 24 %. Make the changes in the same way as described above.

4 TEST

If you want to make sure that the changes were successful, you can perform a test sales transaction on every POS terminal. This is done in the Winpos REG cash register program.

Open the cash register program and select **Menu – Training mode**. Sell an article you made the VAT change for and check that the result is correct. When you are done, end the training mode by selecting **Menu – Training mode** again.

5 NOTE

If you do not make the changes in time, this cannot be corrected afterwards. The changes take effect from the moment they are carried out. In case of delay, you must inform your accountant about the incorrect sales transactions made due to the delay. The accountant makes any correction calculations. From Winpos' side, we are unable to deliver correct reports for such incorrect sales.