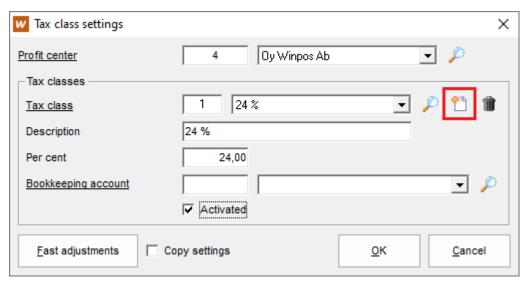
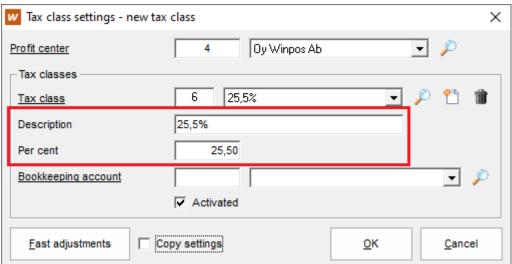
#### 1 WINPOS MEGASTORE

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**.

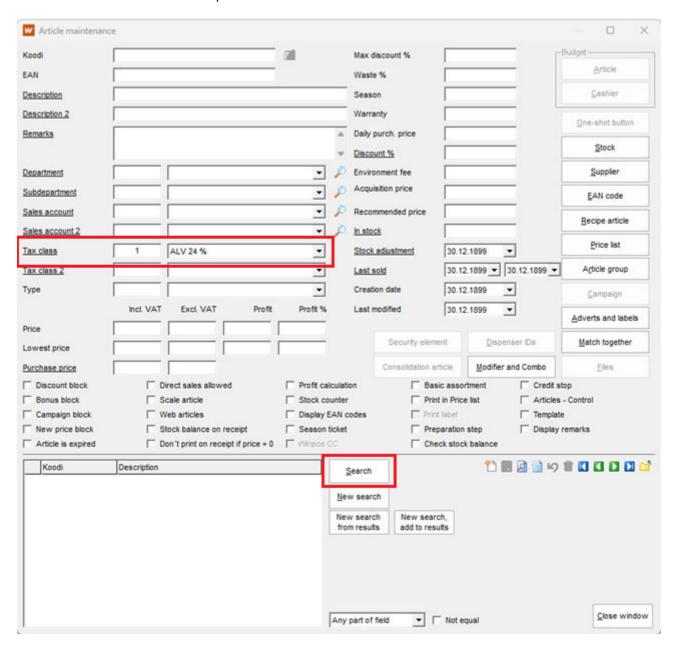




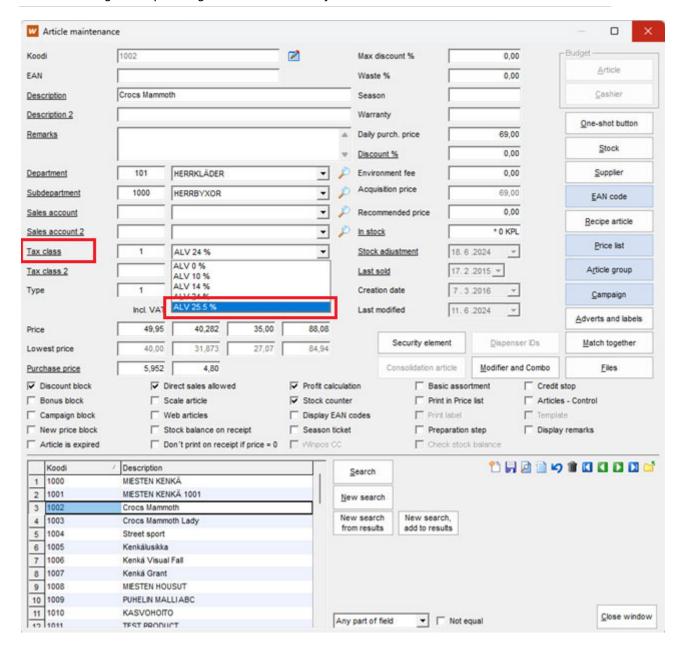
Note! If you have more than one profit center, select the **Copy settings** option and select the profit centers you want to copy the changes to. Then click **OK**.

## 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.** 

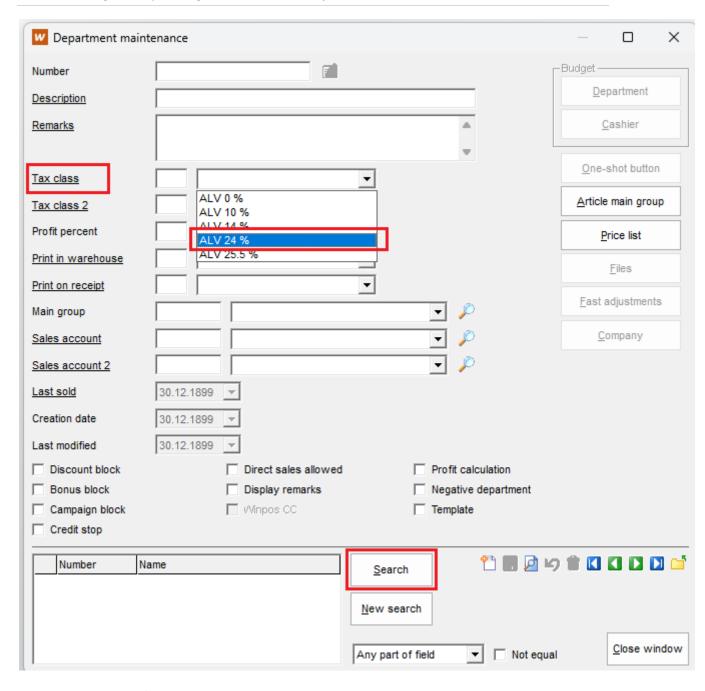


Select one of the articles in the search result and change the tax class to 25,5 % in the **Tax class** field. Save the changes and go to the next article. Make the tax class change for every article separately.

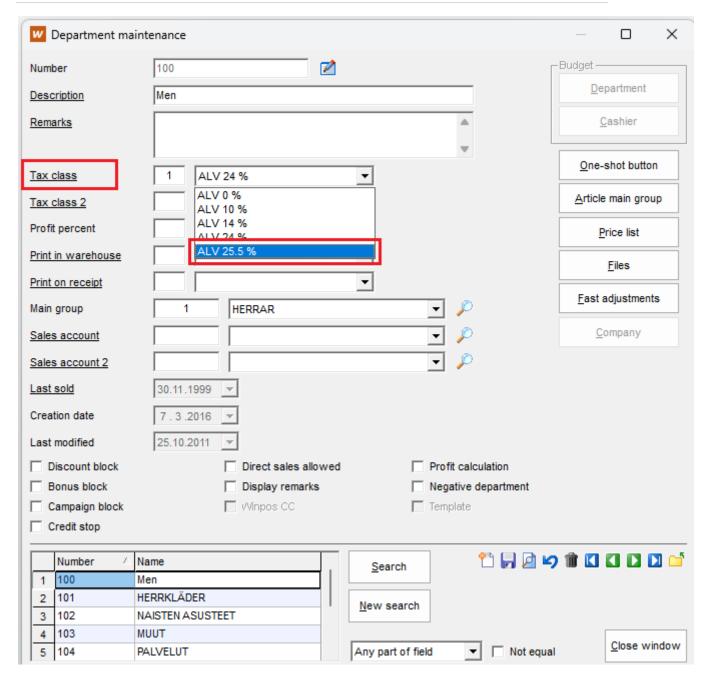


When you have made the tax class change for all your 24 % articles, you also need to make the same changes for the <u>departments</u> and <u>subdepartments</u> with tax class 24 %:

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



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.



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.