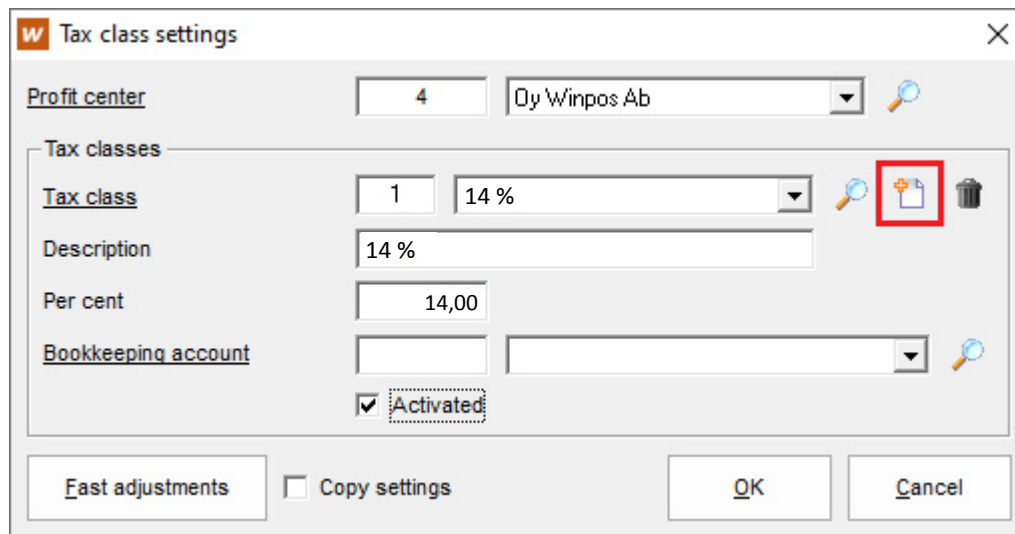


1 WINPOS MEGASTORE

In these instructions, we tell you how the change to the VAT tax rate that comes into force on 1 January 2026 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 13,5 %. Make sure that the **Activated** check box is checked. Press **OK**.



Tax class settings

Profit center 4 Oy Winpos Ab

Tax classes

Tax class 1 14 %

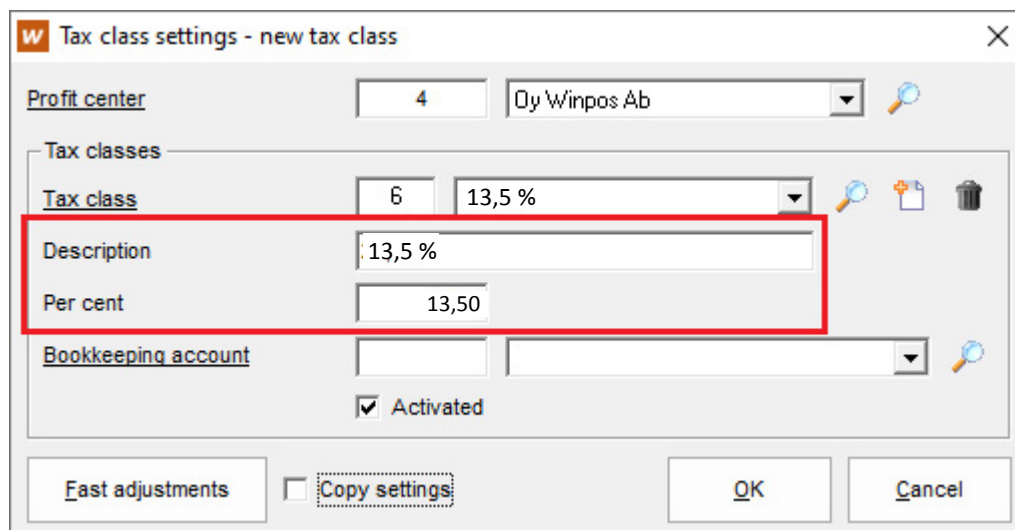
Description 14 %

Per cent 14,00

Bookkeeping account

☒ **Activated**

Fast adjustments ☐ **Copy settings** **OK** **Cancel**



Tax class settings - new tax class

Profit center 4 Oy Winpos Ab

Tax classes

Tax class 6 13,5 %

Description 13,5 %

Per cent 13,50

Bookkeeping account

☒ **Activated**

Fast adjustments ☐ **Copy settings** **OK** **Cancel**

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 14 %. Select the 14 % tax rate in the **Tax class** field and press **Search**.

The screenshot shows the 'Article maintenance' window in Winpos. The 'Tax class' field is highlighted with a red box and set to '1' with a '14 %' dropdown. The 'Search' button is also highlighted with a red box. The window contains various input fields for article details, pricing, and search filters.

Select one of the articles in the search result and change the tax class to 13,5 % in the **Tax class** field. Save the changes and go to the next article. Make the tax class change for every article separately.

The screenshot shows the 'Article maintenance' window for article 1002, 'Crocs Mammoth'. The 'Tax class' field is highlighted with a red box, and the dropdown menu is open, showing 'Alv 13,5 %' selected and highlighted with a blue box. Other fields include 'Department' (101), 'Subdepartment' (1000), 'Sales account', 'Sales account 2', 'Price' (49,95), 'Lowest price' (40,00), and 'Purchase price' (5,952). The right sidebar contains buttons for 'Article', 'Cashier', 'One-shot button', 'Stock', 'Supplier', 'EAN code', 'Recipe article', 'Price list', 'Article group', 'Campaign', 'Adverts and labels', 'Match together', 'Files', 'Security element', 'Dispenser IDs', 'Consolidation article', 'Modifier and Combo', and 'Close window'.

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	Kenkäalusäkä
7 1006	Kenkä Visual Fall
8 1007	Kenkä Grant
9 1008	MIESTEN HOUSUT
10 1009	PUHELIN MALLIABC
11 1010	KASVOHOITO
12 1011	TEST PRODUCT

When you have made the tax class change for all your 14 % articles, you also need to make the same changes for the departments and subdepartments with tax class 14 %:

Go to **Maintenance – Departments** and search for the departments with tax class 14 %.

Department maintenance

Number:

Description:

Remarks:

Tax class:

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:

Number	Name

Search:

New search:

Any part of field:

Not equal: ☐

Close window:

Select a department from the search result and change the tax class to 13,5 % 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 14 %

Tax class 2: ALV 0 %
ALV 10 %
ALV 14 %
ALV 24 %
ALV 13,5 %

Profit percent:

Print in warehouse:

Print on receipt:

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

Budget: Department
Cashier

One-shot button
Article main group
Price list
Files
Fast adjustments
Company

	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 14 %. 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.