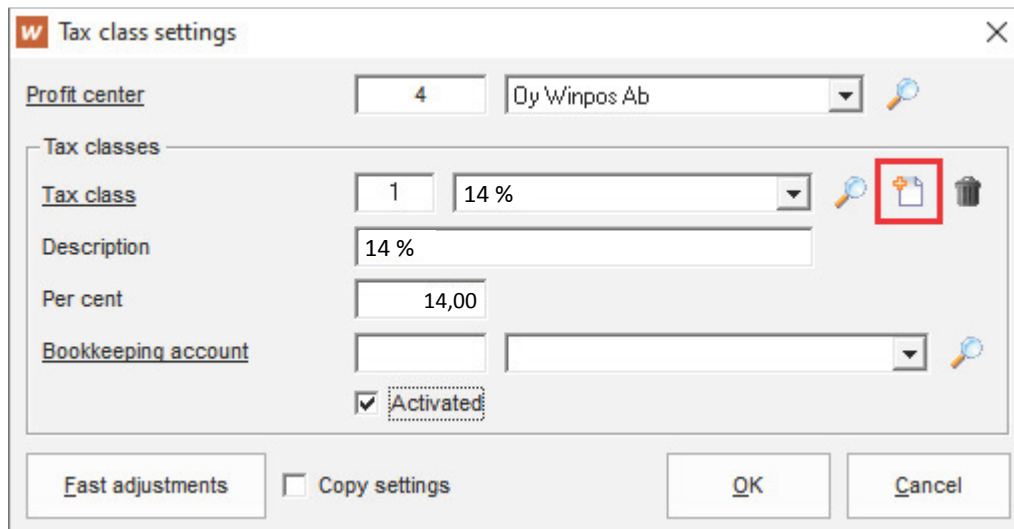


1 WINPOS MEGASTORE

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. Make sure that the **Activated** check box is checked.



Tax class settings

Profit center: 4 Oy Winpos Ab

Tax classes

Tax class: 1 14 %

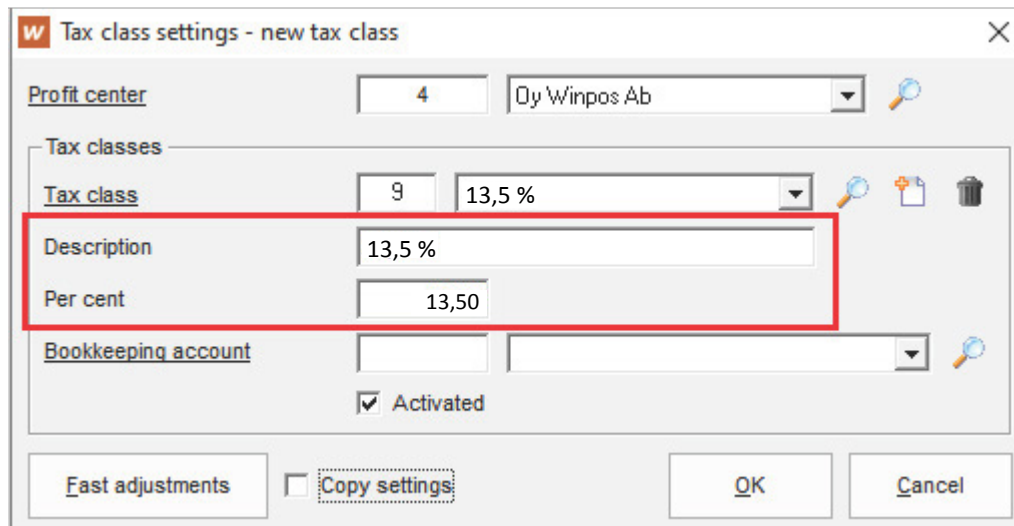
Description: 14 %

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: 9 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

You can now change the tax rate for all 14 % articles to 13,5 % at once. Select the 14 % tax class and press the **Fast adjustments** button. Select the 13,5 % tax class in the **Tax class** field and 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

Fast adjustments

☐ Sales price % 0,00 ☐ Sales price 0,00

☐ Purchase price % 0,00 ☐ Purch. price excl. VAT 0,00

☐ Avg. Purch. Price % 0,00 ☐ Avg. purch. price, VAT n 0,00

☐ Season ☐ Warning level

☐ Waste % ☐ Maximum stock

☐ Max discount % ☐ Last inventoried 14.6.2024

☒ Tax class 5 13,5 %

☐ Tax class 2 1 14 %

☐ Type 1

☐ Header 1

☐ Header 2

☐ Adverts row

☐ Bottle refund

☐ Scale article

☐ Label

☐ Advert

☐ Position

☐ Print in kitchen

☐ Print on receipt

☐ Sales unit

☐ Comparison unit

☐ Sales account

☐ Sales account 2

☐ Discount block

☐ Bonus block

☐ Campaign block

☐ New price block

☐ Display remarks

☐ Basic assortment

☐ Direct sales allowed

☐ Scale article

☐ Web articles

☐ Stock balance on receipt

☐ Print in Price list

☐ Print label

☐ Profit calculation

☐ Stock counter

☐ Display EAN codes

☐ Season ticket

☐ Do not print on receipt

Conditions: Last sold 14.6.2024 Stock adjustment 14.6.2024

OK Cancel

Press **OK** one more time to close the Tax classes window. The tax class change is now done. 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

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.

W

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
☐ Bonus block
☐ Campaign block
☐ Credit stop

☐ Direct sales allowed
☐ Display remarks
☐ Winpos CC

☐ Profit calculation
☐ Negative department
☐ Template

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 TAX INDEX

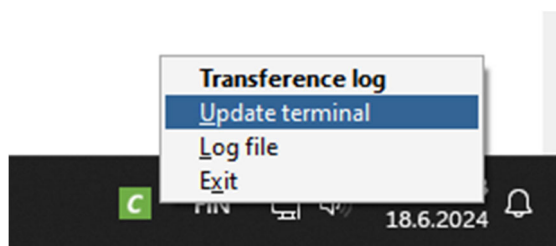
If you are using tax index instead of tax classes, create a new tax class as described above. Changes to tax index are made under **Parameters – Tax classes**, via the **Tax index-** button. You do not have this button in your program if you are not using tax index.

5 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.

If the changes were not successfully transferred to the POS terminal, try updating the terminal via the green C-icon in the taskbar.



6 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.