

## 1 WINPOS STORE

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 Store program.

## 2 REPORTS

Run all the reports you need to run before the VAT rate change. Please note, that none of the reports from this period will look correct later if they contain VAT information. This also applies to the annual report at the turn of the year. You will find a list of all the reports under **Reports – Individual**. Here you can run the reports with **Year** as period.

Individual reports

Available reports

- Shop
- Payment methods
- VAT
- Terminals
- Cashiers
- Articles
- Subdepartments
- Departments
- Bookkeeping accounts
- Articles - Stock balance
- Articles - Stock warning
- Articles - Order
- Articles - Inventory

Add Delete

Mode

☒ Report (x) ☐ Clear (y) ☐ Both (z)

Period

☐ Day (0) ☐ Kuukausi (1) ☒ Vuosi (2) ☐ Other (3)

Output

☒ Display ☐ Print ☐ Receipt ☐ File

Skip zero data

☒ Yes

Range

☐ Yes

Explanation

Stock location

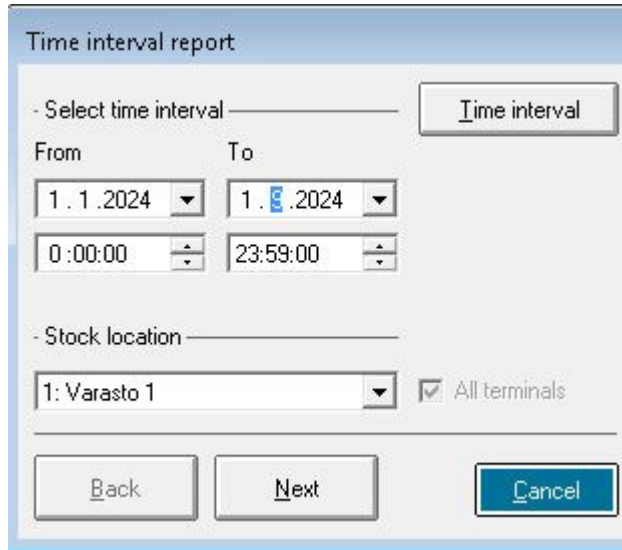
1: Varasto 1

Report	Mode	Period	Skip zero data	Range	Output
Articles (1: Varasto 1)	Report (x)	Vuosi (2)	Yes	All	Display

Special Define batch Start Close window

Select all the reports you want to run in the same way. When you see them all listed in the window, click **Start**.

If you do not monitor sales at an annual level, you can also run the reports individually with the period of your choice, at Reports – Time interval.



Time interval report

- Select time interval \_\_\_\_\_ Time interval

From To

1.1.2024 1.1.2024

0:00:00 23:59:00

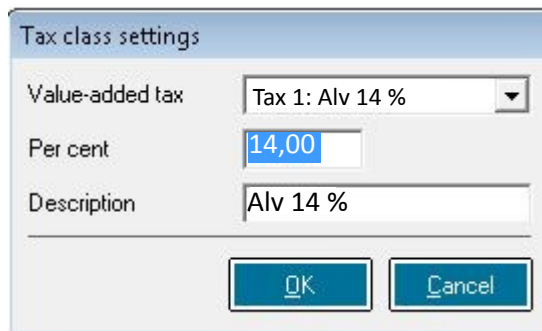
- Stock location \_\_\_\_\_

1: Varasto 1 ☒ All terminals

Back Next Cancel

### 3 EDIT TAX CLASS

Tax classes are edited in the Backoffice program. Go to **Parameters – Tax classes**. Select the 14 % tax class.



Tax class settings

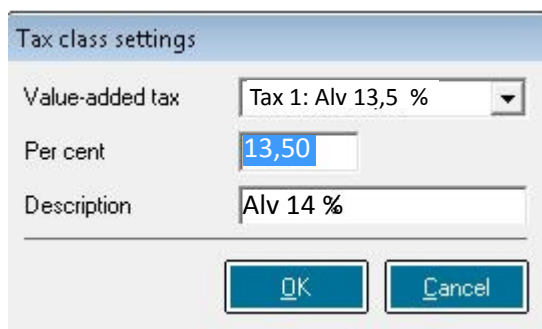
Value-added tax Tax 1: Alv 14 %

Per cent 14,00

Description Alv 14 %

OK Cancel

Change **Per cent** and **Description** to 13,5% and click **OK**.



Tax class settings

Value-added tax Tax 1: Alv 13,5 %

Per cent 13,50

Description Alv 14 %

OK Cancel

The tax class change is now done.

#### 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.