

# VAT increase to 12.5%



From 1st October 2021, the VAT on hot & cold food & drink to be consumed on the premises and supplies of hot takeaway food & drink to be consumed off the premises, is increasing from 5% to 12.5%.

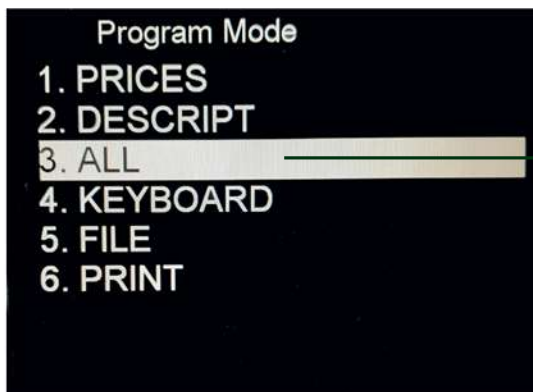
To make the necessary changes to your system, please follow the steps below.



**SIGN ON AS MANAGER  
AND GO TO "HOME MODE"**



**PROGRAMMING**



**SELECT "ALL"**

### All Programming

- 1. PLU
- 2. System Programming
- 3. Clerk
- 4. Function Keys
- 5. Customers
- 6. Etal

SELECT "SYSTEM PROGRAMMING"

PRESS ENTER



### System Programming

- 1. Fixed Totaliser
- 2. Batch Report
- 3. System Flags
- 4. Scheduler
- 5. Time Zones
- 6. Cheque Print
- 7. Tax Table
- 8. Non PLU Table
- 9. Reason Table
- 10. System Configuration
- 11. Device Connection
- 12. Kitchen Printers
- 13. I/O Parameter
- 14. IP Printers

SELECT "TAX TABLE"

PRESS ENTER



### Tax Table

- 1. FOOD
- 2. DRINK ALCOHOL
- 3. SOFT DRINKS
- 4. HOT DRINKS
- 5. SNACKS
- 6.

SELECT "FOOD"

*(current rate is set at 5.0000)*

PRESS ENTER



### Tax Table

Descriptor	FOOD
Rate %	5.0000
Add In (VAT), if no, Add On?	YES

SELECT "RATE %"

PRESS ENTER



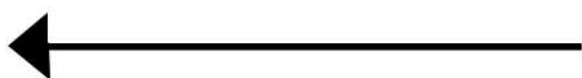
CHANGE TAX RATE TO 12.5%  
*(125000 no decimal point)*

PRESS ENTER



← 125000

1 2 3 4 5 6 7 8 9 0



**PRESS BACK**

Tax Table	
1.	FOOD
2.	DRINK ALCOHOL
3.	SOFT DRINKS
4.	HOT DRINKS
5.	SNACKS
6.	

**REPEAT PROCESS FOR  
SOFT DRINKS & HOT  
DRINKS**

**EXIT PAGE AT BOTTOM RIGHT OF SCREEN (X)**

IF YOU DON'T HAVE SOFT, HOT & ALCOHOLIC DRINKS LISTED SEPERATELY AS ABOVE, AND YOU HAVE FOLLOWED OUR PREVIOUS GUIDE TO SET THE VAT RATE TO 5%, YOU WILL HAVE A "TEMP SOFT DRINKS VAT" TAX TABLE AS BELOW. SELECT THIS OPTION AND SET THE NEW VAT RATE AS PER INSTRUCTIONS ABOVE.

Tax Table	
1.	FOOD
2.	DRINK
3.	TOBACCO
4.	SNACKS
5.	TEMP SOFT DRINKS VAT
6.	
7.	