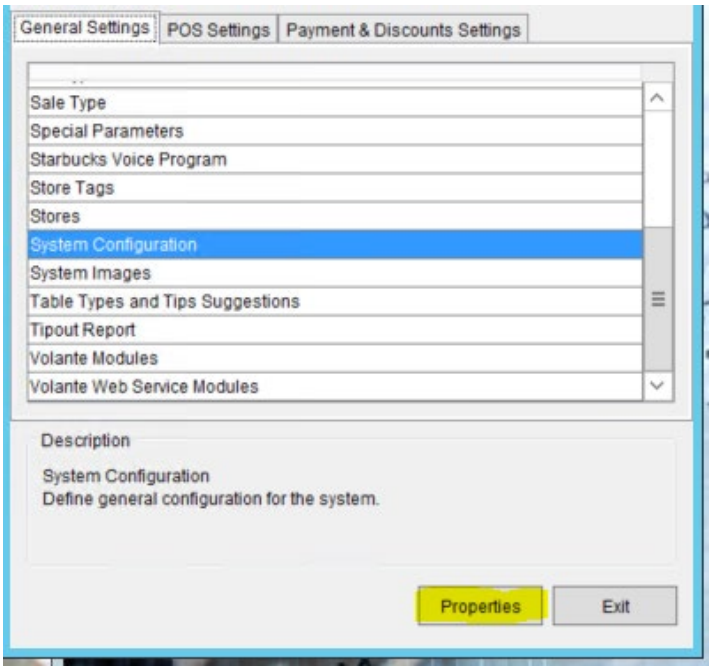
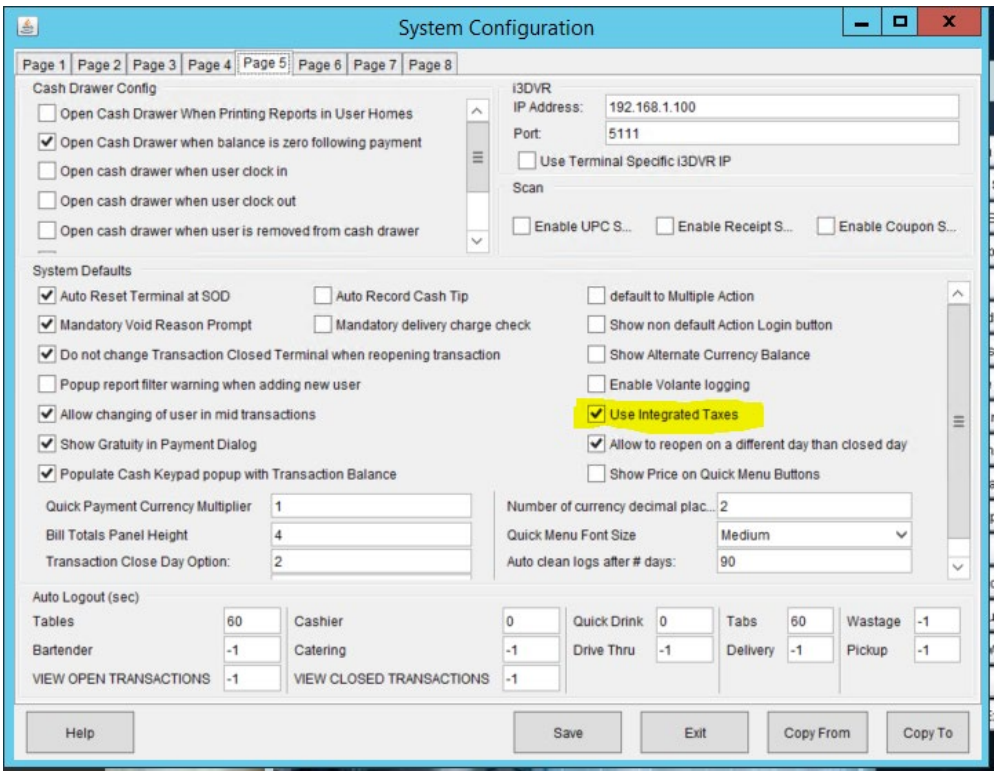
Volante VAT Change Stage 2

To be completed on the 1st October 2021 prior to any transactions being processed.

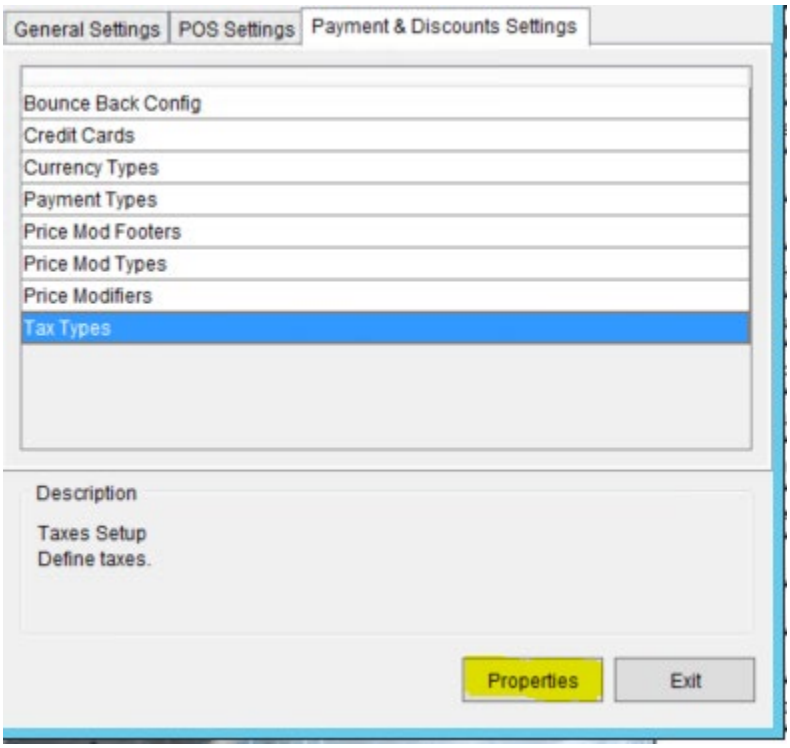
1. To check if using Integrated Taxes, in Volante BackOffice select 'General Setup' & then select 'System Configuration' & click on 'Properties'.



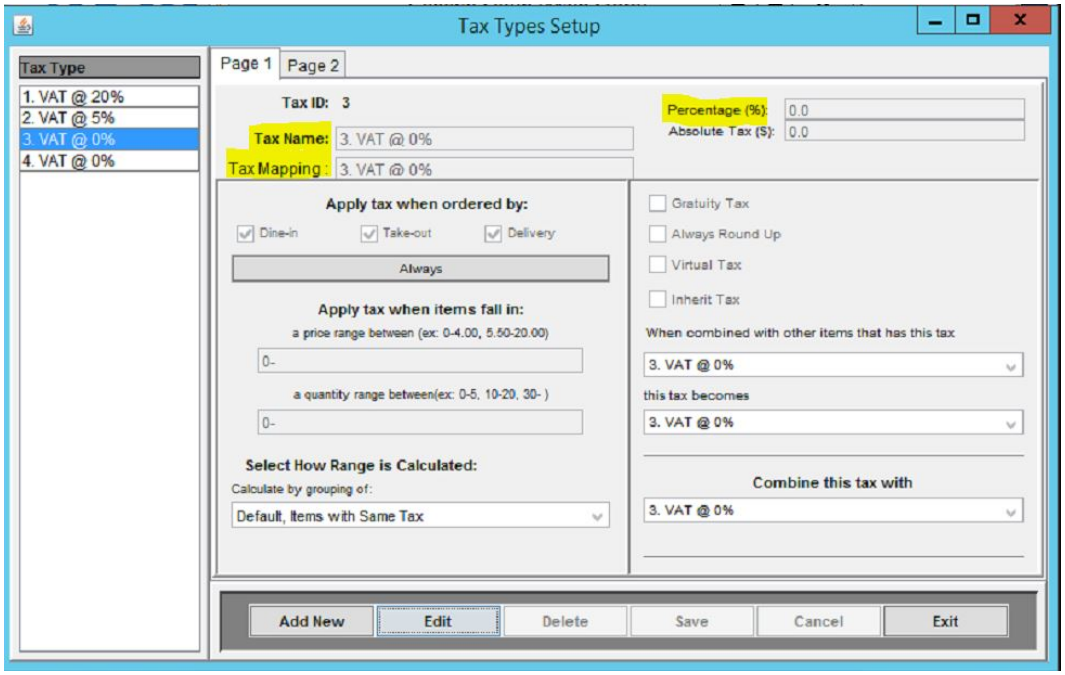
2. Go to Page 5 & check if 'Use Integrated Taxes' is ticked.

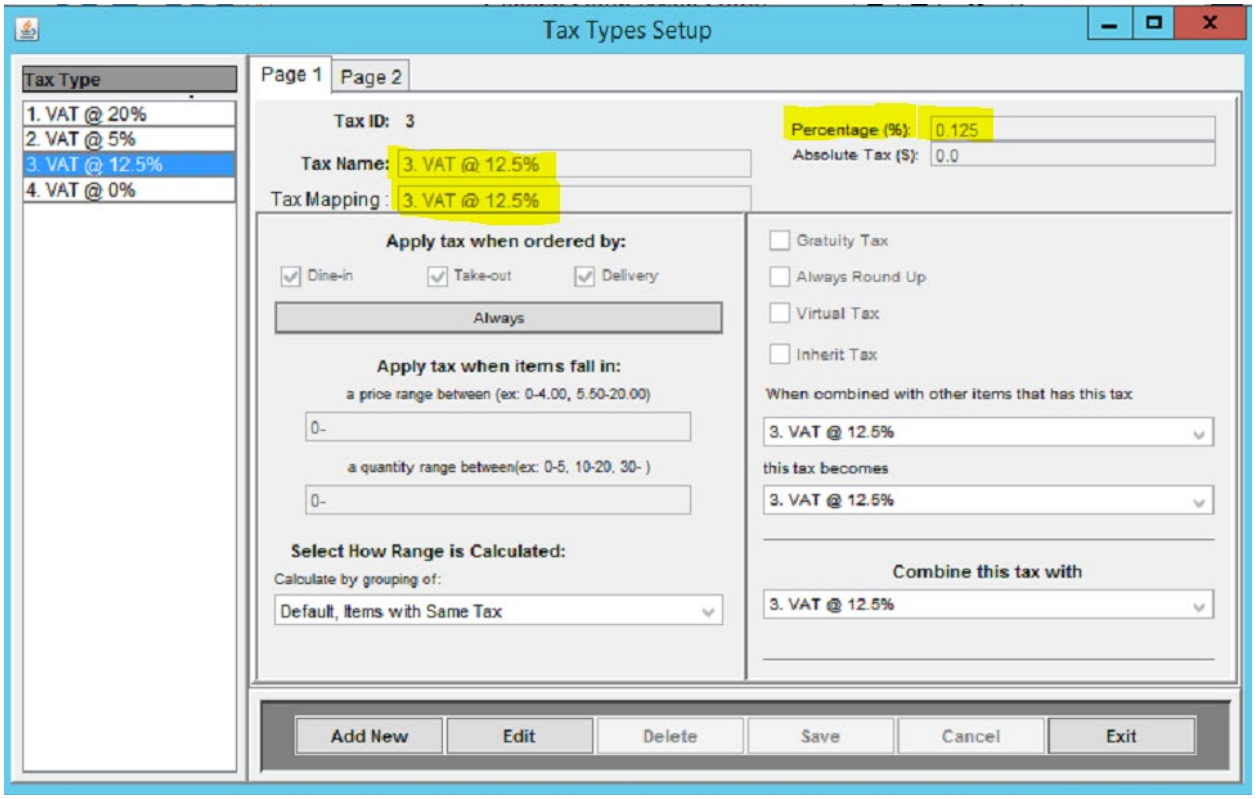


3. **If this is ticked continue to step 4, If not ticked continue to step 10**
4. 'In General Setup' select the 'Payment & Discounts Settings' Tab. Select 'Tax Types' & click on 'Properties'



5. **If 'Percentage (%)' is set as 0.0 on all Tax Types, Integrated Taxes are not being used so proceed to Step 10. If there is a value in 'Percentage (%)' continue to step 6**
6. Select 'VAT @ 0%' & click on 'Edit'
7. Change 'Tax Name' & 'Tax Mapping' from VAT @ 0% to VAT @ 12.5%. Change 'Percentage (%)' from 0.00 to 0.125 & click on 'Save'

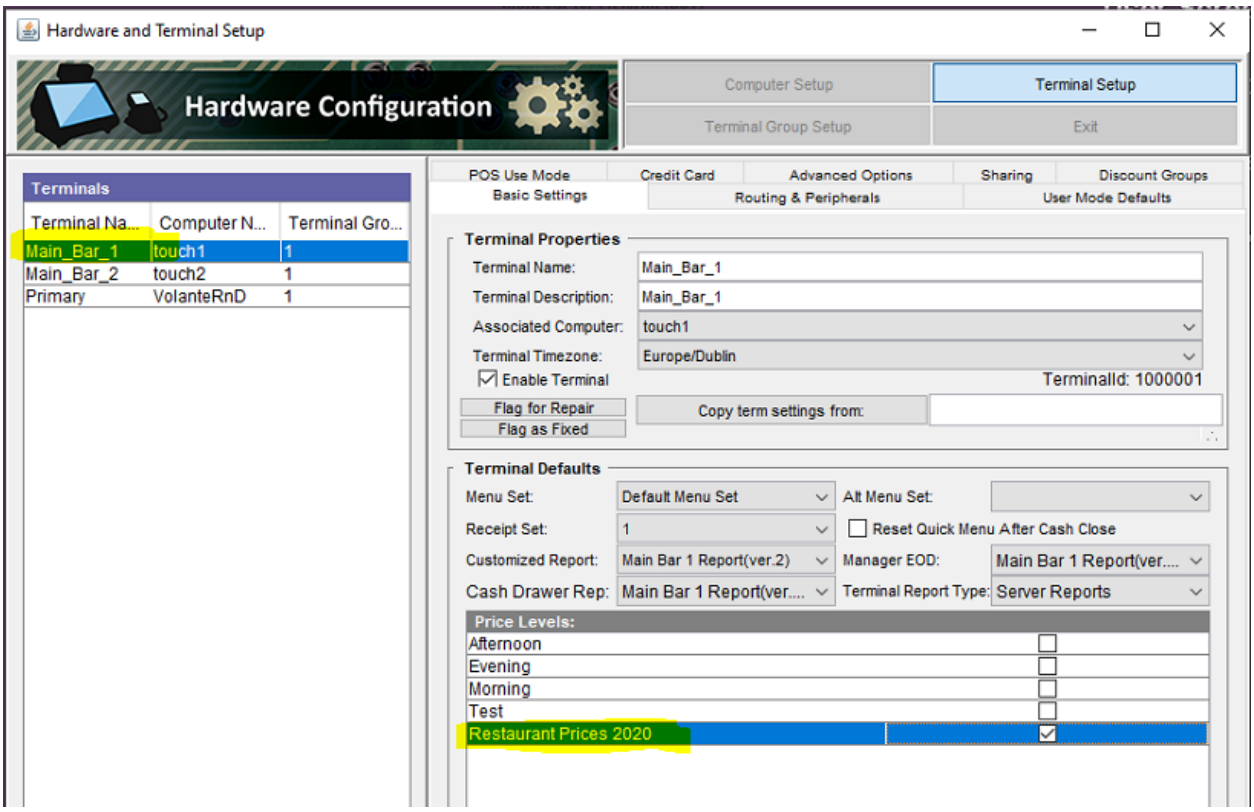




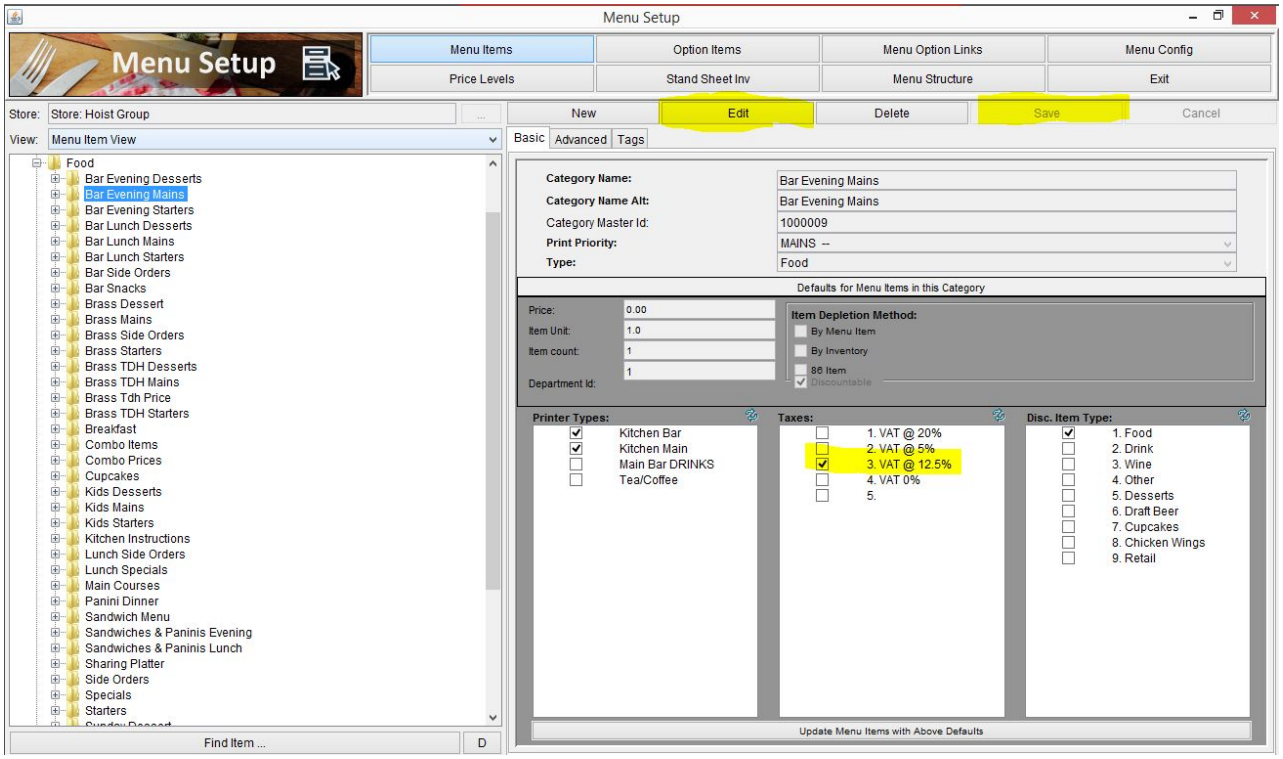
8. There should now be a VAT rate called VAT @ 12.5%
9. Exit back to the main menu in Volante BackOffice.

10. If using Price Levels, continue to step 11, if not go to step 15

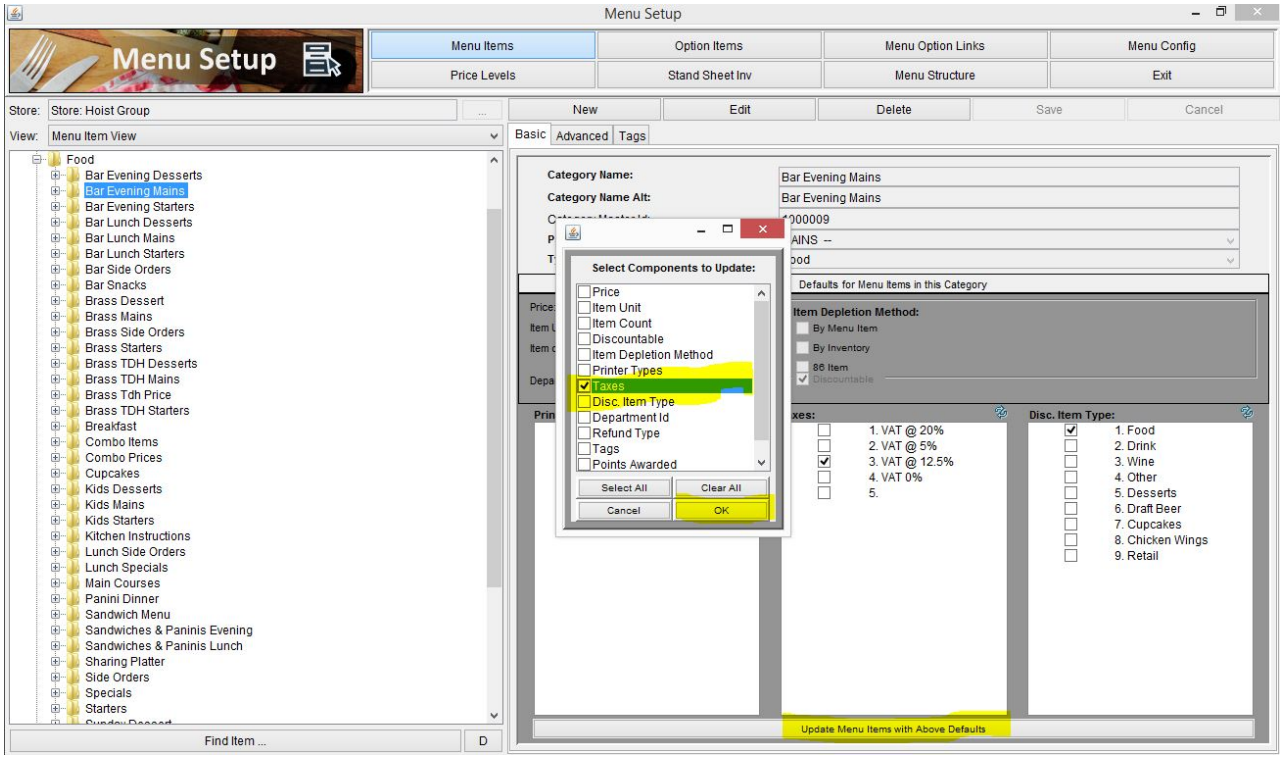
11. In the Volante BackOffice main menu, select 'Hardware' & then 'Terminal Setup'
12. Select any terminal that has price level(s) ticked & click on 'Edit'
13. Un-tick the selected price level(s) & tick the new price level(s)



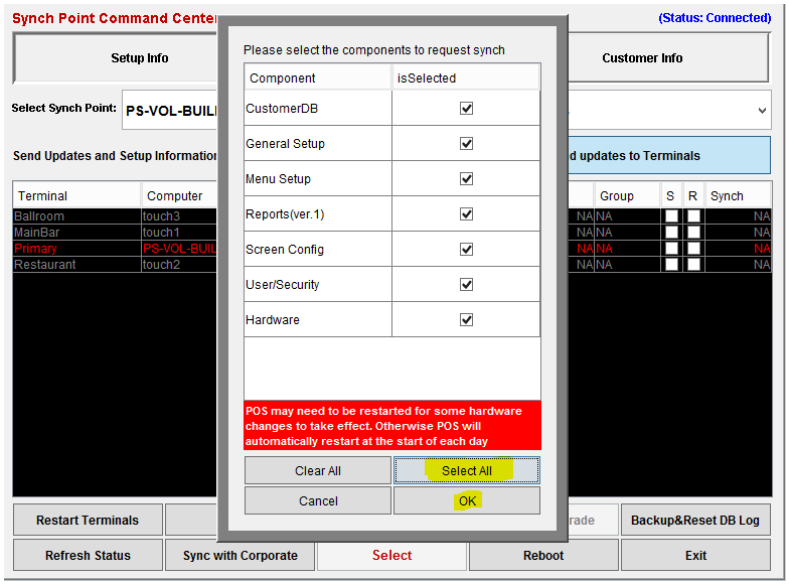
14. Exit back to the main menu in Volante BackOffice
15. If 'Using Integrated Taxes' continue to Step 16, If not go to Step 22
16. Select 'Menu Setup'
17. Select the 1st Category that will need to be linked to the new VAT rate
18. Select 'Edit' & untick VAT @ 5% & tick VAT @ 12.5% & then 'Save'



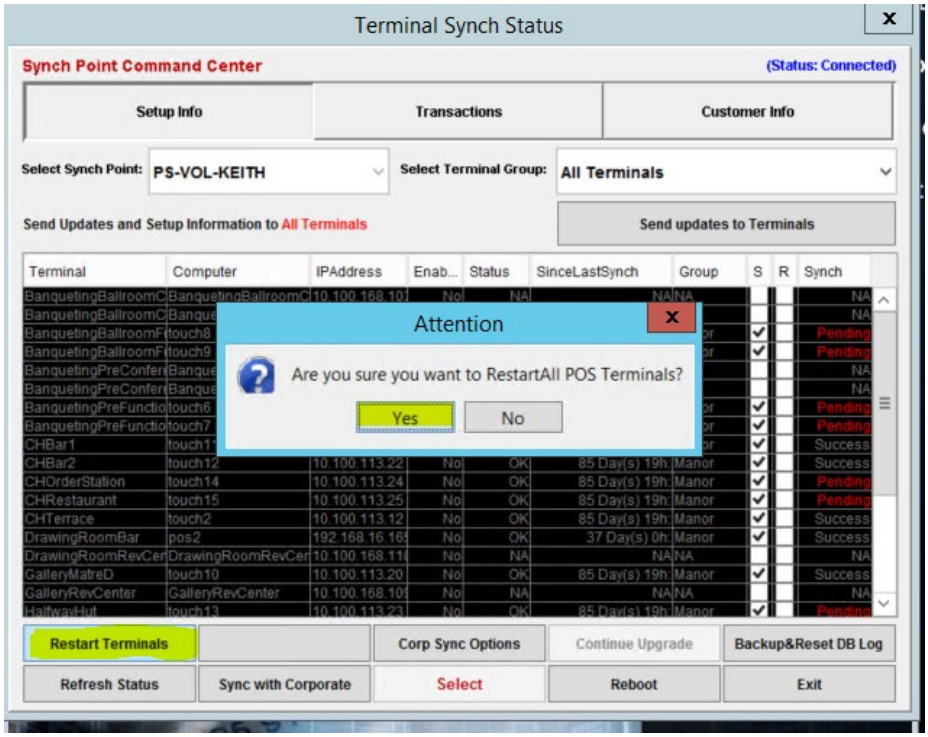
19. Select ‘Update Menu Items with Above Defaults’ & tick ‘Taxes’ only & click ‘OK’



20. This needs to be done for all Categories that are changing to the lower VAT rate
21. Exit back to the main menu in Volante BackOffice
22. Select ‘Data Sync’
23. Select ‘Send updates to Terminals’ & choose ‘Select All’ & click OK



24. Click ‘Restart Terminals’ & choose ‘Yes’. This will restart the POS software on all terminals.



25. Exit from Data Synch Screen
26. Exit & Re-open Volante BackOffice