**Volante VAT Change - Pricing Stage 1**

***To be completed on the 31st March 2022.***

1. To change prices on menu items, select ‘Menu Setup’ from the Volante BackOffice main menu.
2. Select the 1st Menu Item that will have a price change applied. Select ‘Edit’ & then select the ‘Price History’ tab.
3. Select ‘Add’ and set ‘Effective Date’ as 1-Apr-2022 & set the price to what it will be as of the 1st April 2022



1. This will need to be done for all menu items individually.
2. Check if using Price Levels, in the Volante BackOffice main menu, select ‘Hardware’ & then ‘Terminal Setup’. Check all terminals to see if any price levels are ticked.



**If using Price Levels continue to Step 6, if not go to Step 12**

1. In ‘Menu Setup’ select ‘Price Levels’ & click ‘New’
2. Create a new Price Level (e.g. Restaurant Prices 2021)



1. Make the items available in the Price Level by dragging the ‘Division’ folder from the left hand side to the box on the right hand side.
2. Expand the ‘Division’ folder in the box & navigate to the 1st menu item to be adjusted.
3. Highlight the item & in the ‘Price Change’ box add the price that the item will be as of 1st October 2021, click on ‘Apply Changes’ & click ‘Yes’. Use the = symbol before the price to set the required price. e.g =15.00



1. This will need to be done for all menu items individually.
2. Check the Price Level Schedule for the Price Level(s) that is being replaced & replicate this on the new Price Level(s)
3. Exit to the main menu in Volante BackOffice
4. Select ‘Data Synch’
5. Select ‘Send updates to Terminals’ & choose ‘Menu Setup’ & click OK



**The Price Level will be associated with the terminals as part of Stage 2**