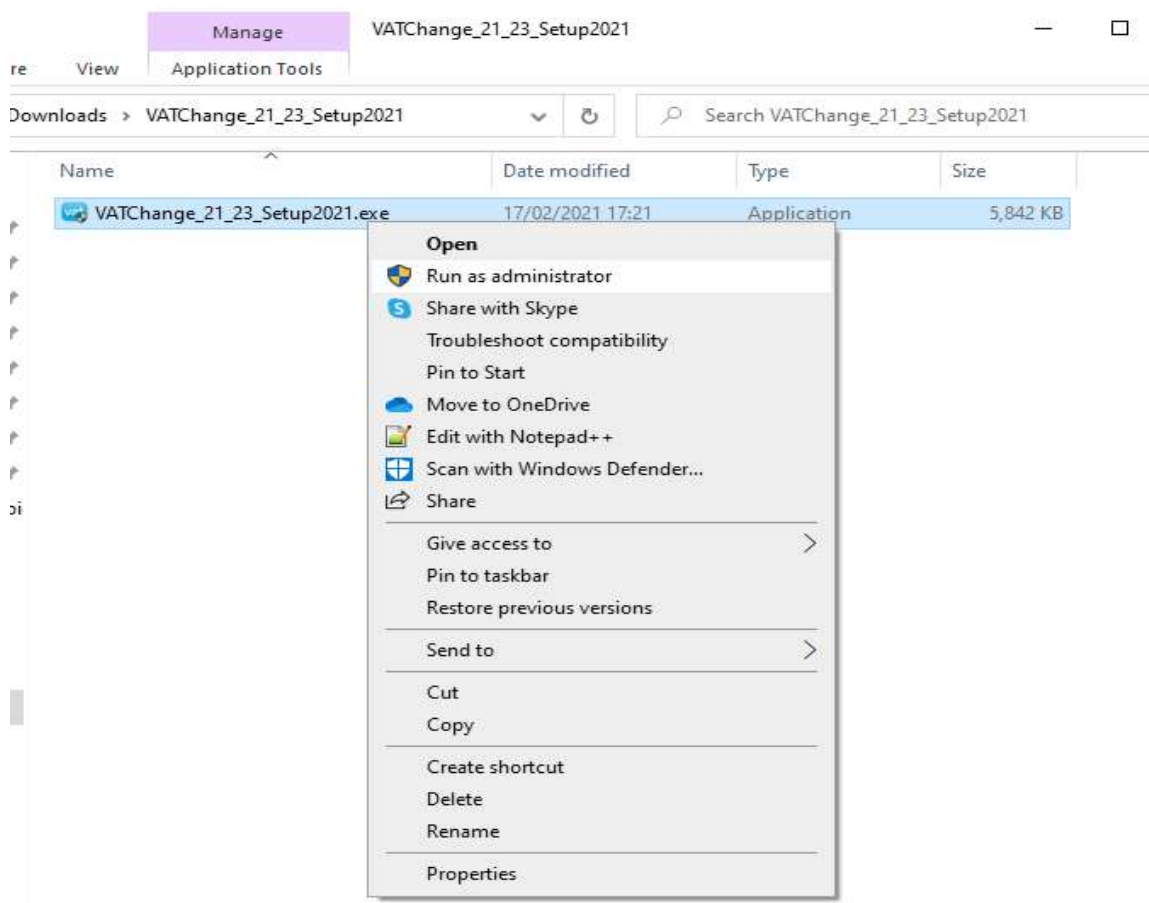Dear Customer,

As you know the standard VAT rate is changing from 21% to 23% with effect from 1st March 2021. This will require you to change the VAT rate on the relevant departments and stockcards **after the 28th February (and after processing sales for that day and completing your cash reconciliation)**. To assist you in this we have developed a program which will allow you select your current 21% vat rate departments and 21% products to change them to the 23% VAT rate. Note that for sites with multiple back office PC's this must be run on the main StationMaster PC.

It is strongly advised that all available downloads from your wholesaler (price changes, eGRN's, electronic invoices etc) have been processed in advance of the vat changeover.

1. This tool is available on our website and can be downloaded by clicking on the link below:
   http://www.stationmaster.com/Download/VATChange_21_23_Setup2021.exe

Alternatively you can go to our website www.stationmaster.com and you will find the tool in the downloads page.

2. When you have downloaded the file locate it (default location will be the downloads folder), right click on it and select 'Run as Administrator'

3. Ensure that you allow the program through any antivirus popups
4. When running the program you will be prompted to confirm that sales processing and cash reconciliation are up to date.

Smart Office VAT Change 21% to 23%

Site: 999 - 999 Vat change 21 to 23, Test Data

This tool can be used now

Please ensure that sales processing and cash
reconciliation are complete in advance of running this
tool in order to avoid a VAT discrepancy.

**Start Changeover
from 21% to 23%**

Close

Have yesterday's sales been processed?

| Yes | No |

**Start Changeover
from 21% to 23%**

Close

Smart Office VAT Change 21% to 23%

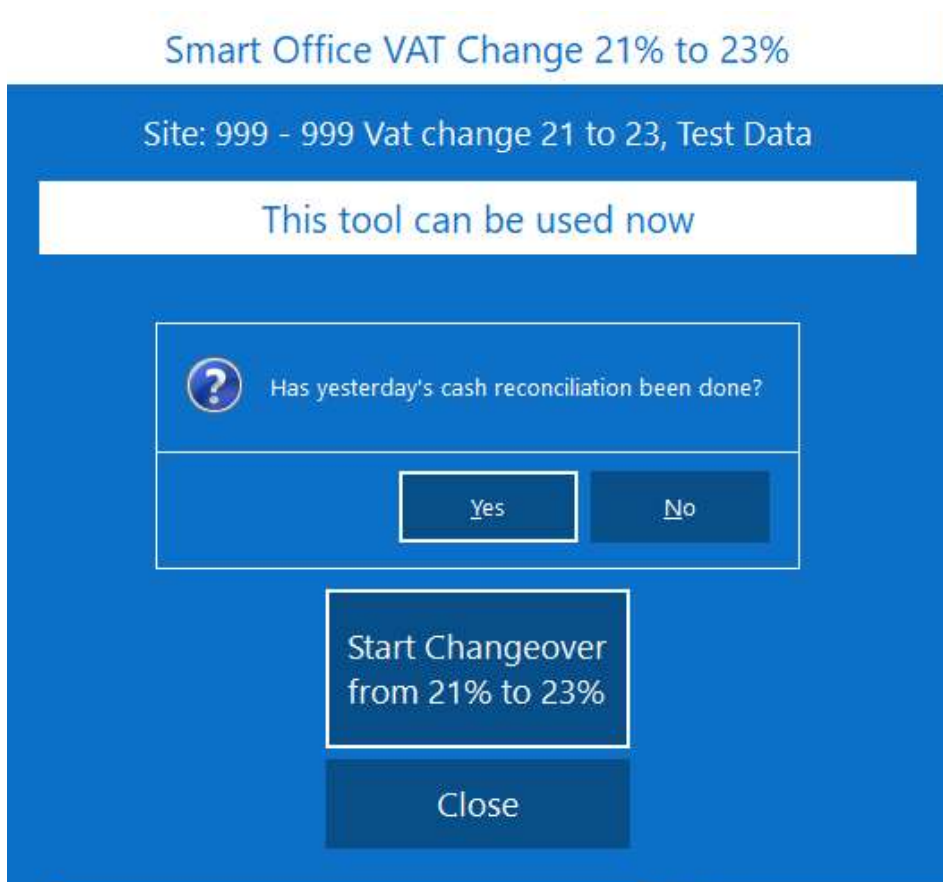Site: 999 - 999 Vat change 21 to 23, Test Data

This tool can be used now

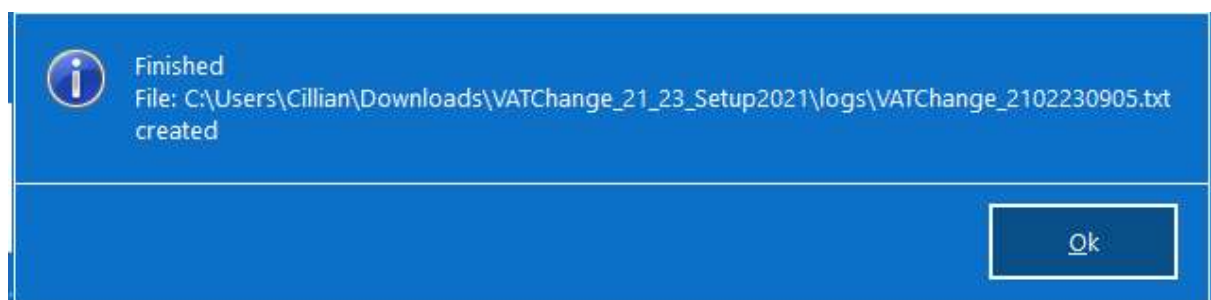Has yesterday's cash reconciliation been done?

Yes   No

Start Changeover from 21% to 23%

Close

5. The program will automatically do a backup before proceeding.
6. Once the program has finished it will pop up a message indicating where you can find the text file listing all products and departments changed should you require it. This will be the same folder from which you ran the vat change program.

Finished
File: C:\Users\Cillian\Downloads\VATChange_21_23_Setup2021\logs\VATChange_2102230905.txt created

Ok

7. Open SmartOffice and check some products and departments to satisfy yourself that the appropriate changes have been made.
8. In SmartOffice send your full product file and departments to the till in the usual fashion.

SmartPOS tills selection as below – Remember to restart SmartPOS after sending the full file.

FuelPOS tills selection as below

If you have any queries please ring our support office on our usual number 01-6102000

Note that the selling price of products will not be changed and should be reviewed by you the retailer.

It is VERY strongly recommended that you then conduct a couple of test sales through the till and check the receipts to confirm that products are at the expected VAT rates.