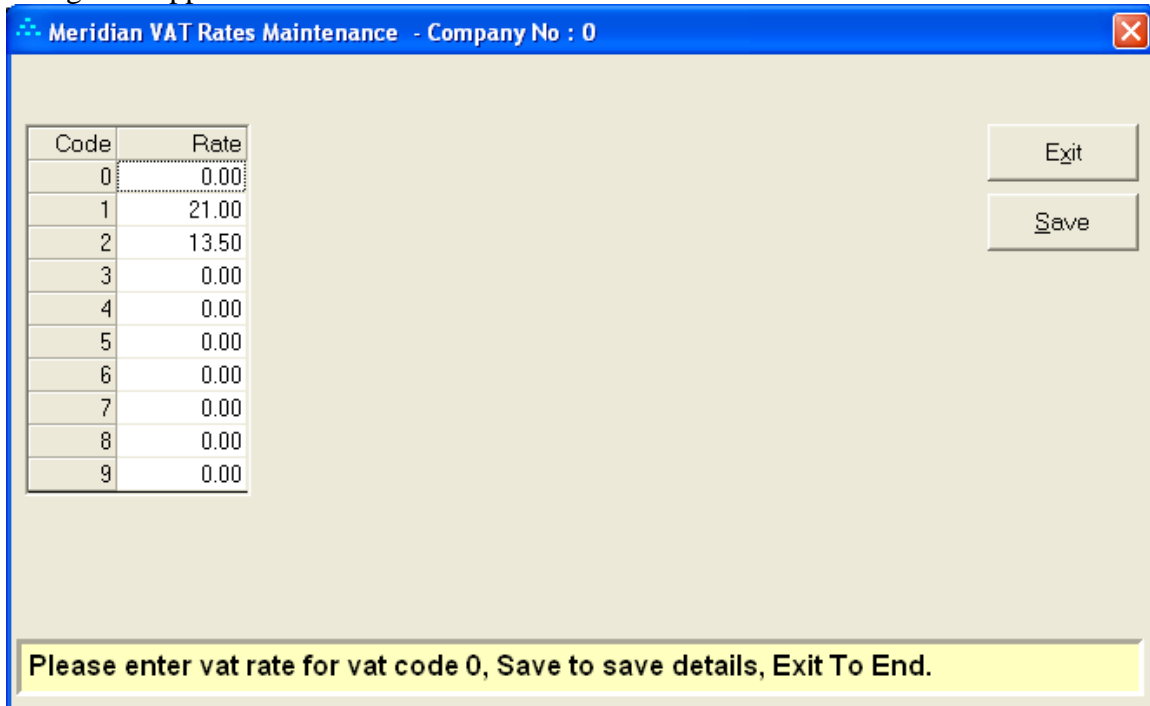


meridian EPOS procedure for VAT Change

As of 01/01/2012 the standard VAT rate of 21% will change to 23%. The following procedures are recommended in order to update your system:

Please note that the following procedure only changes the VAT rate on the system it does not change any prices on your products. As the VAT rate has increased the margin you make on your sales will decrease proportionally unless you adjust your prices. Should you wish to update your prices there are a number of options available and you should contact the helpdesk to discuss which best suits your needs.

If the Head Office is an actively trading location, i.e., sales are processed, the adjustment to the VAT rate will have to be done after trading on the 31st December, otherwise it can be done at any time on that day. The VAT rate is amended by choosing 'VAT Rates Maintenance' from the File Maintenance menu in the system. Select the correct Vat code and simply amend the 21.00 to 23.00. Then click 'Save' and then 'Exit'. We would recommend that you then load the 'VAT Maintenance' option again and verify that the change has applied.



Code	Rate
0	0.00
1	21.00
2	13.50
3	0.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	0.00

Please enter vat rate for vat code 0, Save to save details, Exit To End.

During polling that night, the new VAT rate file will be sent to all of your remote stores. **We recommend that each store should log into the system and prior to any transactions taking place on the 1st January, and check that they have received the new VAT rate file.** This can be simply done by logging into meridian and loading the 'VAT Rates Maintenance' option. Alternatively they can run a sales report by VAT code, option 17, for some historical day. The description on the VAT code should read 23.00%. N.B. it is only the description that will change, the figures calculated are at the VAT rate at the time of sale, ie 21.00%. You should ensure, in plenty of time, prior to the 1st January, that there will be a staff member present who has access to one of these functions, otherwise they will be unable to verify that they have received the update and therefore there will be the possibility that the shop could be trading at the incorrect VAT rate.