

# HOW TO CHANGE THE VAT RATE FOR ITEMS

1<sup>st</sup>

create a New  
SALES TAX Group  
for 23%

Lookup Code: 23 (5 entries)

Code	Description	Tax Rate	Partial Dollar
0	0	0.000%	<input type="checkbox"/>
13.5	13.5	13.500%	<input type="checkbox"/>
21	21	21.000%	<input type="checkbox"/>
21.5	21.5	21.500%	<input type="checkbox"/>
23	23	23.000%	<input checked="" type="checkbox"/>

Buttons: New, Delete, Properties, Copy

Description: 23  
Code: 23

Minimum taxable amount: €0.00  
Maximum taxable amount: €0.00

Sales Tax Rate (%) Fixed Amount  
23.000% + €0.00

☐ Only apply tax to portion over minimum taxable amount  
☐ Include any previous sales taxes in calculation  
☐ Use partial dollar method in sales tax calculation

Partial dollar table:

Upper Bracket	Sales Tax
€0.00	€0.00
€0.00	€0.01
€0.00	€0.02
€0.00	€0.03
€0.00	€0.04
€0.00	€0.05
€0.00	€0.06
€0.00	€0.07
€0.00	€0.08
€0.00	€0.09
€0.00	€0.10

Buttons: OK, Cancel, Help

2<sup>nd</sup>

you need to  
setup a new  
Item Tax Group

In your Store  
operations  
Manager Click  
on **DATABASE** –

**ITEM TAXES**, Add a new, enter the details as seen in the picture to the far  
right →

Lookup Code: 21 (4 entries)

Code	Description
0	0
13.5	13.5
21	21
21.5	21.5

Buttons: New, Delete, Properties, Copy

Description: 23  
Code: 23

☒ Compute tax on (Price - Cost) instead of Price

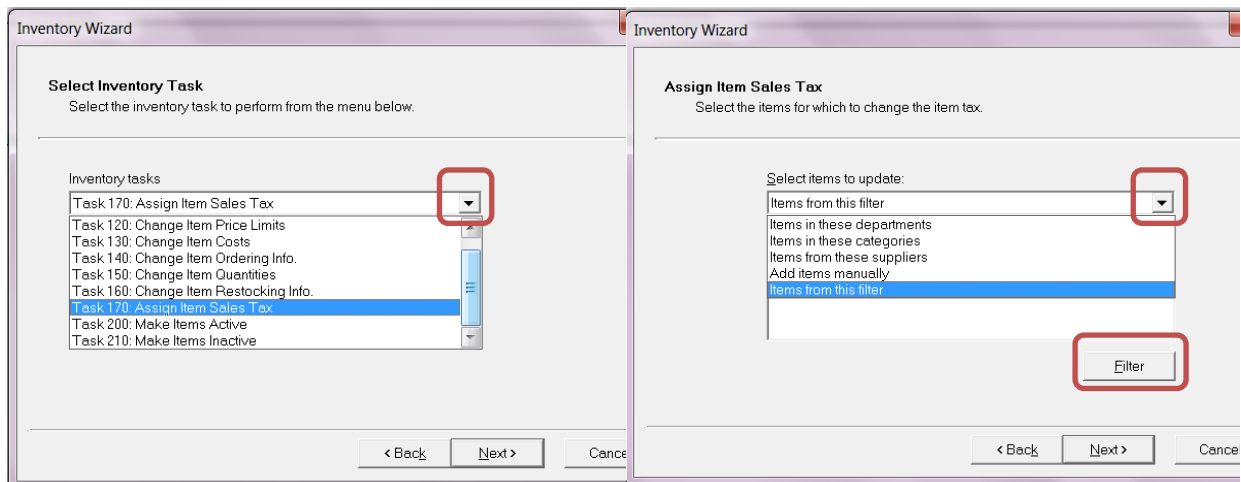
Apply individual taxes in the following order:

Order	Sales Tax Selection	On Receipt
1st	23	<input checked="" type="checkbox"/>
2nd	<none>	<input type="checkbox"/>
3rd	<none>	<input type="checkbox"/>
4th	<none>	<input type="checkbox"/>
5th	<none>	<input type="checkbox"/>
6th	<none>	<input type="checkbox"/>
7th	<none>	<input type="checkbox"/>
8th	<none>	<input type="checkbox"/>
9th	<none>	<input type="checkbox"/>
10th	<none>	<input type="checkbox"/>

Buttons: OK, Cancel, Help

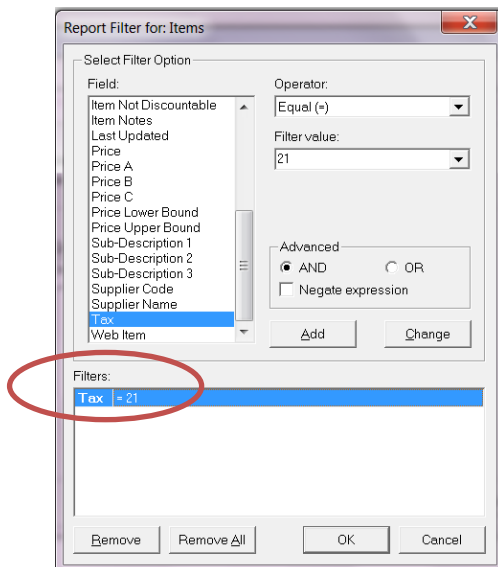
### 3<sup>rd</sup> Use the Wizard to change all items that are on VAT Rate 21% to 23%

#### Store Operations Manager – Wizard



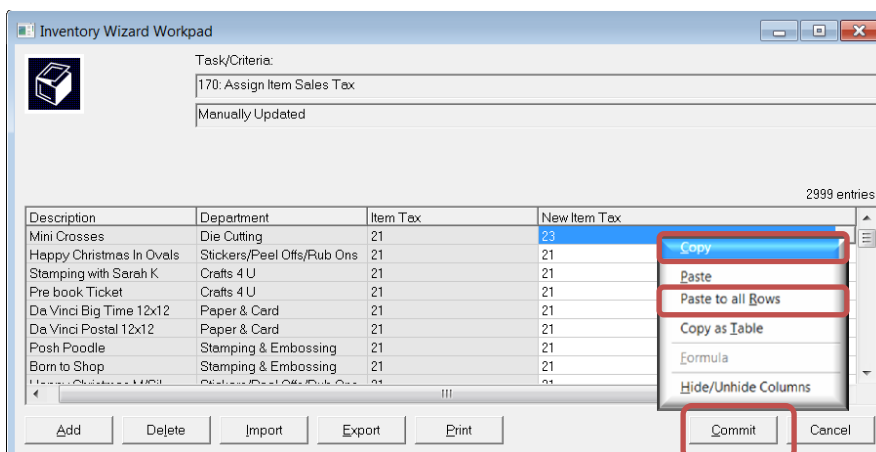
Click next to reach this window and choose Task170: Assign Item Sales Tax, continue with next

Select from the List, *ITEMS FROM THIS FILTER* and then add a criteria by clicking on the Filter Button



Add the filter as seen in picture to the left

Continue with the filter, Click on finish and you will get the following window



Set the first item to the new Item Tax, right click with your Mouse to **COPY**, and right click again to **PASTE TO ALL ROWS**

Last step is to click the **COMMIT** Button, and you will get a Message box informing you of how many records are updated