

In his Pre-Budget Report on 24 November 2008 the Chancellor announced that the standard rate of VAT will be reduced to 15% on 1 December 2008, and is set to revert back to 17.5% on the 1st January 2010.

This means that for any sales of standard-rated goods or services that take place on or after 1 January 2010 providers should charge VAT at the new rate of 15%.

Only standard-rated sales are affected. There are no changes to sales that are zero-rated or reduced-rated for VAT. Similarly, there are no changes to the VAT exemptions.

The 15% rate will remain until 31st December 2009, and from 1 January 2010 it will revert to 17.5%.

The Government proposes to introduce anti-forestalling legislation in Finance Bill 2009 to ensure that businesses are not able to use artificial arrangements to reduce the VAT rate on goods or services to be provided after the rate reverts to 17.5% where there is no current economic activity.

For more information please visit www.hmrc.gov.uk

VAT Rate Changes in Aztec Management System

The following information details the necessary changes that should be made on Thursday 31st December within the Aztec Management System to allow for the change in VAT rate percentage.

Head Office:

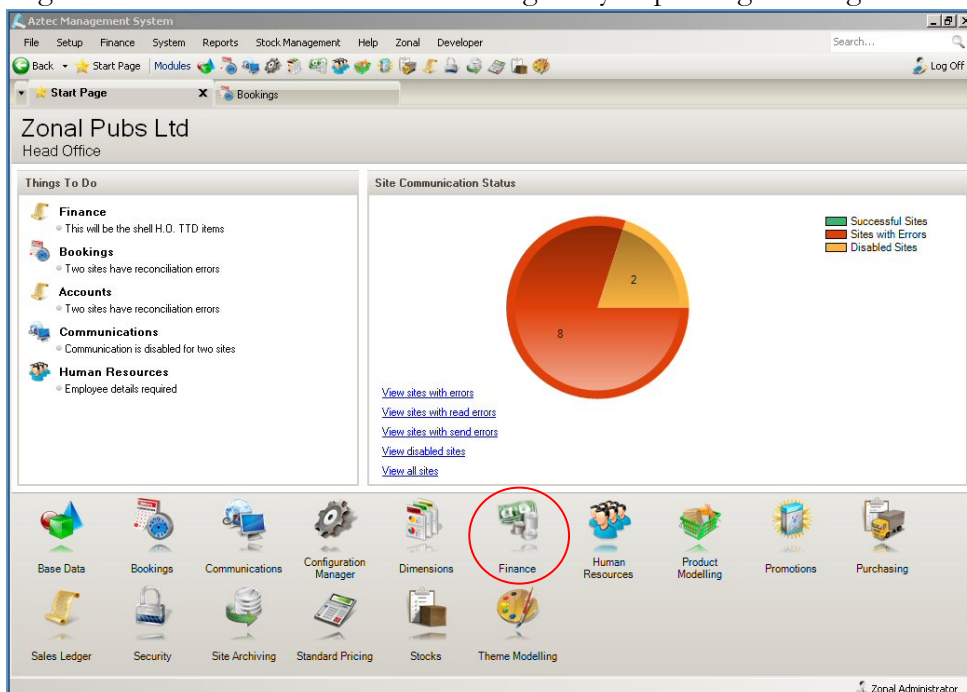
The VAT rate should be changed on Thursday 31st December prior the commencement of the over night communications process.

Site Masters:

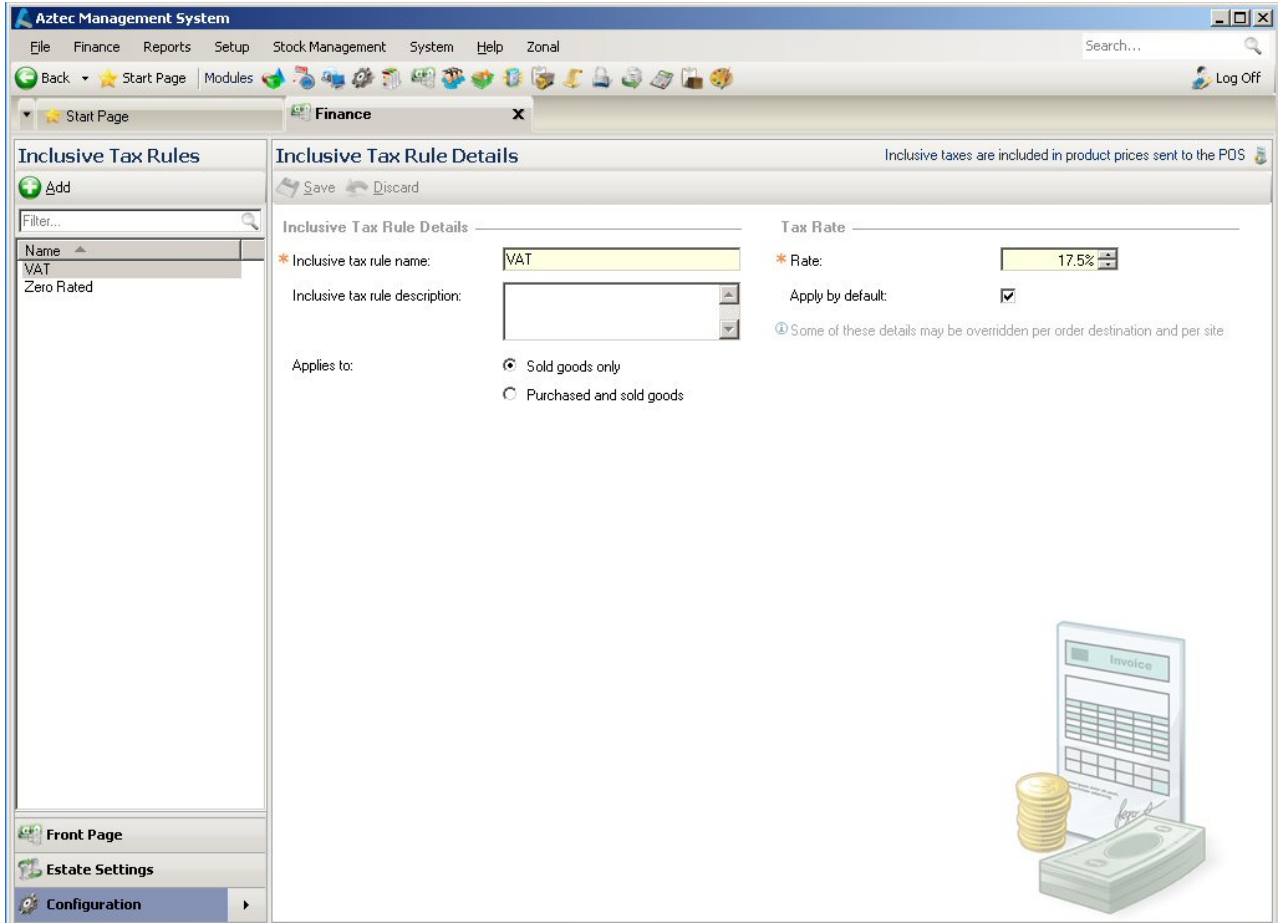
The VAT rate should be changed on Thursday 31st December at the end of trading.

For customers using Aztec V3.x onwards:

- 1) Login to the Aztec shell with a user that gives you privileges to log into the Finance module.

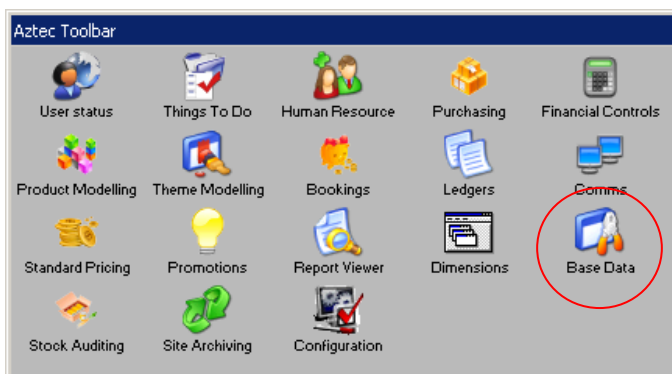


- 2) Launch Finance.
- 3) From the menu tree select **Inclusive Tax Rules**, change the Rate to show as **17.50** once complete click **Save**.



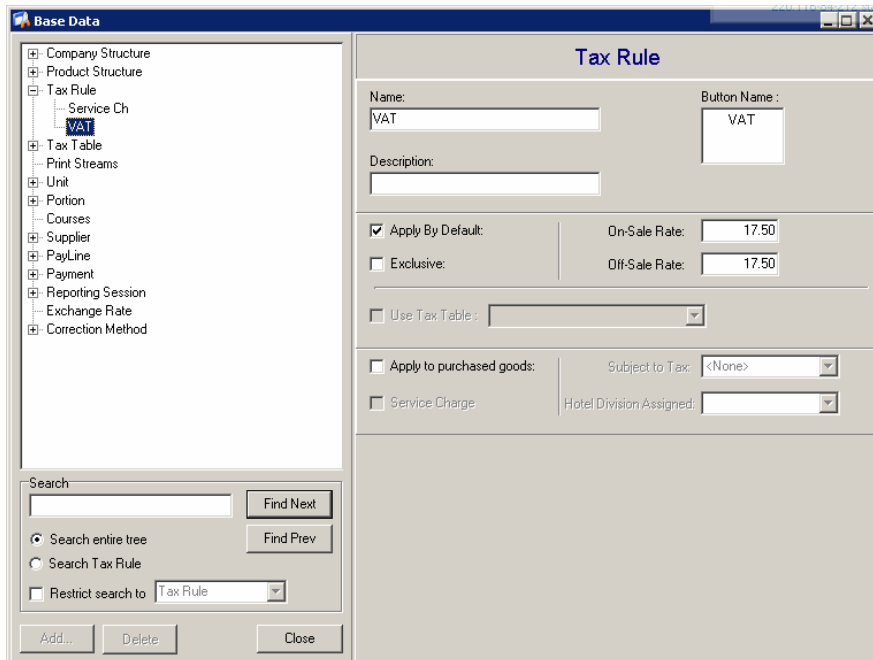
For customers using Aztec V2.9.x and earlier:

- 1) Login to the Aztec toolbar with a user that gives you privileges to log into the Base Data module.



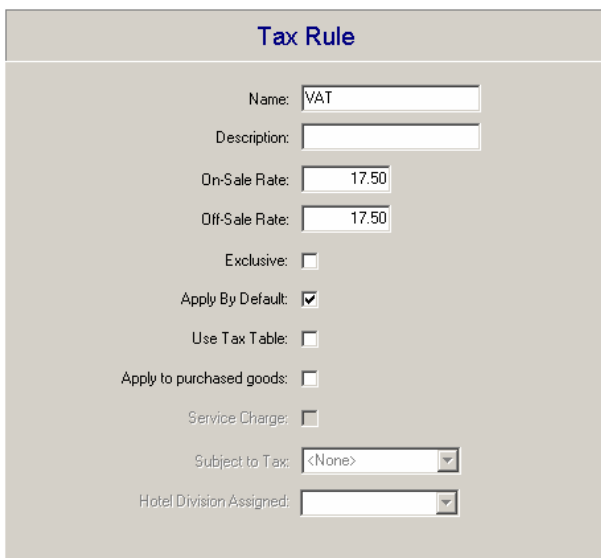
- 2) Launch Base Data.

3) From the menu tree select **Tax Rules**, change the On and Off Sale rate to show as **17.50**.



4) Once complete click **Close**.

NB For any customers still using Aztec V2.7 the tax rules screen will be shown as follows:



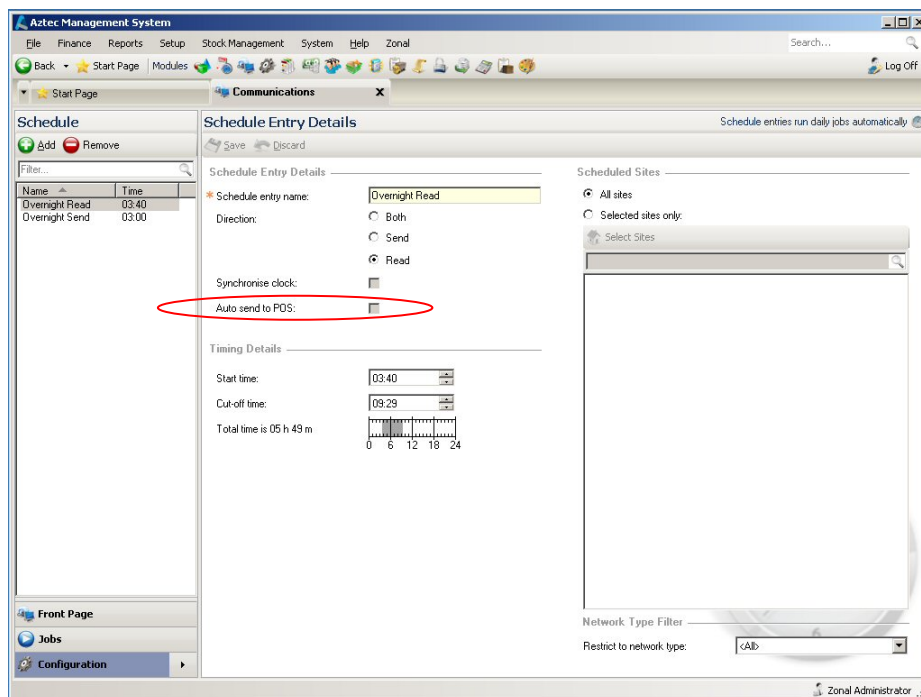
VAT Change at Site / Site Master PC & Terminal

For the VAT rate to change successfully at site level (site masters only require the terminal to be updated via the Send to PoS function) the over night communications process needs to complete across the estate successfully and a full Send to PoS performed to update all terminals and handhelds on site prior to trading on Friday 1st January.

Estates running Aztec v2.9.3.0 and above can take advantage of the Auto Send to PoS functionality set within the comms module, if this is currently not being used and if you wish to apply this setting complete the following.

For V3.x estates:

- 1) Launch the Communications Module.

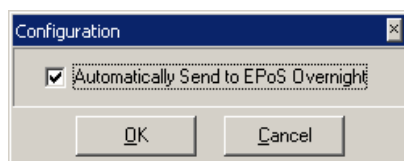


- 2) Select the **Configuration** option on the main bar and click the Schedule option.
- 3) Select the Auto send to POS check-box and click **Save**.

This will now ensure that when the over night communications process runs all sites Send to PoS will run and terminals will be updated ready for trading.

For estates running Aztec V2.9.3 onwards:

- 1) Launch the Communications Module.
- 2) Select the **Configuration** option from the main menu, tick the box and click OK.



This will now ensure that when the over night communications process runs all sites Send to PoS will run and terminals will be updated ready for trading.

For any estate not running Aztec V2.9.3.0 or for any Site Master sites a Send to PoS must be performed prior trading. The following steps should be taken:

- 1) Login to the Aztec toolbar with a user that gives you privileges to log into the Theme Modelling module.
- 2) Select the **Theme Modelling** module.
- 3) Click the **Send to PoS** button, tick the box “Allow Send even when a terminal reset is required” and then click the **Send All** button.
- 4) Ensure all terminals update with a green tick.

Zonal would recommend for any estates running Aztec to issue instructions to all sites to ensure their PCs are left on and logged in with the Aztec Scheduler running.

If the Aztec Scheduler is not running it can be restarted by either rebooting the PC or by clicking the Windows Start button, selecting Programs, Startup and Aztec Scheduler.