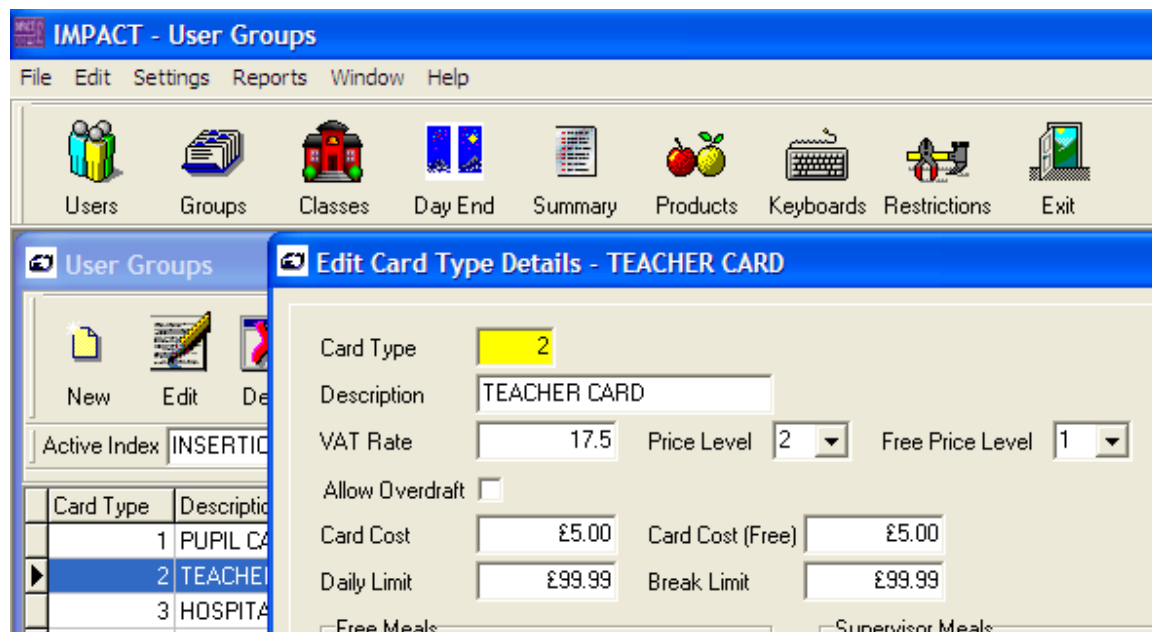


## Updating Impact System to 20% VAT



Open the Impact program and click **Groups**

Select the **Card Type** to be changed and click **Edit**.

If the **VAT Rate** box is set to 17.5 change it to 20 and click **OK** to save.

Check the other card types and repeat if needed.

This will alter the calculations for the printed reports. After changing the rate any new report produced will now use this 20% figure regardless of whether the dates selected are before the change over date.

## Changing The Price of Products

To reflect the tax reduction in your individual adult sale price's you will need to use the **Products** menu to change each item.

“Price1” is normally the cost of the product for pupil accounts.

“Price2” and “Price3” is normally the cost of the product for staff and hospitality accounts.

The price of items charged to staff is usually the pupil price plus VAT.

By adding 20% to “Price1 (the pupil price) you will be able to determine the price for “Price2” and “Price3”.

Simply multiply “Price1” by 1.20.

You may change the prices at the desired time by using “Activate the Price Updates”.

To do this select the “Settings” option in the top left hand corner and select the “**Activate price updates**” from the drop down menu. This will enable the new price changes on the tills.

