

Updating the standard VAT rate used within the Debenhams application

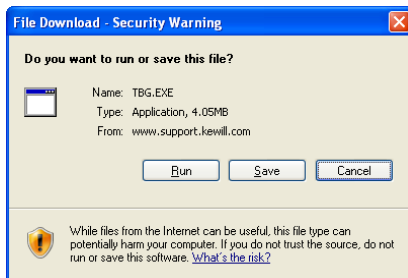
Following the announcement that Standard rate VAT will change to 15% from 1 December 2008, this document explains the actions that Kewill has taken to update the Kewill Debenhams Module for the change and the actions that users will need to take for themselves. During the transition period the onus is on users to ensure that invoices are raised with the correct VAT rate.

Kewill have produced a new release of the application to provide the ability to alter the Standard VAT rate.

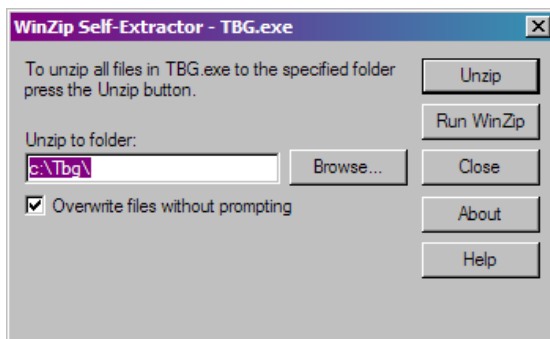
Getting the Update:

You must download a software update before you can change the VAT rate in the Debenhams system. Please do following:

1. Open your web browser, such as Firefox or Internet Explorer.
2. Please enter the following URL:
3. <http://www.support.kewill.com/Documentation/VAT%20Rate%20Changes/Debenhams/TBG.EXE>
4. Once you have entered the above link and pressed enter, the following will be displayed:

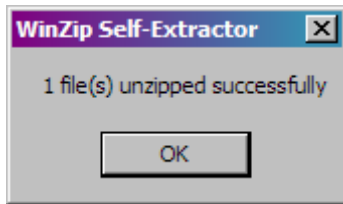


5. Choose Run
6. The following will then be displayed:



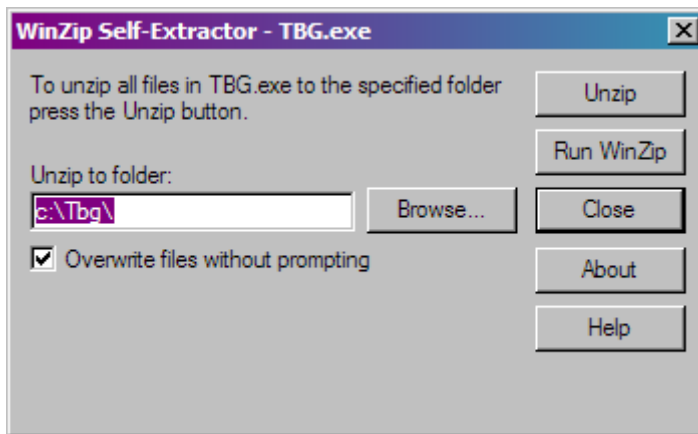
7. Choose Unzip

8. The following will then be displayed:



9. Choose OK

10. You will then be returned to the following options:



11. Choose Close

12. You will be able to run the Debenhams system and change VAT rates.

How to change VAT Rate in Debenhams Windows:

From version 6.00.9.1 when creating invoices within the Debenhams Windows software, the VAT rate defined against the relevant product is used for the invoice line. It is therefore important to update your products with the correct VAT rate before invoicing.

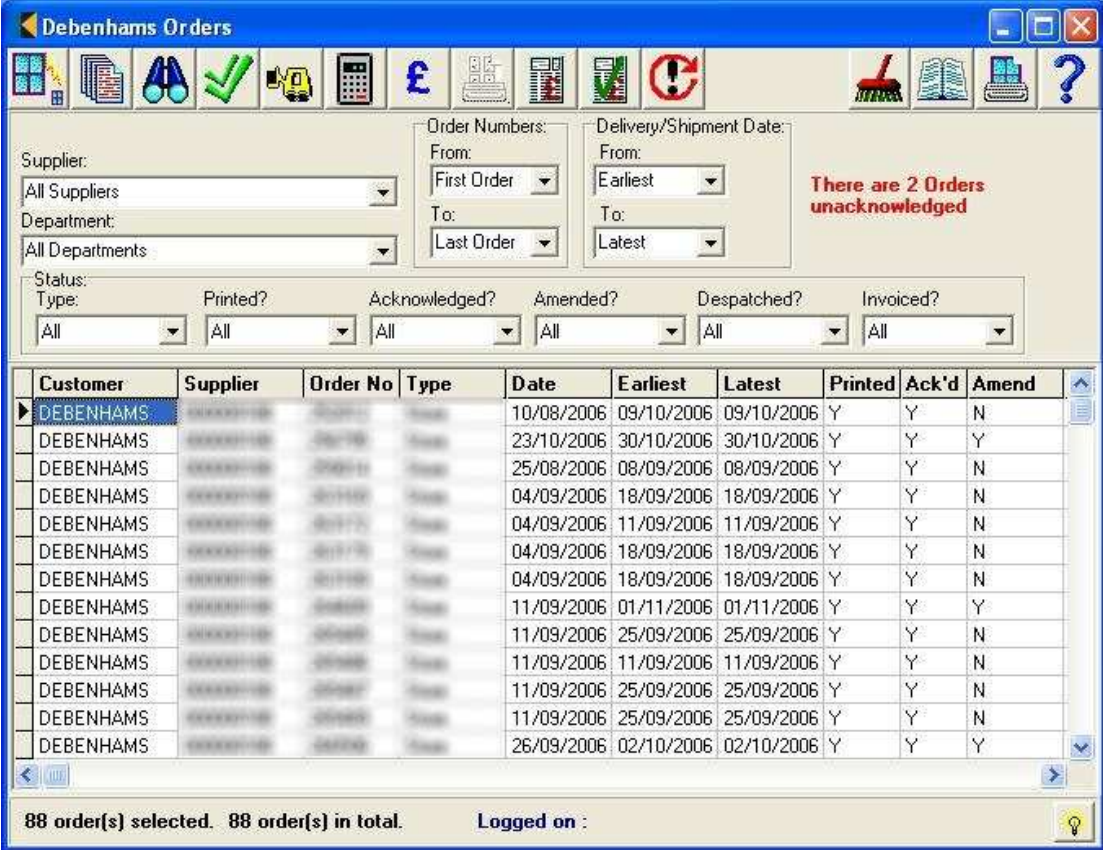
There are two places to change VAT rates within the software, as follows:

1. Defining Standard VAT rate within Site Information.
2. Amending the VAT rate for existing products.

Defining Standard and Reduced VAT rate within Site Information:

1. To set this system default, follow the instructions below.

- From the main window,



Customer	Supplier	Order No	Type	Date	Earliest	Latest	Printed	Ack'd	Amend
DEBENHAMS				10/08/2006	09/10/2006	09/10/2006	Y	Y	N
DEBENHAMS				23/10/2006	30/10/2006	30/10/2006	Y	Y	Y
DEBENHAMS				25/08/2006	08/09/2006	08/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	18/09/2006	18/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	11/09/2006	11/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	18/09/2006	18/09/2006	Y	Y	N
DEBENHAMS				04/09/2006	18/09/2006	18/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	01/11/2006	01/11/2006	Y	Y	Y
DEBENHAMS				11/09/2006	25/09/2006	25/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	11/09/2006	11/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	25/09/2006	25/09/2006	Y	Y	N
DEBENHAMS				11/09/2006	25/09/2006	25/09/2006	Y	Y	N
DEBENHAMS				26/09/2006	02/10/2006	02/10/2006	Y	Y	Y

click the 'Utilities' button;



- From the Utilities & Housekeeping menu,



click the 'Setup' button;



- From the Site Information window, click the 'VAT' tab. The rates to use for the Standard VAT rate will be shown, as illustrated below:

Important Notes:

1. Please do not send invoices with mixed standard VAT rates e.g. A line with 15% and a line 17.5%. This will cause your invoice to fail.