

## EasyTrade Desktop/Extract for Windows VAT Updates

Following the announcement that standard rate VAT will change, this document explains how the standard VAT used by the application can be viewed and updated. During any announced changes to the standard VAT rate it is the responsibility of the customer to ensure that invoices are raised with the correct VAT rate.

Throughout this document the application will be referred to as EasyTrade Desktop. This refers to both the EasyTrade and Extract for Windows applications.

### 1) Check your Standard vat rate:

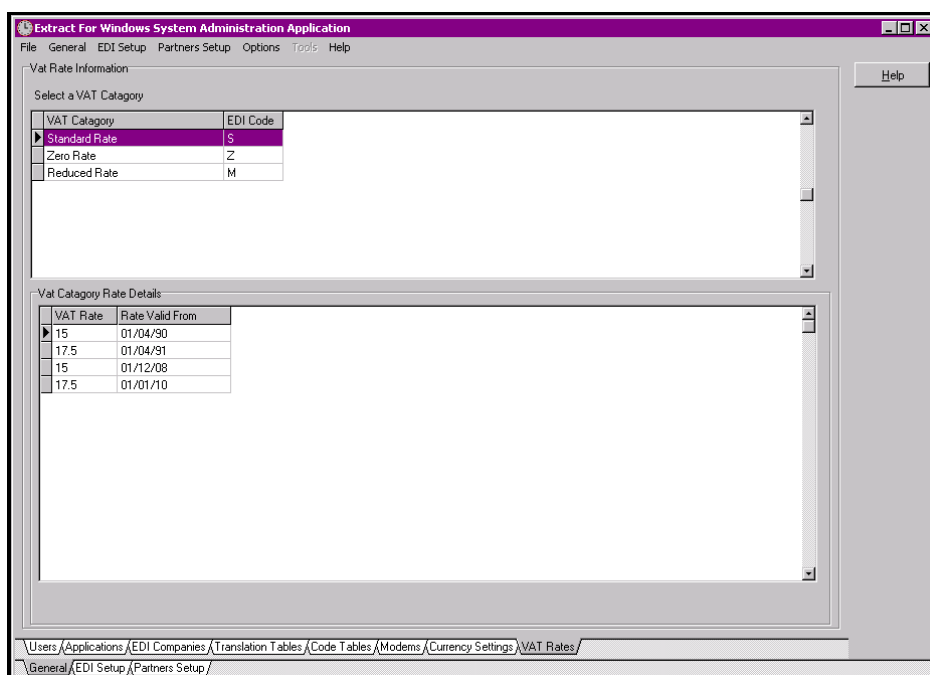
To check the current VAT rate on the system you need to open the System Administration application.

- To open System Administration go through the Start button in the bottom left hand corner of your pc screen, Go to Programs → Extract for Windows → System Administration



Or, go to C:\extractw\ and double click on Syadmin.exe

- Click on the tab at the bottom called "Vat Rates"
- This will bring up a window where in the top box you can see the different VAT Categories and the lower half shows the corresponding rates defined for the selected category:-



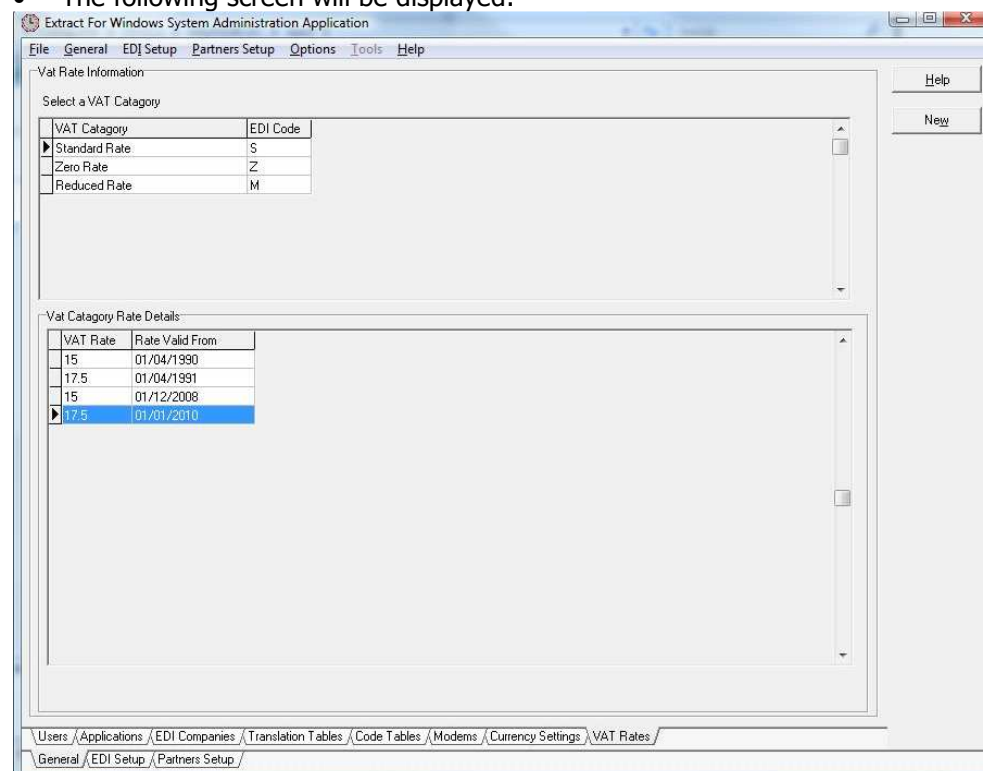
The Vat Category Rate Details will list all the vat rates and the dates that they apply from. As you will see, the Standard VAT Rate will automatically rollback to 17.5% on 1<sup>st</sup> January 2010. This is the default action for all EasyTrade Desktop users.

## 2) Changing the Standard VAT Rate:

If you have Easytrade desktop version 3.12, you can add a new Standard VAT Rate in the System Admin Application from the VAT Rates option. You can check the version you are running from the instructions [here](#).

([http://www.support.kewill.com/uk/download/EasyTrade%20Desktop%20Version%20Number\\_2010.pdf](http://www.support.kewill.com/uk/download/EasyTrade%20Desktop%20Version%20Number_2010.pdf))

- Follow the steps outlined in section 1
- The following screen will be displayed:-



- Click "New" and add a new VAT rate with a starting date, then click ok.



- Ensure the rate is correct before choosing Ok as this change cannot be easily undone.
- Then click OK on the warning, this new rate will now show in the VAT Rates tab

Please note: If you use version 3.7 of EasyTrade Desktop the standard VAT rate cannot be changed manually and Kewill will release an update to change the standard VAT rate on your system following any rate changes. Information about how to apply this will be provided on the support website.

### 3) Reverting the VAT Rate ( After 01/01/10)

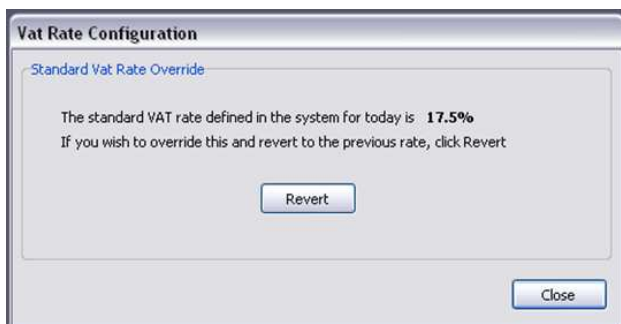
If after the 1<sup>st</sup> of January you need to revert back to the 15% rate then you will need to follow the below instructions:

1. Please double click on the "Easytrade VAT Override" shortcut on your desktop.



*NB: If this icon does not exist then you can run the program directly from c:\extractw\utils\Vatchange1208.exe.*

2. The following dialog will be displayed.



3. Click on the "Revert" button and the Standard VAT rate will be set to 15%



4. When you ok this message the system will tell you:



5. As long as the above window is open, you will be able to invoice at 15%. As soon as it is closed, the VAT rate will revert back to 17.5%

NB: Please note that you can cancel this feature at any time by clicking 'Cancel'.