

EasyTrade Desktop/Extract for Windows VAT Updates

Following the announcement that Standard rate VAT will change to 15% from 1st December 2008, this document explains the actions that Kewill has taken to prepare EasyTrade Desktop Edition for the changes 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.

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

1) Backup System:

Prior to applying the updates it is recommended that a full backup of your system be taken. This can be achieved by making a complete copy of the contents of the 'C:\Extractw' folder. If you need assistance in doing this please contact your IT department.

2) Getting the Update:

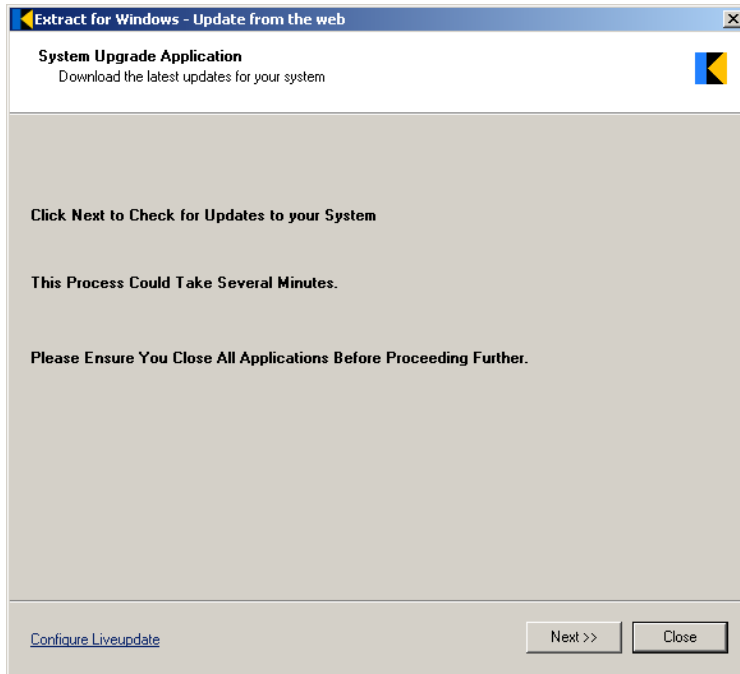
There are numerous methods to get this update. The preferred method would be to use the Liveupdate function of EasyTrade Desktop. If Liveupdate is not available e.g. your firewall blocks the connection then you must download from Kewill's support site, the instructions for this are later in the document.

3) Upgrading Liveupdate:

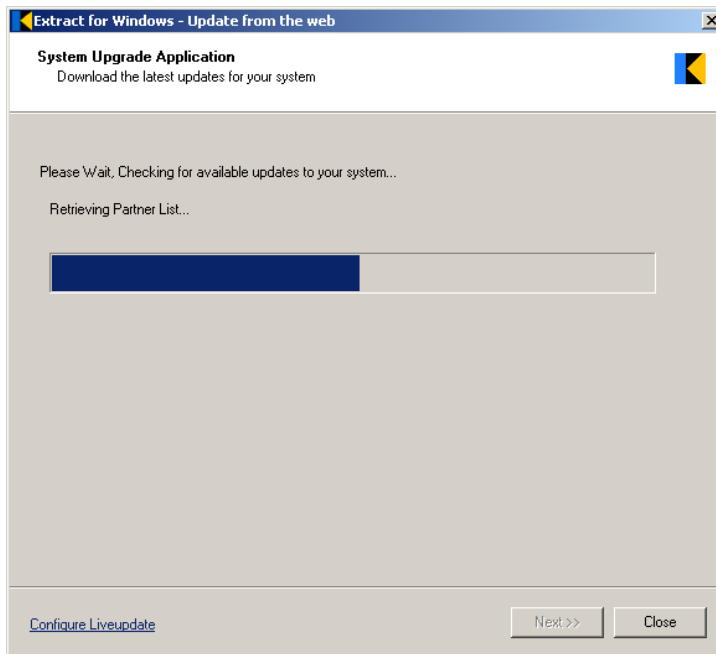
If it is possible to use Liveupdate, you must upgrade it first in order to download the VAT updates.

1. Run Liveupdate by clicking on the Start button in the bottom left hand corner. Go to Programs → Extract for Windows → Liveupdate. If you are running 3.11/3.12 then please go to Start → Kewill Systems Plc → Check for Updates.

2. This window will be displayed. If a different window is displayed go to section 5.

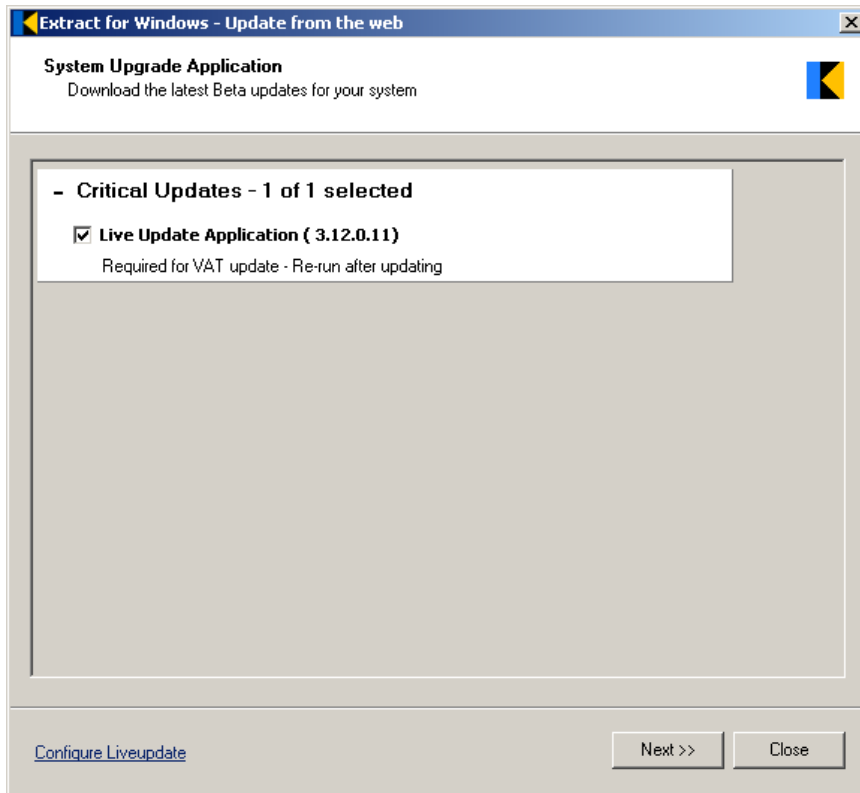


3. Click the 'Next' button to download the update. A progress bar will then be displayed.



4) Upgrading Liveupdate:

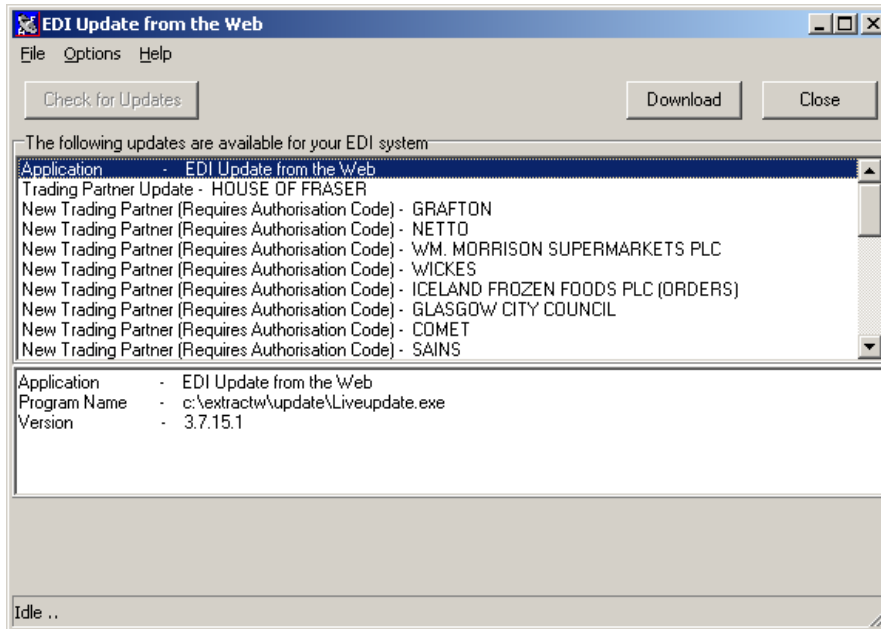
4. When the update list has been downloaded, you will see a screen like below. Please select the 'Live Update Application' by clicking in the check box. Then click 'Next'.



5. The update will begin to download. When it has completed please click on the 'Close' Button. The update has now downloaded and you must now run Liveupdate again to configure the VAT update. To do please go to section 6.

5) Upgrading Liveupdate (Old Versions):

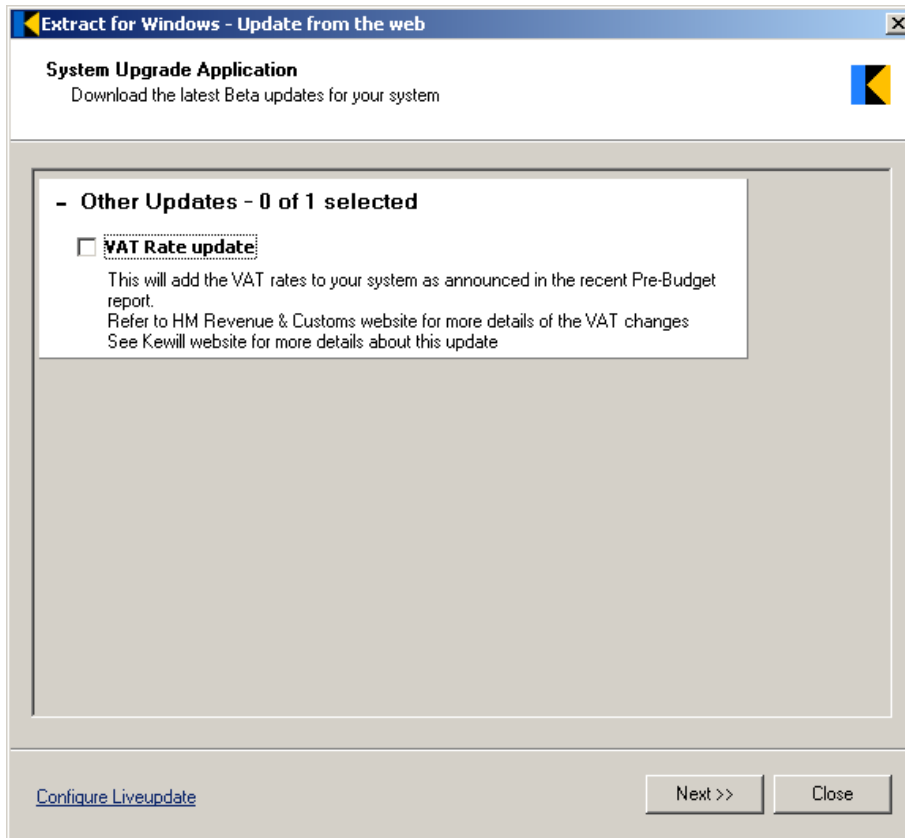
1. Please select the 'EDI update from web' entry and then click on the 'Download' button.



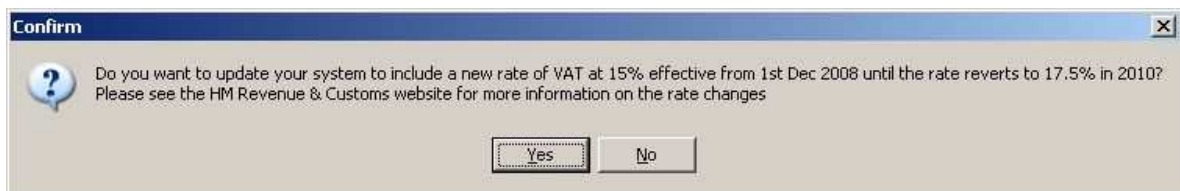
2. The system will download the update and when it has complete please close Liveupdate. You must now run Liveupdate again, please go to section 6.

6) Installing the Update:

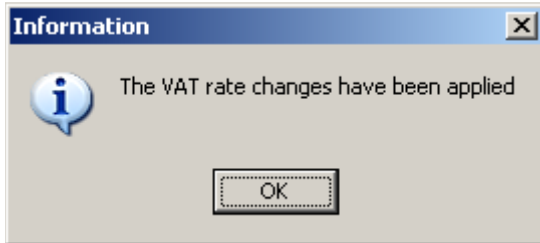
1. Run Liveupdate again and when the following screen is displayed, please select the 'VAT rate updates' by clicking in the checkbox and then pressing 'Next'. *Note if other updates are showing you should install these as well to ensure you are running the latest version of the applications.*



2. Once the update has downloaded the update will automatically run and the following dialog will be displayed.



3. If you wish to apply the updates and change your standard VAT rate to 15% please click on Yes. However if you do not wish to do this now please refer to the 'Changing your VAT Rate' located in section 9 of this document.



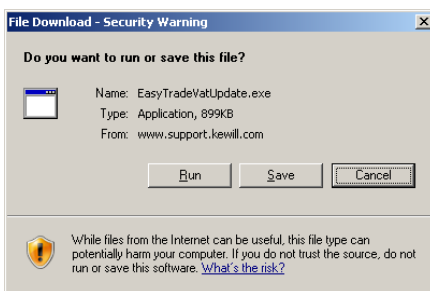
7) Downloading from Kewill Support:

If it is not possible to download using Liveupdate then you must download from the Kewill support site.

1. Open your web browser, such as Firefox or Internet Explorer.
2. Open the following web address

<http://www.support.kewill.com/Documentation/VAT%20Rate%20Changes/EasyTrade/EasyTradeVatUpdate.exe>

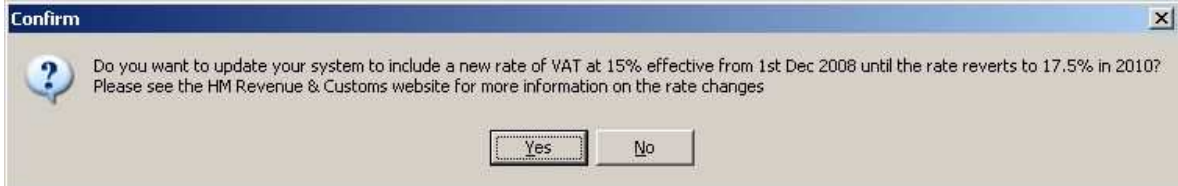
3. Once you have clicked the link that you require, the following will be displayed:



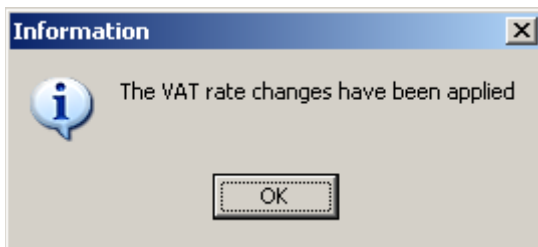
4. Click Save and download to your desktop.
5. Goto section 8.

8) Installing the Update from the Kewill Support Site:

1. Double click on the file that you have downloaded from the Kewill Support Site. This should be saved to your desktop.
2. The following dialog will be displayed.

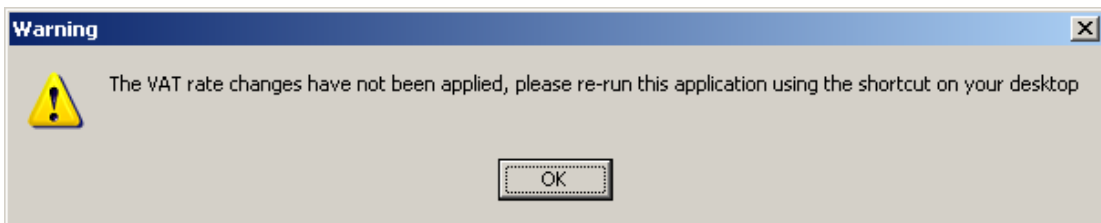


3. If you wish to apply the updates and change your standard VAT rate to 15% please click on Yes. However if you do not wish to do this now please refer to the 'Changing your VAT Rate' located in section 9 of this document.

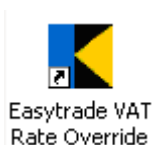


9) Changing the VAT Rate:

1. If you decided after the download that you did not want to apply the 15% VAT rate straight away then you will have seen the following dialog:

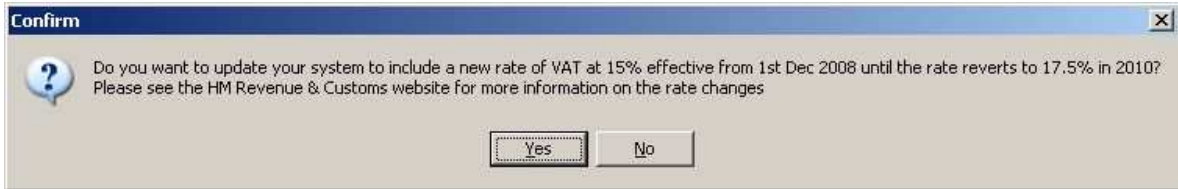


2. Therefore the VAT rate has not been applied. If you wish to change your VAT rate, please go to your desktop and double click on this icon:

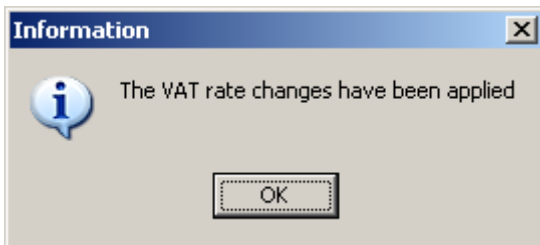


*NB: If this icon does not exist then you can run the program directly from
c:\extractw\utils\Vatchange1208.exe.*

4. The following dialog will be displayed.



5. If you wish to apply the updates and change your Standard VAT rate to 15% please click on Yes.

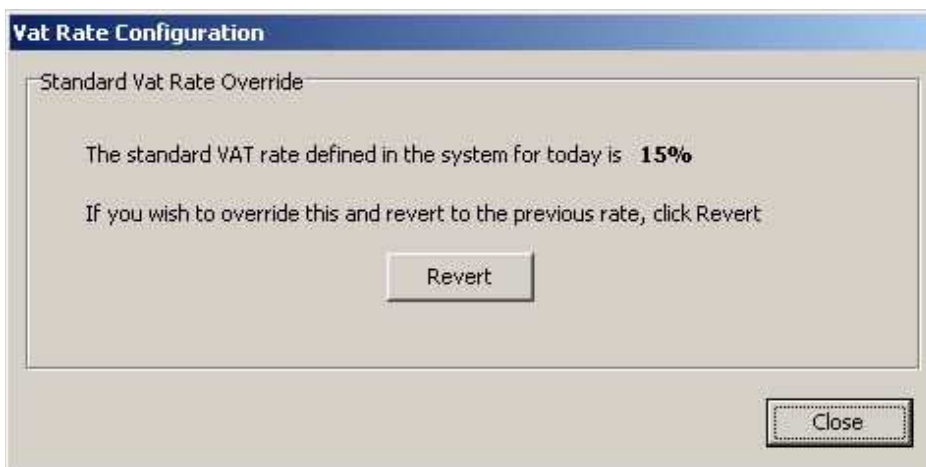


NB: Please note that the VAT rate will revert back to 17.5% in 2010.

10) Reverting back to 17.5% (After 01/12/08)

If after the 1st of December you need to revert back to the 17.5% rate then you will need to follow the instructions below:

1. Please double click on the 'Easytrade VAT Override' shortcut on your desktop.
2. The following dialog screen will be displayed.



3. Click on the 'Revert' button and the VAT rate will be set to 17.5%.



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 17.5%. As soon as it is closed the VAT rate will revert back to 15%.

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