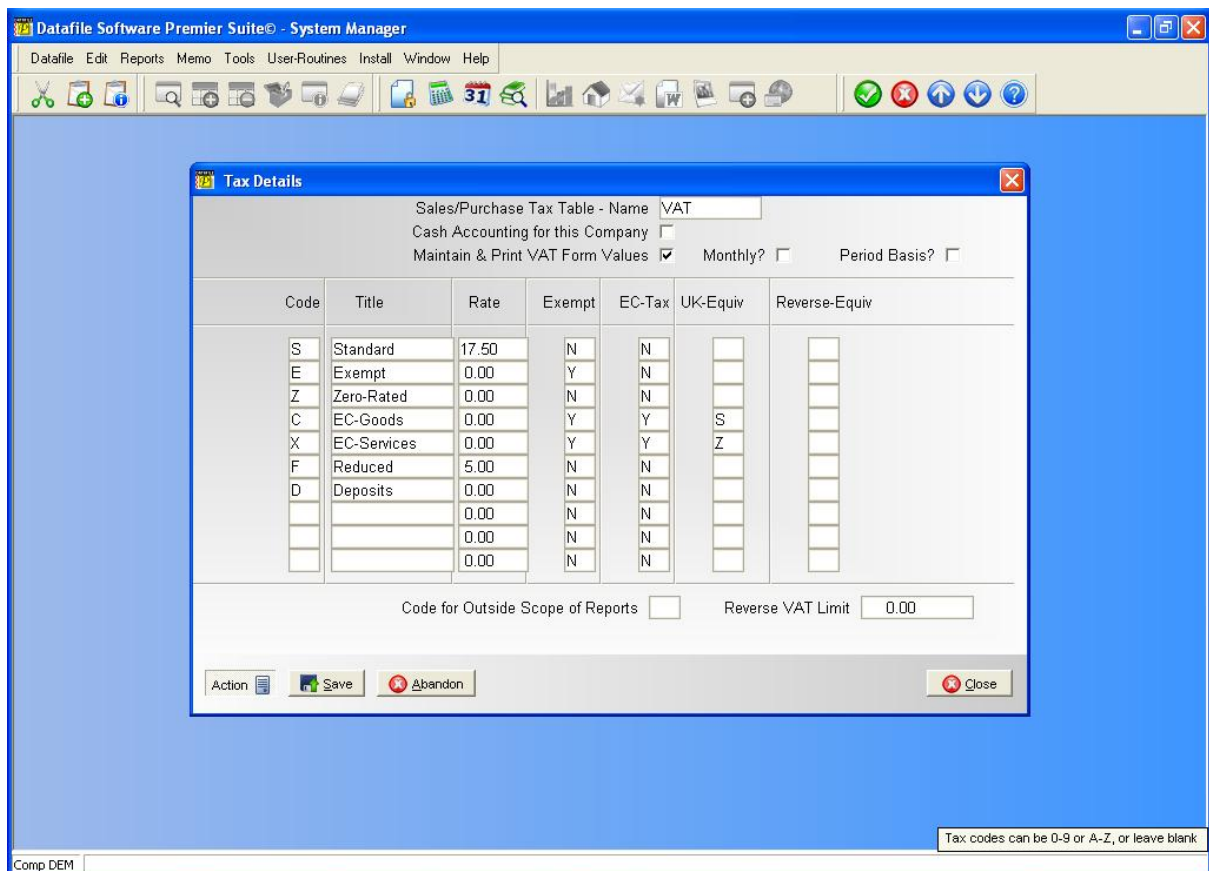


Important Note from Datafile Software

Updating your VAT Table

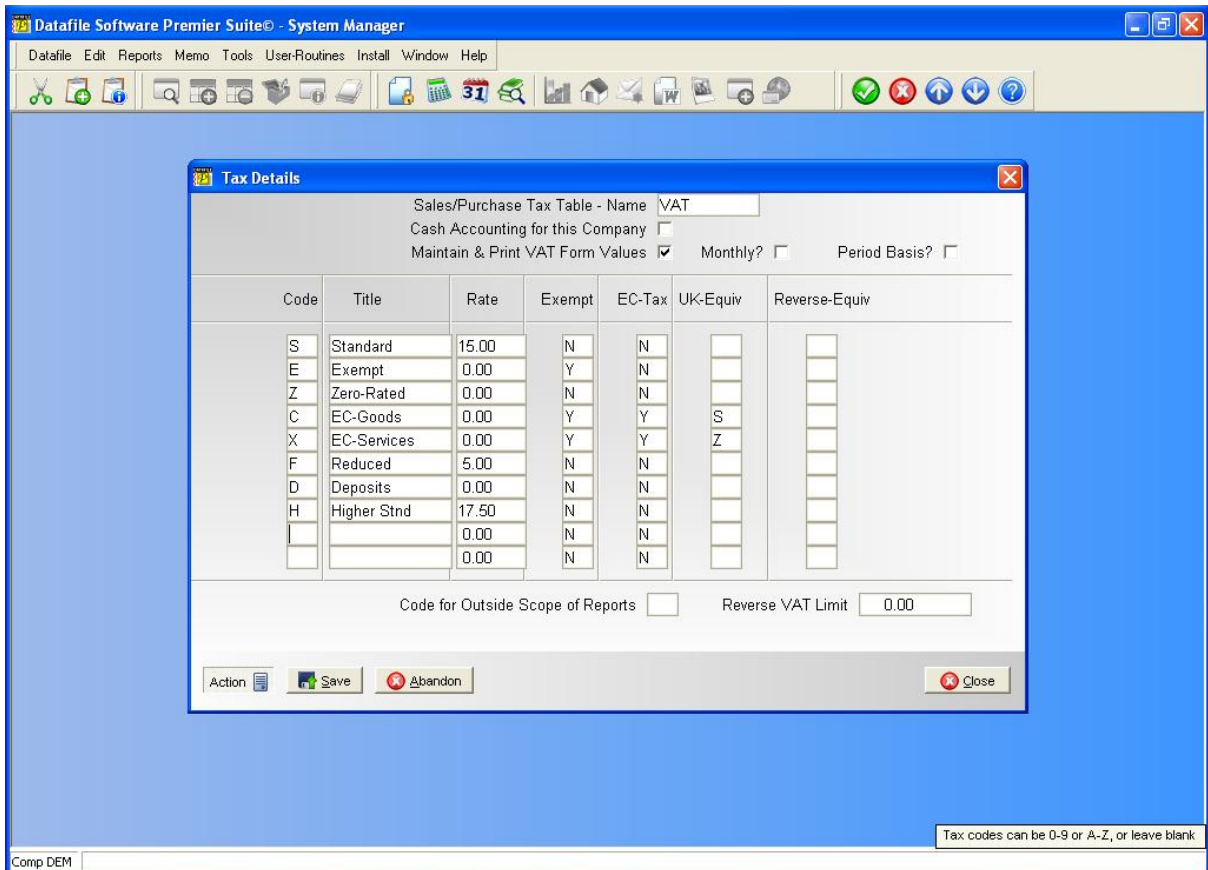
On Monday 24th November the government announced a reduction in the standard VAT rate from 17.5% to 15% effective for the period 1st December 2008 to 31st December 2009 after which VAT will revert to 17.5%.

To update your VAT table on 1st December 2008 you need to select the Installation option on your main menu, lock out the system using the 'Lock Out All Systems' option and then select the option VAT tables. Your VAT table should look something similar to the screenshot below:



To update the VAT table you need to <Enter> through to the rate for the standard VAT code and change the value to 15.00. Once done <Enter> through to blank line and add a new VAT entry setting as

- Code – H
- Title – Higher-Stnd
- Rate – 17.50
- Exempt – N
- EC-Tax – N
- UK-Equiv – (blank)
- Reverse-Equiv – (blank)



If purchasing from the EU then you may also need to add a higher rate code for EC-Acquisition Tax purposes.

- Code – Y
- Title – Higher-EC
- Rate – 0.00
- Exempt – Y
- EC-Tax – Y
- UK-Equiv – H
- Reverse-Equiv – (blank)

NB: Codes used and screenshots are for example purposes only.