

In preparation for the VAT rate change on the 1st January 2010, we have been checking your Dealer system and recommend the following alterations within Dealer.

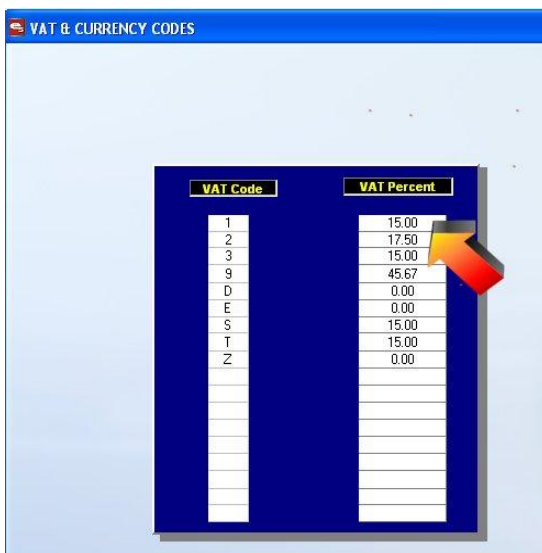
1. To cater for the forthcoming changes in VAT it is suggested that the following codes **S** and **1** are changed back to **17.5%**.
2. From the main screen select **Parameters, System Parameters, see below**



3. From the CRM Parameters page select the Vat, Currency, Cost Centre button, see below:



4. On the VAT and CURRENCY Codes window, double click on the 15% figure and type in 17.50%



A screenshot of the 'VAT & CURRENCY CODES' window. It displays a table with two columns: 'VAT Code' and 'VAT Percent'. The table contains the following data:

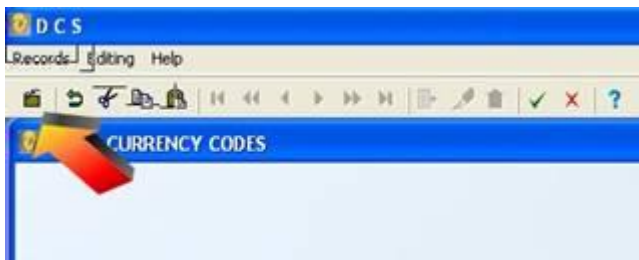
VAT Code	VAT Percent
1	15.00
2	17.50
3	15.00
9	45.67
D	0.00
E	0.00
S	15.00
T	15.00
Z	0.00

A red arrow points to the '15.00' value in the 'VAT Percent' column for code '2'.

5. Click on the green tick to save the new value. See below:



6. Repeat the activity for the second VAT code "S" if present and make the VAT percent 17.5%
7. Close each form by clicking on the close icon to return to the main customer form:



Please could you ensure before doing this change on the 1st January that all current accounts are concluded within Equinox and your Sage accounting software and the relevant exports / imports of Sales Invoices have been run **prior** to the changeover of the VAT rate. We would also recommend taking a backup of Dealer and Sage before running the month end imports.

Also please can you ensure that the relevant amendments to the existing standard VAT codes are implemented within your Sage accounts software - Sage advise changing the standard T1 vat rate back to 17.5%.

If you have any queries or require assistance then please do not hesitate to contact the Dealer Support Team.

Thank-you.