Getting Started With TaxAssistant

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Introduction

This user guide is an introduction to Tax Assistant. You will learn the basics of how to start using the main Tax Assistant programs; *TaxBase*, the *Tax Return* and the *Partnership Tax Return* modules.

TaxBase is a client database management system aimed specifically at tax applications. You will be able to use the TaxBase client database to store important client information. The system also includes a database of HMRC offices and the facility to associate each client with the appropriate office. There is also a database of UK dividends, which you can edit and extend to your own requirements. This dividend information can be imported into Tax Returns, thus saving a large amount of manual data entry.

The *Tax Return* modules provide an on-screen display of the Tax Return and all the Supplements. There are also comprehensive facilities for entering additional information such as bank interest, dividends and pension contribution details. There are specialised calculator windows for items such as car benefit, capital allowances, profit adjustments, overlap relief and capital gains. The tax calculation, as defined by the HMRC, is implemented automatically. You can enter auxiliary information that enables an accurate calculation of payments on account due. Client data can be automatically imported from TaxBase to the on-screen Tax Return. Information from the previous year's tax return can be rapidly transferred to form the basis of the current year's return. Accounts data produced by many accounts production software packages can be imported into the accounts section of the Self-employment Supplement. Data from the partner statements in the Tax Assistant Partnership Tax Return can be imported into the Partnership Supplement, and data produced using the Tax Assistant P11D program can be imported into the Employment Supplement. There is a powerful reporting facility for printing the Tax Return, the Supplements, all supporting schedules and the tax calculation.

The *Partnership Tax Return* modules provides an on-screen display of the Partnership Tax Return and all the Supplements. Additional information can be entered as in the individual tax return module. Similarly, client data can be automatically imported from TaxBase and the previous year's partnership return can be transferred to form the basis of the current year's return. Accounts data produced by many accounts production software packages can be imported into the accounts section of the Partnership Tax Return. The reporting facility enables printing of the Tax Return, the Supplements, partner statements and all supporting schedules.

The Tax Return, Partnership Tax Return, Trust Tax Return and Full Corporation Tax Return modules include functions to support Filing By Internet (FBI). FBI is supported by means of our Internet communications module called *FBI Courier*. Use of FBI within Tax Assistant is described in the *FBI User Guide*.

Basic package

The following modules are included in the basic Tax Assistant package:

TaxBase	Tax oriented database management system.
Tax Return	Personal tax returns for all Self Assessment years from 1997.
Partnership Tax Return	Partnership tax returns for all Self Assessment years from 1997.
CT600	Basic company tax returns for all years from 1999.
Repayment Claim	R40 repayment claims for all years from 1997.
Pensions Planner	Pensions planning tool for retirement annuity and personal pension relief covering years 1988-89 to 2009-10.

Options

The following options are available as enhancements to the basic package:

Company Tax Return	Comprehensive Company Tax Return for financial year 2002 onwards, including all CT600 Supplements, computations and supporting schedules.
P11D	Preparation of P11D and P11D(b) forms from 2002-03 onwards, including computations and supporting schedules.
Trust Tax Return	Trust and Estate tax returns for all Self Assessment years from 1998.
FBI Courier	Electronic submission of tax returns using Filing By Internet (FBI).

Tools

The following “tools” are also provided with all packages:

Library	A comprehensive set of essential documents for Tax Assistant users, including user guides and HMRC notes.
Data Folder	Provides the facility to create and manage multiple data folders for storing your Tax Assistant data.
Licence Control	Controls the management of licence activation on your computer.
Purchase/Renew	Enables you to select a suitable combination of Tax Assistant licences for your organisation, calculate the cost, and produce a purchase or renewal order form.
TA Live Update	Provides a facility to automatically update the Tax Assistant modules to the latest versions over the Internet.

Features

Here are some of the main features of the Tax Assistant:

Windows application, operating within Windows XP, Vista and 7, 32 bit operating system.
Database containing the names, addresses and telephone numbers of HMRC offices.

Database containing dividend data for major UK companies.

Database for storing your clients' personal details and information on their employment, business, assets and pension contributions.

Events diary for tracking tax compliance processing for each client throughout the year. A versatile diary reporting system is included.

Label printing facility for tax offices and client names and addresses.

Automatic attachment of names and addresses to standard letters sent to clients and tax offices.

Mail merge facility for use with standard word processors.

Facility to produce a form 64-8 for any client, based on information stored in the client’s database record.

On-screen display of tax return and supplement forms.
Supplement Manager for creating appropriate sets of supplements for each tax return.

Notepad screens for entry of supporting information, such as bank interest, dividends and property income.

Calculators for car benefits, capital allowances, profit adjustments, overlap relief and capital gains.

Import facility for accounts production data from many standard accounting software packages.

Easy-to-use filing system for Tax Return data.

Full integration of data between Tax Assistant modules with data transfer under user control.

Intelligent transfer of tax return information from one year to the next.

Tax Assistant produces high quality laser printed reports of:
1) Individual, Partnership and Trust Tax Returns printed on HMRC supplied PDFs.
2) HMRC approved printed Corporation Tax and Repayment Claim forms.
3) Supporting schedules for additional information.
4) Statements of income, deductions, allowances and calculated tax liability.

All printed substitute forms produced with Tax Assistant are HMRC approved. They may be submitted as valid returns in place of the "official" versions.

The Tax Assistant software can be run on a standalone PC or within a network.

System requirements

To run Tax Assistant we recommend the following minimum hardware specification. The performance of the software depends largely on the capabilities of your hardware. The following is an absolute minimum specification. The software will perform much better on higher performance systems.

Computer with Pentium processor running at 200MHz.
32MB of RAM.
CD-ROM drive.
Hard disk with 200Mb free.
Colour SVGA monitor (800 x 600 resolution). Keyboard and mouse.
A Windows compatible A4 printer capable of printing graphics at 300dpi or better.
We recommend a minimum of 6ppm and 4Mb of RAM.
Windows XP, Vista or 7, 32 bit operating system.
Adobe Reader 8.0 or later.

For electronic filing using Filing By Internet (FBI) you will require an Internet connection.

How to use the programs

Operating simplicity has been a major consideration in the design of Tax Assistant. We are sure that after this introduction to the operation of the programs you will quickly become familiar with the system and will soon be producing professional quality Tax Returns with a fraction of the effort and time previously required.

We suggest that you follow through the sequence of procedures described in this guide, especially in the Tax Return chapter, to familiarise yourself with the basic operation of the programs. The best way to learn more details about using the system is to experiment with your own client data. There are help screens available to guide you through the more complex operations.

In this guide we have assumed that you are familiar with using Windows. Throughout this guide we assume that you are familiar with Windows terminology, such as "button", "click on", "icon", "dialogue box" and "text box". If you are not an experienced Windows user we recommend that you consult the Windows manuals or work your way through the on-line Windows tutorial before using Tax Assistant.

To use our support service effectively you must have a good knowledge of basic Windows programs, such as Windows Explorer and Notepad. You must also have access to the Internet. This will enable you to download program updates and make support enquiries using email and forms on our website.

If you use Tax Assistant in a network environment you must have an understanding of basic network concepts such as computer names, shares names and network drives.

Follow the installation instructions given in the *Installation* chapter to install Tax Assistant on your hard disk.

Most screens in TaxBase have a Help command button that brings up a description of the functions available - use these when required. This user guide takes you through all the stages of setting up client information in the database, creating and manipulating client files in the Tax Return modules, entering information into the on- screen Tax Return, calculating tax liability and printing reports. Some of the more advanced features are not covered in this guide. Please refer to the documents on the individual program modules for more advanced information. There are separate user guides that deal with electronic filing.

Installation

Before using Tax Assistant you must make sure that Windows is suitably set up. Please read the following two paragraphs carefully before installing the software.

Printers

Make sure your printer is set up to be compatible with the selected printer driver. Consult the Windows documentation or Help system if you are not sure how to set up the printer driver software and consult your printer documentation to find out how to set up your printer. Also, make sure you have the latest printer driver software for your printer. New drivers can often be downloaded from a manufacturer's web site. You may have to change the default settings of your printer driver software to obtain optimum performance when printing tax return forms. These are very different from simple word processor documents and spreadsheets. To find the most suitable settings, you may have to experiment with different settings.

Dates

Tax Assistant checks for the validity of dates immediately after you enter them. The system date format must be dd/mm/yy or dd/mm/yyyy, for example 21/09/03 or 21/09/2003 for 21st September 2003. You must ensure that the Windows date format is set up correctly on your computer. To do this, open the Control Panel window then double-click on the Regional Settings icon. Select the Regional Options and make sure the "Short date format" is set to dd/mm/yy or dd/mm/yyyy and the "Date separator" is / (forward slash).

Running the installation program

Close down all programs before installing Tax Assistant.

If possible, you should also restart your computer before installing Tax Assistant. This will ensure a "clean" installation.

Insert the CD-ROM into your CD drive. On most computers the setup program will start automatically. You may have to wait for a short period to allow the CD drive to start reading the CD. If the setup program has not started automatically after about a minute, you can start it manually. To do this, run d:\setup.exe, where d: is the CD drive letter. The setup program leads you through each stage of the installation process. Click on the Cancel button at any stage to abort the installation.

Tax Assistant Installation

This is the starting point for installation of Tax Assistant, Tax and FBI Courier. By default, Tax Assistant is selected and the check box labelled "Show instructions before installing Tax Assistant" is ticked. This allows you to view and print the release notes for the current version of Tax Assistant before proceeding with the installation.

If you do not wish to view this document you can turn off this option. With Tax Assistant selected, click on the Next button to start the installation process.

Welcome
The first Tax Assistant screen welcomes you to the installation process. Click on the Next button to continue.

Setup Type
A Typical installation is appropriate for most users. If you are unlikely to require the Tax Return modules for 1997 to 2003 you can select a Compact installation and these modules will not be installed. A Custom installation can be used if you wish to install any of the pre-1997 programs. You will be given the opportunity later in the installation process to select which components you wish to install.

Choose Destination Folder
The default destination folder is “C:\Program Files\Tax Assistant”, but the setup program will attempt to detect a previous Tax Assistant installation on your system and offer that folder as the default. It is important that you select the correct folder when you are installing future Tax Assistant updates, so we recommend that you use the default folder unless there is a good reason not to. If you really do wish to install into a different folder, click on the Browse button and specify the appropriate directory path.

Select Components
If you chose Custom as the Setup Type you will be given the opportunity to select which software components to install at this time. Scroll through the list and tick the boxes for each component you wish to install.

Select Program Folder
The Program Folder name is the name that will be used in the Windows menu system to access the Tax Assistant programs (i.e. the shortcuts). The default folder name is “Tax Assistant”. We recommend using this name to ensure that future Tax Assistant updates will create shortcuts to the correct folder. If you change this name you will have to ensure that the alternative name you use is also used with future updates.

Start Copying Files
Examine the “Current Settings” to ensure that you have entered the correct information. If you wish to change anything, click on the Back button to return to any of the previous steps and make the appropriate changes. When you are satisfied with the settings, click on the Next button to start installing Tax Assistant.

Finish
When Tax Assistant has been successfully installed, the “Finish” screen appears. Click on the Finish button to complete the installation.

Restart your computer after installing Tax Assistant.

The installation process creates a shortcut icon called “Tax Assistant” on your Windows desktop. Double-click on this icon to open the Tax Assistant Desktop. The Tax Assistant Desktop is the normal entry point into the Tax Assistant system.

Installation on a network

If you will be using Tax Assistant in a network environment you must install the software locally on all the workstations on which the software will be used. In a server-based network, such as Windows NT or Netware, you will probably want to store your data, such as the client database and the tax return files, in a data folder on the network server. In a peer-to-peer network, such as the Microsoft Windows Network, you will probably want to allocate one computer as the file server. In either case you will need to set up a data folder on the server and configure each of the Tax Assistant programs to access their data from the server.

Firstly, you can use the Data Folder program to create a new Tax Assistant data folder on the server. The *Data Folder* chapter in this booklet gives details of how to do this.

You will then be able to use the Data Folder program or the Folder Manager function within each of the programs to set up a “pointer” to the Tax Assistant data folder you have created. The *TaxBase* and *Tax Return* chapters in this booklet give details of how to use the Folder Manager function

Tax Assistant Desktop

Open the Tax Assistant Desktop by double-clicking the *Tax Assistant* icon on the Windows Desktop. The Tax Assistant Desktop provides an easy way of starting up Tax Assistant programs.

The Tax Assistant Desktop contains command buttons for each of the Tax Assistant programs. Click on the appropriate button to run the corresponding program.

The Tax Assistant version number and licence information is displayed at the bottom right.

At the bottom of the window there is a status bar showing the full directory path to the Tax Assistant Program Folder. When you install Tax Assistant updates you must Select this path as the destination folder in which updated programs are to be installed.

Note: Program files will often be installed into sub-folders within the main Tax Assistant program folder. When installing updates you should not include the name of the sub-folder within the destination path, only the path to the main Tax Assistant program folder.

You may find it convenient to minimise the Tax Assistant Desktop window while you are running other programs. A check box at the bottom of the screen can be used to determine whether or not to automatically minimise the Desktop when you start a Tax Assistant program.

Purchase/Renew

All Tax Assistant licences are for a period of one year. In order to continue using the software you must renew your licence annually. The Purchase/Renew facility enables evaluators to produce a Purchase Order form and existing users to produce a Renewal Order form.

If you are using Tax Assistant on more than one computer, you only need to use the Purchase/Renew function on one computer.

During the final month of your licence period you will be reminded of the imminent expiry of your licence each time you run any of the Tax Assistant programs.

To initiate the purchase or renewal process, click on the Purchase/Renew button on the Tax Assistant Desktop. This takes you into the Purchase/Renew program.

In the CUSTOMER DETAILS frame, enter all requested information (some boxes are mandatory).

In the LICENCE DETAILS frame, a yellow banner shows you the licence period. If you are renewing a licence, this banner shows the first and last dates of the new licence period. If you are purchasing a licence for the first time this banner reminds you that the licence period is one year.

Click on the Package Information button to view a summary of the modules that are included in each available package.

It is important that you read the package information summary to determine exactly which modules you require. If you have any questions regarding what is included in each module, please contact our sales department at sales@drummohr.com.

In one of the package frames, enter the number of computers on which you wish to run each of the available combinations of modules.

For example, if you want to use the basic Tax Assistant package plus the full Company Tax Return, P11D and the Trust Tax Return on one computer, only the basic Tax Assistant on a further three computers, enter “1” in the first box, enter “3” in the fourth box.

Scroll down if necessary and you will see the licence price in the blue box at the bottom of the LICENCE DETAILS frame. You can check the price for alternative combinations of modules by changing your entries in the LICENCE DETAILS frame.

When you have selected the package you require, scroll down to the LICENCE AGREEMENT frame. Click on the View Licence Agreement button to view and, if

Required, print our Software Licence Agreement. Please read this document carefully before proceeding. If you accept the terms and conditions of the Licence Agreement, tick the box in the LICENCE AGREEMENT frame to confirm this, then click on the Continue button to proceed to the *Payment Details* window.

In the *Payment Details* window, select your required method of payment and, if applicable enter your credit card details. Click on the Print Purchase Order or Print Renewal Order button to print the order form.

All the information you have entered, excluding the payment details, are saved on your computer and retrieved the next time you use the program (e.g. at the next renewal date).

Licence Control

Tax Assistant will only operate in evaluation mode until you have registered your licence to use the software. This helps to protect the software from unauthorised use. When your licence has been registered, you can only use Tax Assistant on the computer on which it was registered until the expiry date specified in the Licence Agreement. If you have purchased a licence to use Tax Assistant on more than one computer you may only register the number of computers specified in the Licence Agreement.

There is a facility for transferring a licence from one computer to another. To do this, you must first cancel the licence on the original computer before requesting a licence on the new computer. The licence program that is built into the software examines the hardware on your computer to determine a *Computer Identity*. If you intend to alter your hardware (e.g. re-format the hard disk) you must cancel the licence prior to doing so, then re-activate it after the alterations have been made. This ensures that the current *Computer Identity* is properly registered.

To start the Licence Control program, click on the Licence Control button on the Tax Assistant Desktop. This opens the Tax Assistant Licence Control window. Click on the Help button to view full details of the Licence Control functions. The Renew button (Purchase button if licence not already active on this computer) can be used when you wish to renew your annual licence and the Cancel button can be used to initiate the transfer of your licence to another computer. To start the activation process, click on the Request button to open the *Activation Request* window. Enter your details in the CUSTOMER frame; the entry in the *Identity* box is the 6-digit Customer Identity you were given when you purchased Tax Assistant.

In the COMPUTER frame, enter a name for this computer in the *Name* box. If the computer is connected to a network, use the computer's network name; otherwise use any name that enables you to uniquely identify this computer. The *Identity* in the COMPUTER frame is generated automatically by the program. Please make sure the Date in the COMPUTER frame is the current date; otherwise exit from the program and correct the system date on your computer.

The REQUEST frame will be enabled when you have entered all relevant information into the CUSTOMER and COMPUTER frames. Tick the boxes to select the modules you want to activate on this computer. Make sure you only tick the boxes relating to the modules for which you have purchased a licence. Click on the Request button to generate an Activation Request code in the green box in the REQUEST frame.

The Print and Save buttons will be enabled when you have generated an Activation Request code in the REQUEST frame. Click on the Print button to print an Activation Request form, which you can fax or post to us. Alternatively, click on the Save button to save the Activation Request form as a text file, which you can attach to an email message. Click on the Exit button to exit from Licence Control.

In response to your Activation Request we will issue an Activation Key. This is a two-part number, which you must enter into the Licence Control system to activate the licence for your selected modules on this computer. When you have received the Activation Key, go back into Licence Control and click on the Activate button to open the *Activate Licence* window. The CUSTOMER and COMPUTER frames should contain the same information you entered in the *Activation Request* window; if not, make any necessary corrections. Also make sure the date in the COMPUTER frame is the current date; if not, exit from Licence Control and correct the system date on your computer.

The ACTIVATE frame will be enabled when you have completed the CUSTOMER and COMPUTER frames. Enter the supplied Activation Key into the ACTIVATE frame then click on the Activate button to activate the licence on this computer.

The licence will remain active until the expiry date. The software includes a logging mechanism to detect changes of the system date on your computer. You can normally make minor changes to correct the date and time. If you accidentally make a significant date change and find that the computer has become unlicensed, go back into the *Activation Request* window and make a new request.

Data Folder

When you first install Tax Assistant the system selects the program folder as its data folder. The data you create (e.g. client database records, tax return files) will be stored in sub-folders within the program folder. For example, if your program folder is:

C:\Program Files\Tax Assistant

your client database records will be stored in the file:
C:\Program Files\Tax Assistant\TaxBase2\Tbase020.mdb

your 2011 Tax Return files will be stored in the sub-folder:
C:\Program Files\Tax Assistant\Tax11

and your 2011 Partnership Tax Return files will be stored in the sub-folder:
C:\Program Files\Tax Assistant\Ptx11

There can be advantages in storing your data in a separate folder from the program folder. Backing up your data is simpler, and it is easier to transfer your data to a new computer. If you are using Tax Assistant in a network, you will probably want to store your data in a folder on the network file server so that you can share it with other Tax Assistant users on the network. The Data Folder program provides the means for creating and updating a Tax Assistant data folder. It automatically creates the necessary sub-folders and copies database files from your program folder. For example, when a Tax Assistant update installs a new dividends database, you can run the Data Folder program to copy the dividends database into the TaxBase2 sub-folder within your data folder.

To run the Data Folder program, click on the Data Folder button on the Tax Assistant Desktop. There are text boxes showing the full directory path to the program folder and the data folder. The default data folder is “C:\TaxData”. If you wish to create a single data folder on a standalone computer you can leave this as the selected data folder path. Otherwise, you will have to change the data folder text to suit your operating environment. For example, to create a data folder called “TA” on a network drive called “F:” you should enter the data folder text as “F:\TA”. You can also specify the data folder using a computer name and a share name. For example, to set up a data folder called “Tax” within a folder having the share name “Data” on a network computer called “Server”, enter the data folder text as “\\Server\Data\Tax”. Note that the data folder path you enter is only the directory path to the main Tax Assistant data folder. Do not include any sub-folder names (e.g. TaxBase2, Tax11) in the data folder text. The program will automatically create any required sub-folders. Instead of typing in the directory path to an existing data folder you can use the Browse button to navigate to that folder.

The frame labelled “Select databases to be replaced” contains check boxes that allow you to determine whether to overwrite any of the standard databases with copies of those contained in the program folder. When you are creating a new data folder there are no standard databases currently in the data folder, so you do not need to tick any of these check boxes; the standard databases will be copied from the program folder into the new data folder. When you have installed a Tax Assistant update (e.g. at the beginning of a new tax year), including a new version of the Tax Offices database, you will probably wish to update the Tax Offices database in the data folder. In this case you should tick the check box labelled “Tax Offices”. Some users prefer to edit the Tax Offices database to suit their own requirements and, therefore, do not wish to overwrite their existing database with that included in a Tax Assistant update. In this case the “Tax Offices” check box should not be ticked.

To create a new data folder or update an existing data folder, click on the Update button. A message indicates that the data folder has been successfully set up. If the data folder path you entered is invalid or unavailable, an error message is displayed.

If you use multiple data folders (e.g. one data folder for each partner in the firm), you will have to repeat the above process for each data folder, entering the appropriate data folder text and clicking on the Update button for each data folder.

After you have created a new Tax Assistant data folder you will have to configure each Tax Assistant program to access its data in that folder. This can be done using the Folder Manager function in each program module, as described in the *TaxBase* and *Tax Return* chapters of this booklet. Alternatively, you can use the Configure function within the Data Folder program. Click on the Configure button to open the *Configure Programs* window.

Decide which programs you want to configure and tick the appropriate boxes in the Programs frame, or click on the Select All button if you want to configure all programs. You will probably want to select all programs when to have installed Tax Assistant on a computer for the first time and you want to configure all the programs to access their data in a data folder you have created.

Each Tax Assistant module can be configured for rapid access to up to four data folders. Each data folder is identified by a name and the directory path to that folder. Each time you use the Configure function you can configure one of these four data folders for each program module. In the Folder frame, select the number of the data folder you want to configure. The directory path you entered in the main Data Folder window automatically appears alongside the selected folder number. Enter a name by which you will identify this folder in the *Name* box. If you do not enter a name here, the existing name, if any, for that folder number will be retained in each program module. If you want to make the selected folder number the current folder in each program module, tick the box labelled "Tick this box to make the folder selected above the current folder". If you do not tick this box, the current folder selection for each program module will remain unchanged.

When you are satisfied with all the selections you have made, click on the Configure button to configure the selected programs.

WARNING: Do not use the Configure function unless you fully understand the process involved in configuring Tax Assistant programs to access data folders. Read the Folder Manager sections in the TaxBase and Tax Return chapters in this guide for detailed information on configuring individual programs. This will help you to understand how the Configure function operates. If you make a mistake with the Configure function your existing Tax Assistant data will not be lost but it may not be visible to you until you reconfigure the programs correctly.

You can use the Configure function as often as you like to set up access to different Tax Assistant data folders.

TaxBase

TaxBase is a database management program, designed specifically for tax agents. It provides many of the administrative facilities that help to make a professional tax practice more productive and efficient. In addition to client information storage and retrieval the program includes management of databases for dividends and HMRC offices, a diary system to record progress of tax return processing for all clients, selective merge facilities based on user defined filter criteria and management of standard letters. Data stored in a TaxBase database is easily integrated into the other Tax Assistant modules.

Start TaxBase by clicking on the TaxBase button on the Tax Assistant Desktop. You will, firstly, see a banner screen that gives details of the current version of the software, your serial number and licence information. After a few seconds the banner screen disappears and is replaced by the TaxBase overview screen. Access to all information in the database starts from this screen.

Before beginning, take a brief look at the overview screen. This screen has a title bar at the top showing the name of the program and the currently selected database, a menu bar for accessing all available functions, a toolbar with buttons that provide a "single click" method of accessing the available functions, a main display area where the data screens will be displayed and, at the bottom of the screen, a status bar.

Folder Manager

TaxBase can operate with multiple databases (e.g. on a network). It includes a facility to switch rapidly between different databases. The Folder Manager, accessed from the menu bar by selecting Manager... in the File menu, is used to set up the directory paths to alternative databases. Any one of up to four TaxBase databases may be selected from the File menu.

Note: When referring to your main Tax Assistant program folder in this guide, we assume that the software has been installed into the program folder:
C:\Program Files\Tax Assistant

This is the default installation folder for Tax Assistant from version 7 onwards. If your original Tax Assistant installation was earlier than version 7, the default installation folder was:
C:\TAXASS

Keep this in mind when references are made to the "Tax Assistant program folder". All Tax Assistant folders have sub-folders for each program. For example, the TaxBase sub-folder is:
C:\Program Files\Tax Assistant\TaxBase2

Directory paths are not case sensitive. For example the directory path shown above could also be specified as:
C:\PROGRAM FILES\TAX ASSISTANT\TAXBASE2

A typical use of the Folder Manager is to set up a network workstation to access data on a network file server. When you install Tax Assistant on a workstation all data is accessed, by default, on the local hard drive (normally C:). For example, all your client data is stored in the file "TBase020.mdb" in the folder:
C:\Program Files\Tax Assistant\TaxBase2

To change the configuration to access data on the server drive F, use the following procedure:

Go to the File Manager by selecting Manager... in the File menu.

In the first row, you will see the name and folder for the default database. You can change the name if you wish, but the default folder cannot be changed at this time because this is the currently selected database.

In the second row, enter a name by which you will refer to the database (e.g. Network Server) in the left-hand box and enter the full directory path to the TaxBase folder on the server (e.g. F:\TaxData\TaxBase2) in the right-hand box. You must enter a valid directory path, and it must always end with the TaxBase sub-folder name "TaxBase2". You would only be able to specify the path "F:\TaxData\TaxBase2" if you had previously used the Data Folder program to set up

“F:\TaxData” as a Tax Assistant data folder (but see Note below). See the Data Folder chapter in this guide for details of how to use the Data Folder program.

Note: You may also specify the directory path to a Tax Assistant program folder since a Tax Assistant program folder is also a valid Tax Assistant data folder. For example, in a peer-to- peer network, the peer server may also be used as a Tax Assistant workstation with the shared data stored in its program folder. This is not recommended, however, since it is preferable to keep data in a separate folder from the programs.

Click on the OK button.

When you click on the File menu now you will see that there are two databases available; 1 - the default database, as before, and 2 - the new database on the server. Click on 2 to select the database on the server as the current database. From now on the program will use the database on the server, even if you restart the program or re- boot your computer. If the menus and the toolbar buttons are disabled, it is likely that you are not pointing to a valid data folder. Check that you have typed in the directory path correctly, that this is a valid Tax Assistant data folder, and that your network has enabled that folder for both reading and writing.

Adding, deleting and renaming clients

Click on the Clients button in the toolbar or select Clients on the Data menu to open the Clients window.

To create a new client, click on the New button and enter the client’s first name and last name. Every client must have a unique name. If you create a duplicate name the program will warn you that it cannot create a client with the same name as one that already exists.

Tip: If you have two clients with the same name, change the spelling of one of the names slightly. Even the addition of a single character, such as a period or a space at the end of the last name will make it unique.

To change the name of an existing client, select the client in the list and click on the Rename button.

To delete a client from the database, select the client in the list and click on the Delete button. You will be asked to confirm the deletion before the client is deleted from the database.

Editing client information

Use any of the command buttons on the second and third rows of the toolbar or select the required item on the Data menu to open a client information window. There are Help buttons on some of the screens to give guidance on how data should be entered. You can enter information into the text boxes and use the check boxes and option buttons to indicate whether specific characteristics apply to the currently selected client. To select a client, go to the Clients window and double click on the client’s name on the list, or select the client in the list and click on the Select button. The following paragraphs describe the main features of each data window.

Personal

In the "Called" field, enter the name by which you would normally address the client in the salutation of a letter. For example, if you would start a letter with "Dear John,", enter John in the Called field but if you would start a letter with "Dear Mr. Smith", enter Mr. Smith in the Called field.
In the Spouse section you can either type in the spouse details directly or click on the Select button to fill in the fields with data from a previously stored client.
Use the Indicators button to open one of the Indicators windows - see the paragraph below on Indicators.

Administration

If you know the number of the client's tax office you can enter the number in the “Number” field - the name, address, telephone number and fax number will automatically appear when a valid tax office number is entered. Alternatively, click on the Select button to select the tax office from the alphabetic list of tax office names. Note that recent changes in tax offices means that more than one tax office may have been allocated a specific number by the HMRC. TaxBase requires that all offices in the database have a unique number. This means that, while the TaxBase office number is nearly always the same as the HMRC number, there are rare instances where it is different. If you type in the office number, it must be the TaxBase number rather than the HMRC number. The safest approach is to use the Select button.

Employment

Data may be stored for up to four employments. Use the PAGE up and down arrows to change from one employment to another.
The Net Relevant Earnings can be imported into the Tax Assistant Pensions Planner module. If you intend to use this facility you must enter the Tax Year in a format such as 2008-09 or 2008/09 for the 2008 to 2009 tax year, 2009-10 or 2009/10 for the 2009 to 2010 tax year, and so on. Use the arrow buttons to move the NRE information up and down.
Use the Indicators button to open one of the Indicators windows - see the paragraph below on Indicators.

Business

Data may be stored for up to four businesses. Use the PAGE up and down arrows to change from one business to another.
The Net Relevant Earnings can be imported into the Tax Assistant Pensions Planner module. If you intend to use this facility you must enter the Tax Year in a format such as 2008-09 or 2008/09 for the 2008 to 2009 tax year, 2009-10 or 2009/10 for the 2009 to 2010 tax year, and so on. Use the arrow buttons to move the NRE information up and down.
Click on the List button in the *Year end* frame to open the Year End window. In this window, click on one of the month labels to display a list of businesses with a year end in that month. To use this facility you must already have a 'Name of business' entered in the Business window.
Click on the Print button to print the currently displayed list.
Click on the Merge button to create a mail merge data file containing the clients on the currently selected list – see the paragraph below on Merge.
Click on the Close button to return to the Business window.
Use the Indicators button to open one of the Indicators windows - see the paragraph below on Indicators.

Assets

The grey boxes are reserved for descriptions of assets and liabilities common to all clients; the white boxes are for descriptions of items specific to the currently selected client. Click on the Details buttons to enter more detailed information on specific assets or liabilities. If you do not wish to use this window for its normal purpose, it is ideal for general information storage and retrieval. It contains labels (the grey boxes), dates, monetary amounts and notes. There are many practice management applications for which this window could be used and, bear in mind, that the client database is Microsoft Access compatible, so you can create merged reports in applications such as Microsoft Word using the data from your TaxBase client database.

Pension Contributions

Use the Help button to display guidance on how to enter information in this window. The information entered here will be imported into the Tax Return and Pensions Planner modules. Make sure you enter the gross or net payments where appropriate.

User Defined

This window is available for you to use as you wish. You can edit the Title text box to provide a label for this window. As you edit the title, the caption on the User Define button in the toolbar and the User Defined item in the Data menu changes accordingly.

Use the grey boxes to enter data that is common to all clients and the white boxes to enter data specific to the currently selected client. The combination of grey and white boxes allows you to use the grey boxes for labels and the white boxes for data associated with these labels.

Diary

The Diary is one of the most important elements of TaxBase. Used effectively, it provides a powerful administrative tool for handling your client's tax affairs.

The diary covers any four years. Edit the Tax Year text boxes as required and use the up and down arrows to move from one year to another.

When you have used all four available tax years you can use the tax year selection buttons to select the “oldest” tax year, and then use the Clear All button to delete all information for that year. You can then edit the Tax Year text for that page and re-use it for the “new” tax year. Make a backup of you client database file, Tbase020.mdb in the TaxBase2 sub-folder within your currently selected Tax Assistant data folder, before using the Clear All button, just in case you need to re-cover the diary information for the “oldest” tax year in the future.

Each diary page comprises "Standard Events", described in the grey boxes and "Client Events", described in the white boxes. The standard event descriptions apply to all clients and the client event descriptions apply only to the currently selected client.

Before using the diary in earnest you will have to decide which standard events are important to you and enter them in the standard event descriptions. Typical examples of standard events are "Request for data sent to client", "Data received from client" and "Tax Return sent to HMRC".

As each event occurs, enter the date in the appropriate text box. As well as keeping a record of when each event occurred you will also be setting up the system for "diary filtering" which enables you to produce lists of clients using defined criteria. For example, you can create a list of "clients whose tax returns have not yet been lodged" or a list of "clients who have been requested to supply tax data but have not yet responded".

The best way to illustrate diary filtering is with a typical example. To follow this example you will need a reasonable number of clients in your database.

Let us assume that you want to produce a list of all clients whose tax returns are currently being processed in your office - that is, those whose tax return data for the current tax year has been received but whose tax returns have not yet been sent to the HMRC. You have created standard events called "Tax Return data received from client" and "Tax Return sent to HMRC". As you received each client's tax data you would record the fact by entering the date on which it was received alongside "Tax Return data received from client" in that client's diary. Similarly, when a client's tax return is sent to the HMRC you would enter the date alongside "Tax Return sent to HMRC".

Click on the List On button to bring up your client list, which will initially show all client names. The column of green boxes at the right side of the standard event descriptions provides the diary filtering facility. In our example we require to know which events have a date entered alongside "Tax Return data received from client" and no date entered alongside "Tax Return sent to HMRC". Click on the green box alongside "Tax Return data received from client" - the letter Y (for Yes) appears in the box and the list changes to include all those clients for whom you have entered a date in this line. Now click on the green box alongside "Tax Return sent to HMRC" - the letter Y appears - click on it again and the letter N (for No) appears. You have now specified the required filter criteria and the list shows the clients whose diary entries satisfy the criteria.

At the top of the list there is a text box containing the word "Title". You can replace this text with an appropriate title such as "Client data currently being processed". To print the list of selected clients, click on the Print button, to create a merge file containing this list of clients, click on the Merge button. Note that the caption on the "List" button has now changed to List off. Click on this button to turn the list off.

The above procedure may seem a bit complicated at first but with practice you will find that diary filtering is very simple, requiring just a few clicks of the mouse to produce a list of clients satisfying your selected criteria. It does not matter which client is selected when you set the filter criteria.

A Report facility is included in the Diary window. This can be used to produce a management report relating to tax return processing for all clients in the database. There is also a filtering facility that allows you to qualify a report to be specific to a particular partner, manager, and assistant or tax office, using the information stored in the Administration window. The report is based on up to six ‘key events’ selected from the list of Standard Events. To generate a report, proceed as follows:

1. Start TaxBase and go to the Diary window. It does not matter which client is currently selected.

2. Identify key events by inserting an asterisk as the first character in the event description. You can select up to six key events; if you select more than six, only the first six will be used.

3. Click on the ‘List On’ button to display the client list.

4. If required, click on any of the green filter boxes to restrict the client list to any selected criteria.

5. Edit the list Title box to make it a description of the report.

6. Click the ‘Report’ button to display the Diary Report dialogue.

7. If you wish to restrict the report to clients dealt with by a particular Partner, Manager or Assistant, or those associated with a particular tax office, enter the appropriate text in the ‘Conditional report with:’ text boxes. If you use the conditional report facility you must ensure that the text entered in each client’s Administration window exactly matches the text you enter in any of the conditional report boxes. Conditional reporting allows you, for example, to specify a report containing “all clients dealt with by partner John

Smith and handled by the South Wales Area tax office". If you leave the conditional report boxes blank the report will include all clients in the currently displayed list.

8. The report includes a reference number for each client. You can decide which reference number is used by selecting one of the options in the 'Use as reference:' frame. The report will contain the reference number for each client as it appears in the Administration window.

9. Click on the 'Print' button to preview and print the report. If you have a large number of clients there may be some delay in producing the report. While the program is creating the report the left panel in the TaxBase status bar indicates progress.

Indicators

The *Personal, Employment* and *Business* windows each have buttons that open an *Indicators* window. There is a separate set of indicators for each employment and business page, but the indicators need not be associated with the windows from which they are accessed. You can enter any text into the indicator descriptions; the descriptions are associated with all clients in the database. Use the check boxes to indicate whether or not each indicator applies to the currently selected client and the green filter boxes to produce filtered client lists in the same manner as that described above for the Diary.

The Print button can be used to print the currently displayed list of clients. The Merge button can be used to produce a merge data file for use with word processors. The Labels button (available only in the Personal Indicators window) can be used to print address labels for the currently displayed list of clients.

For example, you may specify an indicator description called "Living abroad". As you enter client data you would tick the check box alongside this indicator for each client who is living abroad. When you click on the filter box alongside this indicator a list will appear of all clients who are living abroad. You may wish to send a personalised document to all clients who are living abroad. To do this, click on the Merge button to produce the merge data file, based on the currently displayed client list, for merging into an appropriate word processing document.

Labels

You can print address labels on standard Avery 7163 label sheets, using any selected set from your client list.

Select Tools --> Labels --> Clients or click on the client labels button on the toolbar to open the Client Labels window. Use the Help button and follow the displayed procedure to print the labels.

The *Print options* frame contains text boxes that allow you to specify the number of copies to print and the starting position for printing labels. Avery 7163 sheets contain 7 rows of labels in each of 2 columns. If you print batches of labels less than 14 you may wish to re-use a sheet of label paper beginning at an intermediate row and column. The ‘First Row’ and ‘First Column’ boxes allow you to specify where the first label will be printed. Note, however, that laser printer manufacturers recommend that laser label paper should not be re-used in a laser printer after any of the labels have been removed. The exposed backing sheet can damage the printer.

The *Address* frame allows you to select the address from the Personal window or from the Business (page 1) window to appear on the labels.

Letters

You can create the heading for a letter to any selected client, comprising the name, address, date and salutation. This heading can be copied to the Windows Clipboard for pasting into other Windows applications. There is also a facility to automatically open any one of a set of standard letters into which the letter heading can be pasted.

Select Tools --> Letter --> Client or click on the client letter button on the toolbar to open the Client Letter window. Select a client in the list; the text box shows the letter heading as it will appear in the destination document.

The *Address* frame allows you to select the address from the Personal window or from the Business (page 1) window to appear in the letter heading.

If required, you can edit the letter heading text. Click on the Copy button to copy the heading to the Clipboard. You can then go into your word processor and paste the heading into any document. Alternatively, after you click on the Copy button, click on the Standard Letter button to open the Standard *Letters* window. This window comprises a list of standard letter titles with a numbered button (1-9) associated with each, and two text boxes that are used to specify the directory path to your selected word processor (Microsoft Word or WordPad).

If you want to use Microsoft Word as your word processor, enter the directory path to the Microsoft Word application file, WINWORD.EXE, in the box labelled “Word folder”. The entry you make in this box will depend on where Microsoft Word has been installed on your system. Typically, this entry will be:

C:\Program Files\Microsoft Office\Office\Office14

If you want to use WordPad as your word processor, leave the box labelled “Word folder” blank and enter the directory path to the WordPad application file, WORDPAD.EXE, in the box labelled “WordPad folder”. The entry you make in this box will depend on where WordPad has been installed on your system. For Windows XP, Vista or 7 the entry will typically be:

C:\Program Files\Windows NT\Accessories

If you do not know where Microsoft Word or WordPad is installed on your system you can use the Windows Search function to find the file WINWORD.EXE or WORDPAD.EXE.

The entries you make in the “Word folder” and “WordPad folder” will be retained, even when you restart your computer.

When the “folder” boxes have been set up, click on a letter button (1-9) to select the required standard letter (Note that you can edit the standard letter titles to suit your own standard letters). When you click on a standard letter button, Microsoft Word or WordPad is started and the selected standard letter is opened.

In your standard letter document, position the cursor where you want to place the letter heading and use Edit --> Paste to attach the heading to the letter. Do not to save the document when you exit unless you delete the heading before doing so.

Merge

You can create a merge data file for use with any standard word processing package such as Microsoft Word. The merge file is a standard delimited text file with the names of the merge fields in the first line of the file. You can select the field delimiter character and specify whether or not quotation marks are used around the merge fields. The choice of delimiter character and use of quotes will depend on which application you intend to use the merge data file with.

Select Tools --> Merge --> Clients or click on the client merge button on the toolbar to open the Client *Merge* window. Use the Help button and follow the displayed procedure to create the merge file.

The *Address* frame allows you to select the address from the Personal window or from the Business (page 1) window to appear in the merge data file.

The merge data file that is created is called MERGE.TXT. It is saved in the TaxBase2 sub-folder within the Tax Assistant program folder. If you have installed Tax Assistant in the default folder, therefore, the merge data file will be:

C:\Program Files\Tax Assistant\Taxbase2\Merge.txt

If you use the default delimiter, which is a comma, and have the ‘Use quotes’ check box ticked, the file is created in “comma separated variable” (CSV) format. All commonly available word processors can use such files as their data source for mail merge.

Print Client Records

You can create a printout of any selected client database records; either the full record or selected parts of it.

Select Tools --> Print --> Client Records or click on the client print button on the toolbar to open the Client Records window. Use the Help button and follow the displayed procedure to print client database records.

The *Print options* frame contains check boxes that allow you to select which sections of each client record to print. For example, if you never use the Assets window you can turn that check box off.

When you have selected which client records you wish to print, click on the Print button to print them.

Form 64-8

When you acquire a new client you will probably want to submit a form 64-8, *authorising your agent*, to the HMRC. TaxBase includes a facility to print this form using data from the client's record in the TaxBase database.

Select Tools --> Form 64-8 or click on the 64-8 button on the toolbar to open the *Form 64-8* window.

Enter your firm's details in the Agent frame. This information is retained within the system and will re-appear each time you open the *Form 64-8* window.

Select the required client's name on the list of clients. That client's details, as stored in your TaxBase database, will appear in the *Client* frame. You can edit any of the information in the Client *frame* without affecting the data in the client's database record. When you have completed all information in the *Client* frame click on the Print button to preview and print the form 64-8, or click on the Save button to save the form 64-8 as a PDF file, which you can then attach to an email message to send to the client for signing.

Tax Offices database

TaxBase includes a database containing the reference number, name, address, telephone and fax number of HMRC offices. You can add new records and edit or delete existing records. You can also print address labels for selected offices, automatically attach HMRC office names and addresses to standard letters and create a merge file of selected offices for use in word processors.

To access the Tax Offices database, select Tax Offices in the Data menu or click on the Tax Offices button on the toolbar to open the *Tax Offices* window.

Note: The title bar of the Tax Offices window shows the version number of the Tax Offices database. We update this database from time to time and publish the latest version on our website. You can check whether you have the current version and, if necessary, download the latest version from:
http://www.drummohr.com/download.htm

Click on an office in the list to bring the details of that office into the dialogue area. You can edit the information in the dialogue area and the database record will be updated accordingly. Normally, you do not need to use the Save button. Use the New button to create a new tax office, the Rename button to change the number or name of an existing office and the Delete button to delete the currently selected office from the database.

If you know the number of an office and wish to locate that office in the list, enter the number in the "Goto" text box then click on the Goto button.

Note: Because of HMRC office changes, there a few tax offices that now have the same 3-digit reference number. TaxBase requires a unique 3-digit number so, in these cases, you will find that the TaxBase reference number is not the same as the HMRC office number. When using the Goto function you must use the TaxBase reference number rather than the HMRC office number. For the vast majority of offices, however, the TaxBase reference number and the HMRC office number are the same.

The Labels, Letter and Merge functions operate in the same way for tax offices as they do for clients. For the Letter function you can display a list of Tax Offices or Clients using the option buttons. When you select a client from the list, the client's tax office, as specified in his or her Administration window, appears in the letter heading text box along with the client's name and tax reference. If no tax office has been specified in the Administration window the letter heading text box remains blank. Refer to the section on client letters above for details on using the Copy and Standard Letter buttons.

Dividends Database

TaxBase includes a database of dividends from UK companies. This database has been pre-loaded with a set of dividends that will probably cover many of the dividends held by your clients. The database may, however, be edited or extended to your own requirements.

Select Dividends on the Data menu or click on the Dividends button on the toolbar to open the Dividends Database window. Select the tax year using the option buttons in the *Tax Year* frame. Select a company name in the list to bring the details of that company's dividends into the dialogue area. You can edit the information in the dialogue area and the database record will be updated accordingly. Use the New button to create a new company, the Rename button to change the name or share description for an existing company and the Delete button to delete the currently selected company from the database.

Note: The *Number* boxes are reserved for the sequence number of the dividend. In the standard database this field is left blank, but you may enter the sequence number here if you wish. Do not use the *Number* boxes for entering the number of shares held by a client - this is done within the Tax Return modules.

Linking to other programs

Information in a TaxBase database can be used by other Tax Assistant programs. You can set up client records in TaxBase then import that information, where appropriate, into other Tax Assistant programs. You have complete control over this import process. In the *Tax Return* chapter of this guide you will learn how to import client information from a TaxBase database into the Tax Return.

Tax Return

The Tax Return modules provide the facilities to create personal Tax Returns for all Self Assessment years. In addition to the Tax Return and supplementary pages, these modules can be used to produce supporting schedules and tax calculations. There are various additional functions, such as business calculations, capital allowance computations, capital gains calculations, tax return summaries and information request schedules. Electronic filing, Filing By Internet (FBI) is fully supported.

There is a separate program for each tax year. In this chapter we will refer to the 2011 Tax Return. Most of the features described here also apply to the Tax Return programs for other tax years.

Start the 2011 Tax Return by clicking on the 2011 Tax Return button on the Tax Assistant Desktop. You will, firstly, see a banner screen that gives details of the current version of the software, your serial number and licence information. After a few seconds the banner screen disappears and is replaced by the Tax Return overview screen. Access to all tax forms starts from this screen.

Before beginning, take a look at the overview window for a few minutes. This window has a title bar at the top showing the name of the program and the name of the current folder, a menu bar for accessing all available functions, a toolbar with buttons which provide an alternative way of accessing these functions, a main display area where the tax forms, notepads and dialogues will be displayed and, at the bottom of the screen, a status bar.

The Tax Return program is designed around the HMRC's Self Assessment documentation. To use the program effectively you must have a good knowledge of the layout of the Tax Return and supplementary Pages. You should also be familiar with the HMRC help notes for Self Assessment. These are available in paper form from the Inland Revenue and may also be downloaded from the HMRC's web-site.

Rather than give a detailed analysis of each aspect of the Tax Return program we will use two examples to illustrate its use. You may then experiment with your own client data. In the first example we will create a tax return from scratch for an employed person with car benefits and some investment income. We will then look at a more complex case of a self-employed person who is also a member of a partnership. In this example we will show how the "skeleton" of the tax return can be created from data previously stored in a TaxBase client database.

Following the examples, there is a more detailed description of some of the more complex features of the Tax Return program.

Example 1 - Employed taxpayer

The client in our first example is Mr. John Smith.

Select New in the File menu or click on the New File button on the toolbar to open the *New File dialogue* box. There are three alternative ways of creating a new tax return file. These are shown in the frame labelled *Select an option for creating the new file*. The following options are available:

1. Start with a completely new (blank) file.

If this is the first tax return you have done for a client and you do not want to use data from a TaxBase database within the tax return, use this option to create a basic, blank tax return with no supplements.

2. Include data from a TaxBase database.

If this is the first tax return you have done for a client and you have a record for this client in a TaxBase database, select this option. When the tax return is created you will immediately be given the opportunity to import data from the database.

3. Transfer a file from the previous year.

If you have already completed a tax return for this client for the previous year, select this option. You will be given the opportunity to create the new file based on the information in the previous year's return. Where appropriate, supplementary pages will be created automatically and supporting information such as names of bank accounts and share holdings will automatically be included on the new return.

In the next example we will illustrate how to create a new return using information from a TaxBase database. For the current example, we will create a completely new, blank return. Select the first option if it is not already selected, enter “Smith, John” in the *New File Name* box then click on the OK button or press the Enter key. A new tax return is created and page 1 of the Tax Return form appears.

Enter the client’s name and address by typing them into the *Taxpayer* section at the top of page 1 (use the Tab key to move from one box to the next). You could also complete the *HMRC Office* section by typing in the appropriate details. There is, however, a quicker method of doing this. Click on the database icon at the top left of the *HMRC Office* section to display a list of all the tax offices, as stored in your TaxBase database. Select an office on the list and click on the OK button. The name, address, telephone number and office number of the selected tax office are copied to the appropriate boxes on page 1 of the Tax Return form.

Click on the TR2 button to view page 2 of the Tax Return. Scroll down the page and note that none of the YES boxes are currently ticked, indicating that there are currently no supplements. Before completing the Tax Return form you should complete any required supplements. In this example, we will create an Employment supplement. Select Supplement Manager on the Form menu, or click on the Supplement Manager button on the toolbar, or click on the Supplement Manager button near the top of page 2 of the Tax Return form to open the *Supplement Manager* window. Currently, there are no supplements listed. Click on the New button to open the New *Supplement dialogue* box. You are going to create an Employment supplement, so enter a name in the *Supplement Name* box that will identify the supplement. The name of the employer would normally be used for an Employment supplement, but you can use any name that uniquely identifies the supplement.

Naming supplements is useful because you may have clients with multiple employments, businesses, etc. and the name enable you to differentiate between them. Click on the EMPLOYMENT option in the *Supplement* frame then click on the OK button to create the supplement, which then appears in the list. You can repeat the process of creating new supplements to build up a full set of supplements for any tax return.

Before filling in the supplements we will make sure the file is saved on disk. Click on the Close button to close the Supplement Manager then select Save in the File menu, or click on the Save File button on the toolbar.

Open the Supplement Manager again by clicking on the Supplement Manager button on the toolbar. Double-click on the EMPLOYMENT supplement in the list to open it. Fill in boxes 4 to 8 with the employment details. Enter a payment of £35336.00 in box 1 and tax deducted £9385.26 in box 2. Scroll down to the bottom of page 1. John Smith has a company car, which he changed during the tax year. To calculate his car and fuel benefit click on the calculator icon adjacent to boxes 9 and 10 to open the *Car Benefit Calculator*.

The *Car Benefit Calculator* enables you to calculate car benefit and fuel benefit for up to 6 cars used in the tax year. You can select the calculation for each car using the Select car buttons at the bottom left corner of the calculator window.

With car 1 selected, enter the following:

In the *Car details* frame:
Make: BMW Model: 318TDS
Engine size: 1665
Type of fuel: D – Diesel
CO2 emissions: 168
Date first registered: 01/01/2000

In the *Availability* frame:
Date first available: 06/04/2010
Date last available: 31/12/2010

In the *Price of the car* frame:
Total list price (A): 16550.00

In the *Car fuel benefit* frame:
Tick the box for “fuel was provided”

Scroll down to the bottom of the window. You will notice that the other relevant boxes have been calculated for you. The car benefit for this car appears in box W and the fuel benefit for this car appears in box CC.

Click on the >>> button to select car 2. Scroll back to the top of the window and enter the following:

In the *Car details* frame:
Make: Mercedes
Model: C240
Engine size: 2397
Type of fuel: P - Petrol
CO2 emissions: 250
Date first registered: 15/12/2002

In the *Availability* frame:
Date first available: 01/01/2011
Date last available: 05/04/2011

In the *Price of the car* frame:
Total list price (A): 22950.00
Price of accessories (B): 562.00
Capital contribution (D): 1000.00

In the *Car benefit* frame:
Private use payment (V): 300.00

The car benefit for this car appears in box W and the total car and fuel benefit for both cars appear in the yellow boxes, 9 and 10, in the *TOTALS* frame.
Click on the OK button to record the data you have entered and close the *Car Benefit* window. Notice that boxes 9 and 10 have been automatically filled in with the totals from the *Car Benefit Calculator*. If you have entered the data as above box 9 will contain £4,810 and box 10 will contain £3,328.

Click on the Save File button on the toolbar to make sure the data you have just entered is saved in the client's file.

Click on the Tax Return button on the toolbar to return to page 1 of the Tax Return form. Click on the PAGE 2 button to move to page 2 of the Tax Return form and note that the YES box is now ticked for EMPLOYMENT; this has been done automatically when you created the Employment supplement.

Click on the Tax Return button on the toolbar to go back to the Tax Return form. Go to page 3 and click on the notepad icon next to box 1 to open the notepad for *Taxed UK Interest*. Enter the following:

Bank, building society etc.	Interest	Tax	Gross
Bank of Scotland, A/c 12345678	325.81	81.45	407.26
Lloyds TSB, A/c 987654	188.32	47.08	235.40
TOTALS	514.13	128.53	642.66

When you enter the amount of net interest the tax and gross amounts for that row and the totals are automatically calculated. Click on the OK button to transfer the totals to the Tax Return and click on the Save File button on the toolbar to save the file to disk.

Scroll down to the Dividends section on page 3 and click on the notepad icon next to box 3 to open the *Dividends from UK Companies* notepad. You can enter dividend information directly into the dialogue area but, at this point, we will illustrate the method of importing dividend data from the TaxBase dividends database. Click on the Import button to bring up a list of companies for whom dividends are stored in the database. Select 'BG Group PLC' and click on the OK button to transfer the dividend rates to the dialogue area of the dividends notepad. In the *Holding* column, enter 10000 for each dividend. The system calculates the dividend and tax credit automatically, although you can change them if you wish. Click on the Write button to record the dividends in the list. You can recover the dividend information later if you wish to edit it by selecting the company in the list and clicking on the Read button. Select a blank entry in the companies list by clicking immediately below the entry you have just made. Make sure the dialogue area is blank by clicking on the Clear button if necessary. Click on the Import button and repeat the above process to import the dividend rates for Mothercare PLC. Enter a holding of 1500 for the first dividend and 1000 for the second and click on the Write button to record the dividends and update the totals. Click on the OK button to transfer the total dividend, tax and gross amounts to the tax return. Box 3 should contain £364.30

Go to page 4 of the Tax Return form. Enter 2500.00 in box 1, enter 500.00 in box 5. You could use the Notepad adjacent to box 5 to enter details of Gift Aid payments, particularly if there was more than one item, but this illustrates that you can also enter information directly on to the on-screen tax forms.

Click on the TCS1 button to go to page 1 of the Tax Return Calculation pages. We are now about to perform the tax calculation but, before doing so, click on the File Save button on the toolbar to ensure that the data entered so far has been saved. Click on the Summary button, or click on the Tax Calculation button on the toolbar to open the *Tax Calculation* window.

Having completed the Tax Return you can now print it. Click on the Print button on the toolbar or select Print in the File menu to open the *Tax Return Reports* window. The check boxes in the *Tax Return* frame allow you to select which pages of the Tax Return form you wish to print. You can select which supplements you wish to print by clicking on individual items in the list of Supplements or click on the *All Supplements* check box to print all the Supplements. Use the check boxes in the Schedules frame to select which schedules you wish to print. You can print a summary (SA302). Using the check boxes in the *Outline* frame you can print a *Tax Return Summary* and an *Information Request* schedule. The *Tax Return Summary* is a concise summary of all information on the Tax Return, supplements and schedules. The *Information* Request schedule is an outline of the contents of this Tax Return, which can be sent to the client when requesting information for inclusion on the following year's tax return.

Click on the Preview button to preview the printout on screen before printing it. This is particularly useful when printing the schedules. You can determine which pages you wish to print, so in a large return with, for example, several pages of dividends you can select printing of individual pages. This also applies to the Tax Return and supplements, but you can also print any Supplement by clicking on the Print button at the bottom of the tax form window while that page is displayed.

Several print options are available. Refer to the Print Settings paragraph at the end of this chapter for details.

Finally, select Close in the File menu or click on the Close File button on the toolbar to close John Smith's file. Click on the Yes button in the *Close File* dialogue to make sure the completed file is saved to disc.

Example 2 - Self-Employed taxpayer

In this example we will produce a tax return for Mr. A. Sample, a client whose data was supplied as an example in the TaxBase database. We will illustrate how to import data from TaxBase to create the skeleton of Mr. Sample's tax return. We will also illustrate how to prepare multiple self-employment supplements based on data from the client's business accounts and compute the taxable profit and Class 4 NIC. If much of your tax work is based on dealing with clients with similar circumstances to Mr. Sample, we suggest you work through this example carefully.

Go back to the 2011 Tax Return program. Click on the New File button on the toolbar. Select the option *Include data from a TaxBase database* and enter *the New File Name* as "Sample, A". Click on the OK button to create the new file. Shortly after page 1 of the Tax Return form appears the *Import TaxBase data* window opens automatically.

Note: You can also open the Import *TaxBase data window* by clicking on the database icon in the *Taxpayer* section on page 1 of the Tax Return form.

The *Import TaxBase data* window has a list of all client entries in the currently selected client database. Select Sample, A. in the list and click on the OK button. You are returned to page 1 of the Tax Return form, but the taxpayer and tax office information has now been filled in with the data from Mr. Sample's record in the database.

Click on the Supplement Manager button on the toolbar to open the *Supplement Manager*. A self-employment supplement and two partnership supplements have been created from information in Mr. Sample's business record in the TaxBase database.

Notice that, in the list of Supplements, each name has the suffix (0). We call each of these a primary supplement. Mr. Sample's main business is his self-employment (AJS Designs). There are two accounting periods to be used in computing the 2010-11 taxable profit for AJS Designs. To submit supplements for both accounting periods we must create an additional supplement for this business. To do this, select AJS Designs (0) in the Supplement list then click on the Copy button. This produces another Supplement for this business, which we call a secondary supplement. Note that the secondary supplement is suffixed by (1) to differentiate it from the primary supplement.

To calculate the adjusted profits correctly it is important that the primary supplement is used for the most recent accounting period and the secondary supplement is used for the earlier accounting period.

In this example there is a permanent change of accounting date. Mr. Sample has been making up his accounts to 30 April each year but decided to change accounting date to 31 July. In this example we allocate the supplements as follows:

Supplement	Accounting period
Secondary (1)	01/05/2009 - 30/04/2010
Primary (0)	01/05/2010 - 31/07/2011

Double-click on *AJS Designs (1)* to open the secondary supplement. Note that the name, description and address of the business have already been filled in with data imported from the database. Note also that boxes 5 to 7 & 10 to 13 are blue "locked" boxes. These boxes will contain the same information on both the primary and secondary supplements, and they can only be changed on the primary supplement. Enter 01/05/2009 in box 8 and 30/04/2010 in box 9; enter some amounts in boxes 14 to 61 so that there is a profit of 12000 in box 63.

Click on the Supplement Manager button on the toolbar then double-click on *AJS Designs (0)* to open the primary supplement. Enter 01/05/2010 in box 8 and 31/07/2011 in box 9. Tick box 10 to indicate a change of accounting date. Go to page 2 and enter some amounts in boxes 14 to 61 so that there is a profit of 3000 in box 61. Click on the SEF4 button to go to page 4 of the primary supplement. Enter 3400 as overlap profit brought forward.

Click on the calculator icon next to boxes 65 and 66 to open the *Business Calculator*. Enter the 2009-10 basis period as 01/05/2008-30/04/2009 and 340 in the *Period (days)* box for the number of days of overlap brought forward.

Note: *If you had used Tax Assistant to complete Mr. Sample's 2010 Tax Return and used the Transfer function to create the skeleton of his 2011 Tax Return, the 2009-10 basis period, overlap profit and overlap days would have been automatically filled in for you when the 2010 file was transferred to 2011. Normally, it will only be necessary to fill in these boxes for the first return you complete for a client. The information will be carried forward automatically to future years.*

Click on the Update button to calculate the 2010-11 basis period, and the amounts of adjustment and overlap profit.

Click on the OK button to transfer the calculated dates and amounts to the appropriate boxes on the supplement. You will see that the basis period (boxes 65 and 66), adjustment (box 67), overlap relief used (box 68), overlap profit carried forward (box 69) and net profit (box 72) have been filled in automatically with the calculated information.

Click on the Tax Calculation button on the toolbar to open the Tax Calculation window. Click on the Summary button. This summary of the tax calculation is in the same format as the HMRC SA302 form.

Return to the Tax Calculation page and enter 500.00 in each box for payments made on 31 January 2011 and 31 July 2011. Click on the SA302 button to show that Mr. Sample will have to make two payments on account for 2011-12; one of £1,864.96 on 31 January 2012, and the other of £1,864.96 on 31 July 2012. His total payment due on 31 January 2012 is £4,594.88.

Close the tax calculation summary page. Go to page TCS1 of the Tax Return form. You will see that boxes 1 and 4 have been automatically filled in with the appropriate amounts.

You can now print the Tax Return, as in the first example, but make sure you save the file first.

Folder Manager

The Tax Return program has the ability to operate with multiple client file folders (e.g. on a network) and enables you to switch rapidly between them. The Folder Manager, accessed from the menu bar using File --> Folder --> Manager..., is used to set up the directory paths to alternative folders. Any one of up to four folders may be selected from the File menu.

A typical use of the Folder Manager is to set up a network workstation to access files on a network file server. When you install Tax Assistant on a workstation all Tax Return files are accessed, by default, on the local hard drive (normally C:). The 2011 individual Tax Returns are stored in files named Clixxx.fil in the folder "C:\Program Files\Tax Assistant\Tax11" (where xxx is a 3-digit number and "C:\Program Files\Tax Assistant" is your Tax Assistant program folder). There is an index file, Clientid.txr, in the same folder. This file is used to identify which file is used to store each client's tax return. To change the configuration to access data on the server drive F:, use the following procedure:

Go to the Folder Manager using File --> Folder --> Manager.

In the first row, you will see the *Folder Name* and *Directory Path* of the default folder. You can change the *Folder Name* if you wish, but the *Directory Path* cannot be changed because it is the currently selected folder.

In the second row, enter a name by which you will refer to the data folder on the server (e.g. "Network Server") in the left-hand box and enter the full directory path to the folder on the server (e.g. F:\TaxData\Tax11) in the right-box.

Important: *The last part of the directory path (\Tax11 in the example above) must be the same for all folders used by this program. Personal tax return data is always stored in a sub-folder TaxYY (where YY identifies the tax year; 00 for 1999-00, 01 for 2000-01, 02 for 2001-02, 03 for 2002-03, and so on). Thus for the 2010-11 tax year the sub-folders are Tax11 for the Tax Return, Ptx11 for the Partnership Tax Return, Ttr11 for the Trust Tax Return, R4011 for the Repayment Claim, Ctr11 for the Company Tax Return and P1111 for the P11D.*

Click on the OK button to update the *Folder Manager* information. Now, when you select File --> Folder, you will see that there are two client file folders available; (1) the default folder as before and, (2) the new folder on the server. Click on (2) to access the folder on the server. From now on the program will automatically use the folder on the server.

Using the above procedure you can set up sixteen separate data folders and switch rapidly between them by selecting them on the File menu.

Please refer to the *Data Folder* chapter in this guide for further details about creating and configuring Tax Assistant data folders.

Dividends Notepads

The Tax Return program includes dividends notepads, which are accessed from page 3 of the Tax Return. TaxBase includes a database of dividends for major UK securities. You can customise this database to suit your own requirements by adding to it or editing existing information. The information in the dividends database can be imported into a Tax Return file. In this section we describe how to perform this process within the Tax Return module. For further details of the Dividends Database refer to the TaxBase chapter in this guide.

The dividends notepads are accessed from the on-screen Tax Return form by clicking on notepad icons on page 3. Each notepad has the following items:

1) Dialogue area for data entry
2) List of stored securities
3) Command buttons

If you wish, you can type all data into the text boxes in the dialogue area. There are, however, several shortcuts that will speed up the process. Proper use of the command buttons will significantly enhance your use of the dividends notepads. The following is a brief description of the function of each command button.

Clear — Clears the dialogue area. Note that the stored data is not erased and can be recalled using the Read button.

Read — Reads stored data for the currently selected security and displays it for editing in the dialogue area.

Write — Writes the contents of the dialogue area into the currently selected position in the securities list. If the currently selected entry is not blank you are given the opportunity to abandon the Write operation before the current data is overwritten.

Insert — Creates a blank space in the securities list immediately above the currently selected security and selects that position in the list.

Delete — Deletes the currently selected item from the securities list. All data associated with that security is erased.

Import Copies the dividend information from the dividends database into the dialogue area. If the *Name of company* and *Description of shares* already contains information that matches exactly an entry in the database, the dialogue area is updated automatically. Otherwise you are presented with a list of the securities stored in the database and you may select the appropriate security from the list.

Update Copies dividend information from the dividends database for all items in the securities list that match exactly a *Name of company* and *Description of shares* as they appear in the database.

The method of using the Import and Update buttons may not be immediately obvious. The following explanation will help you understand their use.

The Import function can be used to set up a new dividend entry in the dialogue area. To do this, make sure the dialogue area is blank (click on the Clear button if necessary). Click on the Import button, select the required security from the list of entries in the database and click on the OK button to perform the Import function. You will see that the security name and description have been copied into the dialogue area along with the dividend dates and rates. You may now type the amount of the client's holding into the appropriate text boxes. The dividend and tax credit information will be automatically updated. It is still possible to edit that data if you wish. Click on the Write button to store the data in the client's dividend list.

The Import function can also be used to update the dialogue area for securities whose information has been transferred from a previous year. To do this, select the required security in the list and click on Read to bring the information into the dialogue area. You will see that, at this stage, only the *Name of company*, *Description of shares* and *Holding* have been transferred from the previous year. Click on the Import button - if the *Name of company* and *Description of shares* match exactly those stored in the dividends database the dialogue area will be updated automatically, otherwise you will have to select the security from the list of those available in the database. Click on the Write button to store the data in the client's dividend list. Note that when the Import function has been performed once, the *Name of company and Description of shares* match and you will not have to select an item from the database list when you use the Import function on this particular security on future occasions (e.g. in future years).

The Update function automatically performs the Import function on all items in the securities list in a single step. The Update function will only be of real value when all items in the securities list match those in the dividends database. It will therefore be of most value in future years, or if you have used the dividends database in the previous year's tax return and used the Transfer File function to create the current year's tax return file. When your securities list for each client matches those in the dividends database the Update function provides an immensely powerful facility for rapidly updating all dividend entries with a single click of the mouse.

Capital Allowances Notepads

The Capital Allowances notepads can be accessed from the Self-employment supplement in the individual Tax Return, and from the main Partnership Tax Return or any Trading and Professional Income supplement in the Partnership Tax Return. There are five categories of Capital Allowances. The notepads for all categories are similar, but there are variations for each category. In each category you can enter data and compute capital allowances and balancing charges or allowances for up to 50 assets or pools of assets. We begin with a description of the general features of the Capital Allowances notepads, followed by descriptions of features specific to each category.

Before going into any of the Capital Allowances notepads, make sure you have entered the start and end dates of the accounting period on the appropriate form. The notepad is in the form of a spreadsheet with a single column for each asset or pool of assets and a row for each data item and calculated amount. Five asset columns are shown at any one time. If you require more columns, use the Previous and Next buttons to view each block of five assets. The currently displayed block number (0-9) is shown in the green box between the Previous and Next buttons. All data you enter and calculated amounts are rounded to the nearest pound. When the accounting period is not 12 months, all calculated amounts are proportioned according to the number of months in the accounting period, rounded to the nearest integral number of months.

Enter a descriptive name for each asset or pool of assets at the top of each column, and then enter applicable values for *Private use factor (%)*, *Writing-down factor (%)* and *WDV brought forward*. If there were any new or additional purchases during the year, enter the amount in one of the *Additions* box. If a single asset was sold during the accounting period, enter the amount in the *Sales (individual)* box. If part of a pool of assets was sold during the accounting period, enter the amount in the *Sales (pooled)* box. You cannot make entries in both the *Sales (individual)* and *Sales (pooled)* in any one column. As you enter data, the calculated amounts are automatically updated in the blue boxes in that column and the totals for all assets are updated in the yellow boxes. If, in exceptional circumstances, you wish to override the calculated amounts in any column, tick the *Calculation override* check box in that column. All boxes in that column become white and you can then enter amounts in any of these boxes. No automatic calculations will be performed in that column.

When you have completed all data entry, click on the OK button to store the data and copy the total amounts of capital allowances and balancing charges to the Tax Return form or supplement. Click on the Cancel button to return to the form or supplement without storing any changes you have made. Use the Delete button with care; clicking on it will delete all information in the notepad. If you click on the Delete button by mistake, click on the Cancel button and you will be able to return to the notepad with the previously stored values intact. After returning to the form or supplement, click on the Save button on the toolbar to make sure any information you have just entered is saved in the client file.

Business Calculator

The Business Calculator can be accessed from page 4 of a primary Self-Employment supplement, or from page 1 of the Partnership supplement.

The Business Calculator includes data from the previous year's Tax Return, which may be required in the calculations for the current year. If you have transferred a file from the previous year, the previous year's accounting periods, basis period and profits will have been transferred with the file and will automatically appear in the Business Calculator for the current year. Otherwise, you will need to enter the previous year's data where applicable.

Before going into the Business Calculator in the Self-Employment supplement you must enter the accounting period in boxes 8 and 9, the dates of commencement and/or cessation, if applicable, in boxes 6 and 7, and tick box 10 if the accounting date has changed. You must also complete the accounts boxes on pages 1, 2 and 3 of the supplement to arrive at the profit or loss in box 72 or 76, and enter any overlap profit brought forward, if it has not been transferred from the previous year.

If there is more than one accounting period for the current year's tax return you must complete Self-employment supplements for the primary (i.e. later) period and for all secondary (i.e. earlier) periods before going into the Business Calculator on the primary (i.e. '0') supplement. Refer to Example 2 earlier in this chapter for details of how to set up a Tax Return with more than one accounting period.

In the Partnership supplement you may have imported data from the Partnership Tax Return, in which case the accounting periods and profits will appear automatically in the Business Calculator. If you have not imported data from the Partnership Tax Return you will need to enter the appropriate data directly into the Business Calculator.

To go into the Business Calculator from the Self-employment supplement, click on the calculator icon next to boxes 65 and 66. In the Partnership supplement, click on the icon next to boxes 5 and 6.

Enter as much information as you have available into the white boxes to ensure that the system is able to perform the calculation. When you edit any of the white boxes, the yellow boxes change colour to red to indicate that the calculation needs to be updated. Click on the Update button to perform the calculations and update the yellow boxes. If the system is unable to perform the calculation because there is invalid or insufficient data, an error message is displayed and the yellow boxes are not updated. There are some circumstances in which it will not be possible to complete the calculation, such as when the accounting period ends after the end of the tax year.

Click on the OK button to store the data, copy the yellow boxes into the appropriate boxes on the supplement and return to the supplement. If the Business Calculator is not able to perform the calculation you will need to calculate the basis period, adjustment and overlap profit manually and enter them directly into the appropriate boxes on the supplement.

Importing Accounts

The Tax Return module has the capability to import accounts data from other software into the Self-Employment Supplement. A simple method is available to copy and paste data from spreadsheets, such as Microsoft Excel. There is also a facility to import data directly from files created by various accounts production software packages. Effective use of these facilities can save time and provide a more accurate transfer of information compared with manually typing the information directly on to the on-screen Supplement.

Copy and Paste from spreadsheets

If you prepare accounts on a spreadsheet you will be able to transfer the accounts data to the Self-employment Pages of the Tax Return and the Trading Pages of the Partnership Tax Return.

Start up both the spreadsheet program and the Tax Return program and open the appropriate files in each program.

Within the spreadsheet, you will have to arrange a “table” of two columns in the following form:

FSE14	150,476
FSE30	38,582
FSE18	37,188
FSE21	2,472
FSE34	1,000
FSE19	4,000
FSE27	956
FSE24	1,589
FSE28	3,366

The left column contains a list of all box numbers on the Self-employment Supplement (only a sample is shown above). The right column should contain the appropriate formulae to compute the amount to be entered in the corresponding Self- employment supplement box, using other information within the spreadsheet. Normally, each amount box in the table will be the sum of amounts from other boxes on the spreadsheet. You will probably only need to set up the above table once and copy it to the spreadsheets for each client's accounts.

To transfer the information from the table to the Self-Employment supplement you must, firstly, copy the information to the Windows Clipboard. This is a simple process in Windows-based spreadsheet programs. Select the whole of the table by dragging the mouse over it, and then use Edit --> Copy to transfer the information to the Clipboard.

Now, switch to the Tax Return program and go to page 2 of the Self-employment supplement. Select Import --> Accounts --> Paste to copy all information into the correct boxes.

File transfer from accounts software

Most accounts production software now has the capability to produce a text file containing data in a suitable format for import into the Self-employment supplement. Tax Assistant can import data from such files.

Consult your accounts production software supplier to see if it can produce a suitable data file.

To import the accounts data into the Self-employment supplement, go to page 1 of the supplement and use Import --> Accounts --> File to open the Accounts File Import window.

Enter the full directory path to the data file in the text box or, alternatively, use the Browse button to locate the file. Select the appropriate file format from the list of options then click on the Import button to transfer the information into the correct boxes on the supplement.

SNF

Standard Name Format (SNF) is a standard format for transferring accounts information between accounts production software and tax return software. The standard defines an interface between programs that is independent of the Tax Return box numbers. SNF has been adopted by several of the leading suppliers of these packages. The Tax Return and Partnership Tax Return programs support SNF using both the *Clipboard* method and the *File* method.

Consult your accounts production software supplier to determine whether the program can export data using SNF. In the Tax Return program, go to page 1 of the Self- employment supplement. To import SNF data via the Clipboard use Import --> Accounts --> SNF Paste. To import data via a file use Import --> Accounts --> File and select the file type as SNF.

File Backup

If you have ever lost valuable data due to a hard disk failure or accidentally deleted files, you will realise how important it is to regularly back up your data. For general backup, the best solution is a CD/DVD writer, tape backup unit or other mass storage device in combination with an automatic backup program that schedules backup of all data on your hard disk on a regular basis (e.g. daily or weekly). This ensures minimal loss of data should a catastrophe occur.

The Tax Return program includes a file backup function, which simplifies the process of backing up individual client files and provides some additional facilities, such as the capability to move files between different client file folders.

In this section we describe the File Backup function and give some examples to illustrate its use. Note that the File Backup functions described here are not applicable to TaxBase data. TaxBase includes a Backup function that enables you to save your client database file.

Firstly, here are a few definitions:

Client file folder	The folder which is specified in the current configuration as that in which your client files are stored.
Client file	A file which you have created within Tax Assistant residing in the client file folder.
Backup folder	Any folder within your system (e.g. on your local hard disk, floppy disk or a network server.) in which you wish to store backup or archive copies of your *client files*.
Backup file	A file which you have copied or moved from a *client file folder* into a backup folder.

Open the File Backup window by selecting File --> Backup. This window has the following components:

Client Files list	List of file names in the *client file folder*.
Backup button	Initiates copying of a client *file from* the *client file folder* to the *backup folder*.
Restore button	Initiates copying of a *backup file* from the *backup folder* to the

	client file folder.
Search buttons	Buttons labelled with the letters of the alphabet, which are used to rapidly locate file names within the Client Files list and the Backup Files list.
File Name box	Used to edit the name of a file being copied between the *client file folder* and the *backup file folder*.
Drive list	List of all available disk drives.
Folders list	List of all available folders within the currently selected drive.
Close button	Closes the File Backup window.
Help button	Displays Help for the File Backup window.

Backing up a client file

Use the following procedure to copy a *client file* from the *client file folder* to a *backup folder*.

1) Click on the list control box at the right of the Drives list to display all available drives.

2) In the Drives list, select the drive you wish to use to store the *backup file*.

3) In the Folders list, select the folder you wish to use to store the *backup file*. If necessary, double click on a folder icon to view its sub-folders and use the vertical scroll bar to view all available folders. When you select a *backup folder*, the Backup Files list shows all *backup files* that are currently stored in this *backup folder*. The Backup Files list will be blank until you have copied at least one client file into it. Only those files of the correct type will appear in the Backup Files list. For example, if you are currently running the 2011 Tax Return program, only 2011 Tax Return backup files will appear in the Backup Files list, even if there are *backup files* in this folder which have been placed there by other Tax Assistant programs.

4) In the Client Files list, select the file you wish to copy to the *backup folder*. When you do this, the Backup command button is enabled and the name of the file you have selected appears in the File Name text box. The title of this box has now changed to 'Backup File As...'

5) You will normally not require this step but, if you wish to use a different name for the selected *client file* when it is copied into the *backup folder*, edit the name in the Backup File As... box. Note that, if you change this name, it will not change the file name as it appears in the Client File list, only as it will appear in the Backup Files list.

6) Click on the Backup button to copy the *client file* to the *backup folder*. If a file with exactly the same name already exists in the *backup folder* you will be given the opportunity to abandon the backup operation before overwriting that file. You now have a *backup file* in the *backup folder*, which is an exact copy of the selected *client file*.

Restoring a client file

Use the following procedure to copy a *backup file* from a *backup folder* to the *client file folder*.

1) Click on the list control box at the right of the Drives list to display all available drives.

2) In the Drives list, select the drive from which you wish to retrieve the *backup file*.

3) In the Folders list, select the folder from which you wish to retrieve the *backup file*. If necessary, double click on a folder icon to view its sub-folders and use the vertical scroll bar to view all available folders. When you select a *backup folder*, the Backup Files list shows the *backup files* currently stored in this *backup folder*. Only those files of the correct type appear in the Backup Files list. For example, if you are currently running the 2011 Partnership Tax Return program, only 2011 Partnership Tax Return backup files appear in the Backup Files list, even if there are *backup files* in this folder which have been placed there by other Tax Assistant programs.

4) In the Backup Files list, select the file you wish to copy from the *backup folder*. When you do this, note that the Restore command button is enabled and the name of the file you have selected appears in the File Name box. The title of this box has now changed to 'Restore File As...'.

5) You will normally not require this step but, if you wish to use a different name for the selected *backup file* when it is copied into the *client file folder*, edit the name in the Restore File As... box. Note that, if you change this name, it will not change the file name as it appears in the Backup Files list, only as it will appear in the Client Files list.

6) Click on the Restore button to copy the backup file to the *client file folder*. If a file with exactly the same name already exists in the *client file folder* you will be given the opportunity to abandon the restore operation before overwriting that file. You have now restored a *backup file* from the *backup folder* into the *client file folder* and you may use it in the same way as any other *client file*.

Drag and Drop

You can use 'drag and drop' to move or copy client files. When you move a file it is deposited in a new folder and deleted from its original folder. Before you use drag and drop make sure you understand exactly what you are doing otherwise you could lose files. They will not be deleted from your system but you may have some difficulty finding them later if you accidentally move them into the wrong folder. Practice with some "dummy" files before using real ones.

Use steps (1) - (3) in Backing up a client file above, to select the backup folder. Select a client file from the Client Files list. With the mouse pointer over the selected file name, hold down the left mouse button. The mouse pointer icon changes to a "drag" icon. Still holding down the left mouse button, drag the mouse pointer across the screen until it is over the Backup Files list. The mouse pointer icon changes to a "drop" icon. Release the left mouse button. A warning message appears giving you the opportunity to abandon the move operation. If you confirm that you wish to move the file but a file with the same name already exists in the backup folder, you are given another opportunity to abandon the move. If you confirm that you wish to overwrite the existing file, the *client file* you selected is moved to the *backup folder*. The file name appears in the Backup Files list and disappears from the Client Files list.

To move a file from the backup folder to the client file folder, use the reverse procedure. Select a file in the Backup Files list, then drag and drop it on to the Client Files list. Again, warning messages appear to allow you to abandon the operation.

Examples

There are a variety of uses for the File Backup function. The following are typical examples.

Example 1

Having completed John Smith's 2011 Tax Return on your computer at home, you wish to make a backup copy of his tax return file, called "Smith, J. B.", on to a USB memory stick. You also want to copy the file on to the computer in your office so that you can print out his tax return on your office printer.

On your home computer:

1) Run the 2011 Tax Return program and open the File Backup window.
2) Insert a memory stick into a USB port.
3) Select the memory stick in the Drives list.
4) Select "Smith, J. B." in the Client Files list.
5) Click on the Backup button.
6) John Smith's file is copied to the memory stick along with the formatting information required to restore it to any computer running the Tax Assistant software.

On your office computer:

1) Run the 2011 Tax Return program and open the File Backup window.
2) Insert the memory stick containing John Smith's file into a USB port.
3) Select the memory stick in the Drives list.
4) Select "Smith, J. B." in the Backup Files list.
5) Click on the Restore button.
6) John Smith's file is copied from the memory stick into your *client file folder*.
7) Close the Backup window, open the file "Smith, J. B.", open the Reports window and print John Smith's tax return.

Example 2

You have created an individual folder on your c: drive for each of your clients and keep a copy of any documents relating to a client in his or her folder. The folder for John Smith is called 'SmithJB'. Having completed John Smith's 2011 Tax Return, you wish to place a copy of his tax return file, called "Smith, J. B.", in his folder.

1) Run the 2011 Tax Return program and open the File Backup window. Select drive c:\ in the Drives list.
2) Select folder c:\SmithJB\ in the Folders list.
3) Select "Smith, J. B." in the Client Files list. Drag and drop the selected file on to the Backup Files list.
4) John Smith's 2011 Tax Return file is copied to his folder.

Example 3

You have, in error, created three new client files in the default folder "C:\Program Files\Tax Assistant\Tax11" on your local hard drive instead of in the tax data folder "F:\TaxData\Tax11" on your network server. You need to move these three files into the correct place.

1) Use the Windows File Manager or Windows Explorer to create a temporary folder, "C:\Temp"
2) Run the 2011 Tax Return program.
3) Select the default Client File Folder "C:\Program Files\Tax Assistant\Tax11".
4) Open the File Backup window.
5) Select drive C: in the Drives list and folder "C:\Temp" in the Folders list.
6) Drag and drop each of the three files from the Client Files list to the Backup Files list.
7) Close the Backup window.
8) Select the Client File Folder "F:\TaxData\Tax11". Open the File Backup window.
9) Select drive C: in the Drives list and folder "C:\Temp" in the Folders list.
10) Drag and drop each of the three files from the Backup Files list to the Client Files list.
11) Close the Backup window.
12) You can now use these three files in the normal way on the network server.

In this example the folder "C:\Temp" has been used as a "mailbox" to move the three files from one folder to another within the network.

Print Settings

You may need to make some adjustments to your print settings to obtain optimum print performance when printing the substitute Tax Return. You should familiarise yourself with the process of setting up your printer within the Windows environment. You will usually be able to improve the speed of printing by experimenting with the graphics quality in your printer settings. It should not be necessary to use a print resolution greater than 300 dpi to give adequate print quality in the Tax Return printouts.

Within the Tax Return programs themselves you may find that turning off background shading gives a significant improvement in printing performance. Use of shading is not mandatory. The Tax Assistant substitute forms are approved by the HMRC, both with and without background shading.

You may find it necessary to make some minor adjustments within the Tax Return program to make the printed reports compatible with your printer. The Tax Return program contains a Print Settings dialogue box, which allows you to change some of the print settings. Click on the Settings button in the Tax Return Reports window to open the Print Settings dialogue. The following is a description of the items in this dialogue.

Printed Page

Left Offset, Top Offset, Page Width, Page Height - These items (specified in millimetres) allow you to vary the size and position of the printed output to that most suited to your printer. Start with the default settings and make small changes, if necessary, to ensure that the Tax Return printouts fill the maximum amount of the page and are centred within the page.

Scale (%) - Use this item in conjunction with the offsets and page sizes described above to scale the printed page to that most suited to your printer.

Text spacing – On some printers, the printing system used in Tax Assistant may distort lines of text that include different font styles (e.g. mixtures of regular, bold and italic text). This type of text occurs in various places in the Tax Return and supplement printouts. This distortion takes the form of sections of text being too close together or, in extreme cases, overlapping. This effect varies from one printer to another. To overcome it, the text spacing value, used in conjunction with the 'Enable mixed fonts' check box (see below) can be varied to overcome this problem. A value between 20 and 50 is usually suitable, but you will need to experiment to find the best setting for your printer.

Enable mixed fonts – This check box is used to determine whether printed lines on the Tax Return and supplements will include mixed font styles (e.g. mixed regular, bold and italic text). It is turned on by default. In this state it enables printing of lines with mixed fonts. The ‘Text spacing’ value (see above) can be used to avoid distortion of printed text containing mixed fonts. You can disable printing mixed fonts by turning this check box off.

Zoom - This item sets the initial scaling of the print preview window. The best setting will depend on the size and resolution of your monitor.

Shading Intensity - With shading turned on, there are four shades used in the Tax Return printouts. You can experiment with the settings for Black, Dark Grey, Light Grey and White to find the combination that best suits your printer. 0 is black and 255 are white.

Font – Select the font in which your entries on the Tax Return, Supplements and schedules will be printed. You can choose either Arial or Times New Roman. These are both standard Windows True-type fonts.

Section Breaks

For normal operation select the ‘None’ option. In this case all printed output will be sent to the printer driver software as a single file. If you select the ‘Document’ option each document (e.g. Tax Return, Employment supplement, Foreign supplement) will be sent to the printer as a separate file. In some circumstances this may give better print performance. Its main use, however, is when using a duplex printer. This mode of operation will ensure that the printout of each document begins on a new sheet of paper.

Preview

For normal operation select the ‘Normal’ option. This option allows you to preview reports within the Tax Assistant programs. As an alternative, the reports can be saved as files that may be displayed and printed as PDF documents. Select ‘PDF’ to do this. Creating a Tax Assistant report as a PDF document can be useful, for example, if you wish to send the Tax Return printout by electronic means (e.g. by email) to a client who has a computer system with a PDF reader like Adobe (but not Tax Assistant).

Partnership Tax Return

Operation of the Partnership Tax Return program is similar to that of the Individual Tax Return program, but there are some differences. This chapter will take you through the procedure of completing a Partnership Tax Return and transferring information from a Partnership Tax Return into a Partnership Supplement in a personal Tax Return. The procedure will be illustrated by means of an example, typical of many of the partnerships with which you will be dealing. If you wish, you may substitute one of your own real partnerships for our example as you work through the procedure. Read the *Tax Return* chapter of this booklet before reading this chapter.

The Partnership

Our example is a partnership of three people who run a gardening business called "The Flowerpot Men". The partners are Mr. A. Bill who owns 50% of the business, Mr. B. Ben who owns 25% of the business and Miss C. Weed who also owns 25% of the business. Follow the steps below to complete the Partnership Tax Return for The Flowerpot Men and the personal Tax Returns for Mr. A. Bill, Mr. B. Ben and Miss C. Weed.

Set up TaxBase data

As with the personal Tax Return program, you can use the Partnership Tax Return program without accessing data from TaxBase. However, most Tax Assistant users begin by storing their client data in a TaxBase database. If you want to do this, create new TaxBase records for Mr. A. Bill, Mr. B. Ben and Miss C. Weed. In this example, you do not need to create full records for each client. You should, however, include the client's address in the Personal section, the Tax Reference (10-digit UTR), National Insurance number and Tax Office in the Administration section, and the business name and description in the Business section. You should also select 'Partnership' as the type of business.

You may also create a database record for the partnership. If you do so, enter the address for correspondence in the Personal section, the Tax Reference (10-digit UTR) and Tax Office in the Administration section and the business name, description and commencement and/or cessation dates in the Business section. Also make sure that you select 'Partnership' as the type of business.

Tip: *When creating a new database record for a partnership, use a space as the 'First Name' and the business name as the 'Last Name'.*

Create the Partnership Tax Return

Start the Partnership Tax Return program. Click on the New File button on the toolbar to open the *New File* window. Select the option to *include data from a TaxBas*e database. Enter the name of the file, The Flowerpot Men in the *New File Name* box, and click on the OK button. You are returned to page 1 of the Partnership Tax Return and the *Import TaxBase data* window is opened. Double-click on 'The Flowerpot Men' on the client list to import the data from TaxBase into the return.

Create the Supplements

Click on the Supplement Manager button on the toolbar to open the *Supplement Manager* window. You will see that there is already a Supplement called 'Trading' in the list. This is not a real supplement; it refers to the TRADING AND PROFESSIONAL INCOME section on pages 2-5 of the main Partnership Tax Return form. If you have more than one accounting period for the business you can create additional trading supplements by selecting the 'Trading' item in the Supplements list and clicking on the Copy button. This is exactly the same as creating copies of the Self-employment supplement in the Individual Tax Return program.

The *Supplement Manager* is also used to create the Statement pages (i.e. page 7) for each partner. Click on the New button and enter "A. Bill" as the supplement name. Select PARTNER as the Supplement Type. Click on the OK button to create the supplement for A. Bill. Repeat this process to create supplements for B. Ben and C. Weed.

Complete the Partnership Tax Return

You can now complete the Partnership Tax Return in the same way as you completed the personal Tax Returns. You can create supplements as required and use the notepads in the Tax Return, Property, Savings, Foreign and disposals supplement to enter details of capital allowances, income from property savings income, disposals and Foreign income. If you are on page 4 of the main Tax Return or page 2 of a Trading supplement you can import accounts data from accounts production software or from a spreadsheet. Refer to the *Tax Return* chapter of this guide for details of all these facilities.

Import individual partner details

When you have filled in any required supplements and completed pages 1 to 5 of the Partnership Tax Return go to page 6, which is the Partnership Statement. The amounts to be allocated are shown in the left column; these are calculated automatically by the program from the entries you make on the return. The right column contains boxes in which you enter the partner details and the allocated amounts for each partner. In the tax form printout, which you will send to the HMRC, copies of page 7 will be printed, as required, to print statements for all the partners. To simplify viewing of the partnership statement for each partner, page 7 is not displayed. Instead, the details and allocations for any selected partner are shown on page 6. For your own records, you may also print page 6 with the statement for any selected partner. This will also be useful for giving each partner a printed copy of his or her own allocation.

Above the individual partner details there is a dropdown list, which allows you to select any individual partner. Click on the down arrow at the right of this dropdown list to display the list of all partners and click on a partner's name in the list to select the statement for that partner. Begin by selecting partner A. Bill. You could type in all the required details for A. Bill, but if you have already stored the details in TaxBase you can import these details directly into the Statement. To do this, click on the database icon above the box for the partner's name and address (box 6) to open the *Import Partner* window. Double-click on 'Bill, A' in the list to import the information into the partner statement. The partner's name, address, tax reference and National Insurance number are automatically placed in the appropriate boxes.

Use the dropdown list to select partner B. Ben, then import that partner's details. Repeat the process for partner C. Weed.

Allocate amounts to the partners

Select partner A. Bill and scroll down to the lower part of page 6 to view the amounts to be allocated. There are three ways to enter individual partner allocations. The most obvious is to type the amounts directly into the boxes. There are, however, two shortcuts available. You can type a percentage into a box or, alternatively, specify the proportion by typing a forward slash followed by the appropriate number. For example, Mr. A. Bill is to be allocated half of the profit so you can type 50% or /2 into the Profit box 11. Similarly, Miss C. Weed is to be allocated a quarter of the profit so you can type 25% or /4 into box 11. You can experiment with these three optional ways of entering the allocations and select the method that suits you best.

At any time, you can view the unallocated amounts by clicking on the pointer icon, which appears when you move the mouse over the text "Click here to view the unallocated amounts" above the item descriptions. When you have allocated the amounts to all the partners you may find there is a few pence difference between a total amount and the allocated amount. By viewing the unallocated amounts you can make minor adjustments in individual partners' allocations to make sure the total amounts and the allocated amounts are exactly balanced.

Note that there are separate statements for each Trading supplement. If a partnership carries on more than one trade or has more than one accounting period reported in the Partnership Tax Return, you must create separate copies of pages 6 and 7 for each trade and/or accounting period. There is a page "S" at the end of a Trading supplement to cope with this. This page can be treated in the same way as page 6 of the main Partnership Tax Return form.

Print the Partnership Tax Return

Select Print on the File menu, or click on the Print button on the toolbar to open the Reports window. Select the required Tax Return pages, Supplements and schedules and click on the Preview button to print the Partnership Tax Return, Supplements and supporting schedules. You may need to click on the Settings button and adjust some of the print settings to suit your printer. These adjustments must be made independently from those used for the individual Tax Return. Refer to the *Tax Return* chapter of this booklet for details of the print settings.

Import partnership allocations to the Partnership Supplement

Having completed the Partnership Tax Return for The Flowerpot Men, you will now want to transfer the appropriate information from the partnership return to the personal Tax Returns for each of the partners. It is important that you close the partnership file before attempting to import data into the partners' individual Tax Returns otherwise you will get a "file in use" error message.

Start the Tax Return program and create three files for Mr. A. Bill, Mr. B. Ben and Miss C. Weed. If you have created TaxBase database records for these clients you can use the Import function to set up the basic information and create the Partnership Supplements. Refer to the *Tax Return* chapter of this booklet for details on creating and completing personal Tax Returns.

Open Mr. A. Bill's file.

Tip: *When you click on the File menu the names of the four most recent files are displayed at the bottom of the menu. Click on any one of these names to open that file immediately.*

Open the Partnership Supplement. Select Partnership on the Import menu to open the *Import Partnership Allocation* window. There are three lists; Partnership Tax Return files, Trades, and Partners. Initially, the Trades list and the Partners list are blank. Click on 'The Flowerpot Men' in the Partnership Tax Returns list and the names of the trades and partners appear in the Trades and Partners lists. Click on 'Trading' in the Trades list then click on A. Bill in the Partners list to select the statement for A. Bill for the main partnership trade. Click on the OK button to transfer the relevant information from the Partnership Tax Return to the Partnership Supplement of Mr. A. Bill's Individual Tax Return.

Repeat the process for the individual Tax Returns for Mr. B. Ben and Miss C. Weed.

You can perform business calculations using the calculator icon adjacent to boxes 5 and 6 in the same way as you used the business calculator in the Self-employment supplement in Example 2 in the *Tax Return* chapter of this guide.