Welcome to the User Guide for TaxCalc 2006. The features described in this guide will help you access the functions within the TaxCalc program. It's written in plain English with clear, detailed instructions on how certain features within the TaxCalc program work.

Please take time to read it as it'll help you get the best from TaxCalc 2006

0:6

Contents

Section One – Getting Started with TaxCalc 2006

1.1 Minimum System Requirements   [Contents]

For TaxCalc to run efficiently, please make sure you have the following Minimum System Requirements:

Operating Systems:

- Windows 98SE
- Windows ME
- Windows NT4
- Windows 2000
- Windows XP

You will need:
- Pentium II Processor (or compatible) with 450 MHz

Memory Requirements:

- 128 MB of RAM for Windows 98SE or ME
- 256 MB of RAM for Windows 2000 or XP

Display Requirements:

- 1024x768 or higher with 256 colours

Disk Space:

- 100 MB

You will need:

- Internet Connection using **Internet Explorer 6, Netscape 7.X or higher** to run live TaxCalc Updates and to file your tax return on line.

You will also need:

- Inkjet Printer or Laser Printer if you want to file your return by post

Programs:

- Internet Explorer 6.x
- Adobe Reader or Acrobat (to create a printable document)

1.2 Internet Explorer Script errors   [Contents]

- ⓘ TaxCalc 2006 utilises Microsoft Internet Explorer technology to display the Tax Return on your screen.
- ⓘ If your version of Internet Explorer is not up to date (Version 6 or later) it is possible that you could receive some errors when trying to view or navigate through your Tax Return.
- ⓘ If you have purchased TaxCalc Pro or Standard on CD then the latest version of Internet Explorer is supplied on the CD, (Click 'tools' on the splash screen to install Internet Explorer from the TaxCalc 2005 CD).
- ⓘ Customers that have bought a download version please make sure you have updated your Internet Explorer to the latest version from the Microsoft website. www.microsoft.com/ie

1.3 Licensing TaxCalc 2006   [Contents]

Step 1

- ⓘ After having installed TaxCalc, and on first opening the program, a License Key box should appear so that you can license your program.
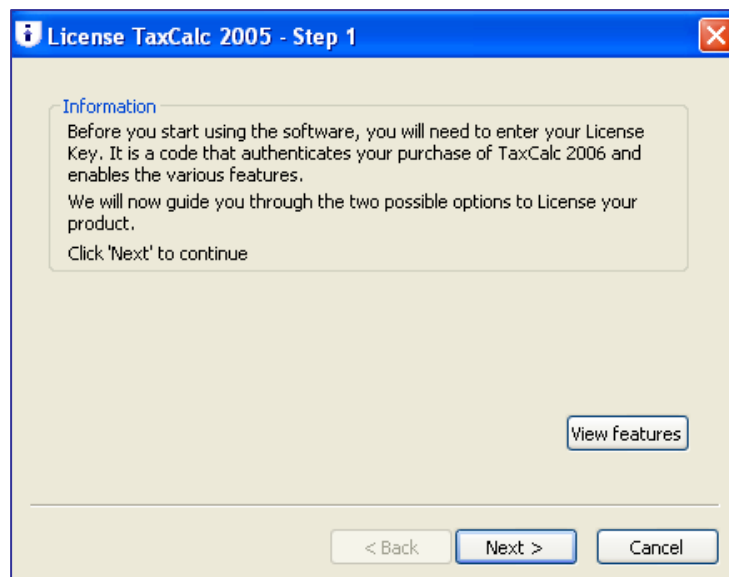
Step 2

- Select 'Next' to move on to the next License Key Step:

If you have an internet connection, TaxCalc can find your licence key for you.

- Click on 'Test' and a message will appear below telling you whether or not you can connect to our site.
- If successful, select the 'Automatically via the Internet' option
- Click 'Next'
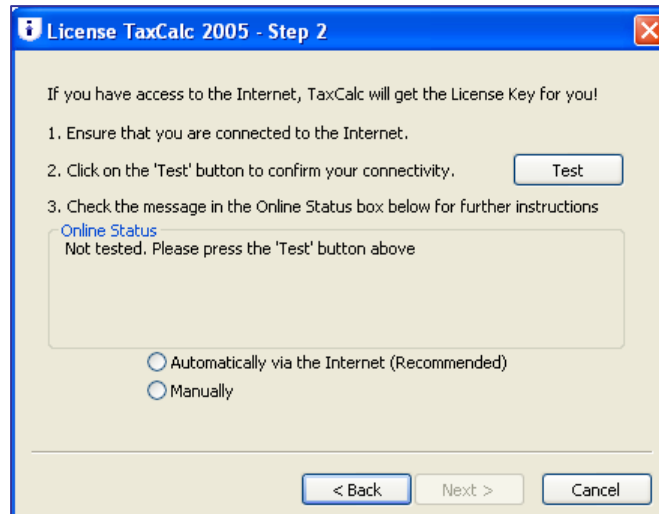- Enter your User ID (usually your email address) and password in the boxes provided.
- Click 'Next' again and you should see the 'Congratulations' screen.

If you would like to **enter your Licence Key manually**:

- Locate the key – it will be on the letter sent you're your TaxCalc 2006 CD or on the 'My Products' page once you have logged in to our website using your 'Username and Password'.
- Select 'Manually' in the licence key window within TaxCalc 2006
- Click 'Next'
- Enter the 16 digit licence key in the boxes provided – you will not need to TAB between boxes. (NOTE: if you are re-entering a key, after upgrading for example, you may need to click the 'Clear' button first).
- When finished, click the 'Next' button again and, if correct, you should see the 'Congratulations' screen.

Step 3

- Once you have entered your License Key either manually or by entering your TaxCalc log in details, again select 'Next'
- Once the 'CONGRATULATIONS' screen appears, you can click on 'View Features' to check the features and modules you have enabled.
- Click the 'Finish' button to complete the licence process.
- You will now be able to use the TaxCalc program.

1.4 Keeping up to date

- If new features are implemented throughout the year, we may release TaxCalc updates which you can download and install.
- When you first open the program, TaxCalc is set to search for updates by default.
- If you have firewall software or hardware, you may first be prompted to allow 'TaxCalc.exe' to access the internet.
- Please click **here** for further guidance on firewalls.
- You can change turn off the update, change the interval or start an immediate update search from the 'Tools' menu 'TaxCalc Update' option:
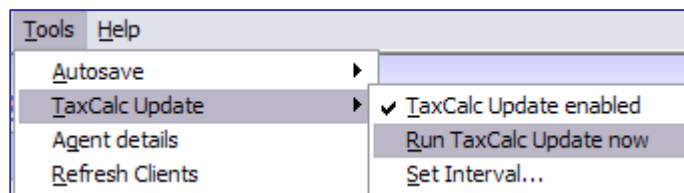
1.5 The 'Start' screen

Once you have licensed TaxCalc 2006, you will be taken to the 'Start' screen:
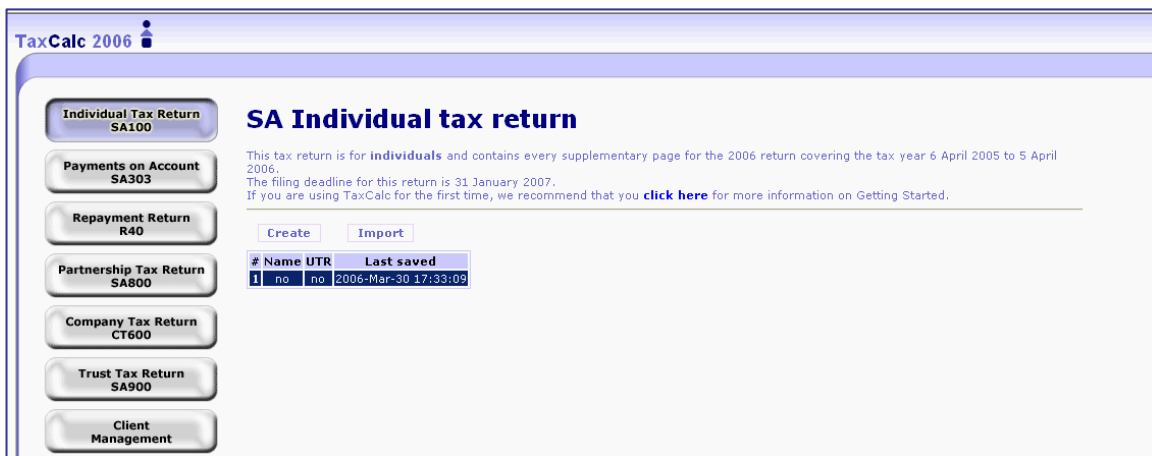
You can return here at any time when you are completing a return, by clicking on 'Start':

If you are currently completing a return and wish re-visit it afterwards (to save it, for example) simply 'click' on 'Prepare':

1.6 Selecting a Module

TaxCalc 2006 contains various modules some, or all of which, you will be able to use (depending upon the version of TaxCalc 2006 you purchased).

- The 'Start' screen contains buttons to choose which module to enter on the left side of the screen.
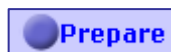- When you click on each button, you will see the page heading change and there will be a description of that module underneath. The options and files listed on-screen will ONLY be those relevant to that module (eg: when you select the SA100 module button, you will see a description of the Individual return module and only your current SA100 returns).
- If enabled, you will see the usual options (see below) otherwise you will see the 'module unavailable' message.
- You can change between module whenever you wish to, from the 'Start' page.

1.7 Creating a New Return

To create a new Individual return, simply click on the SA100 tab to the top left of the TaxCalc Welcome Screen:

Individual Tax Return SA100
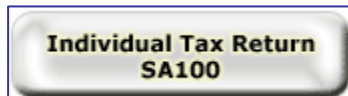
- Then click on the 'Create' button: **Create**

- Complete the same process for creating a new Claim to reduce Payments on Account (SA303), Claim for Repayment (R40), Partnership Return (SA800) or Corporation Return (CT600).

1.8 Data entry – SimpleStep or HMRC Forms?

Once you have selected to create a new return, you will be asked to choose how you would like to start completing it…using SimpleStep or Forms mode:

- We have created TaxCalc 'SimpleStep' mode to make filling in your tax return easy.
- You can enter your information using either 'SimpleStep' (Interview Mode) or the Inland Revenue forms, ('Forms Mode')
- We recommend the SimpleStep method for new users as it guides you through the process and requires no tax or computer expertise.
- You can switch between the two modes at any time and your data is simultaneously updated within both options, allowing you to move easily through the program.

You can switch to and from on the buttons (see below) in of the screen.

the two methods by clicking the **top right hand corner**

Simple Step | HMRC Forms

1.9   Saving your return

You must remember to save your returns regularly!!
TaxCalc 2006 has an Auto save feature which will be switched on when you first open the program:

- When you start a new return, you will receive a prompt after 10 minutes, as follows:
- You can click 'Yes' to choose a location and name with which to save the file
- Click 'Cancel' to reminded later or...
- Click 'No' to view the settings screen below:

TaxCalc 2006

? You have not yet saved this file. We recommended that you do so in order to safeguard the information that you have entered. To save the file now, click "Yes".

If you want to disable Autosave or change the interval then click "No"
If you press "Cancel", we'll remind you again in 2 minutes.

[Yes]   [No]   [Cancel]

Here you can:

- Choose to turn off the Autosave feature
- Change the Interval between Autosaves

Set Autosave Interval

Autosave enabled   ☑

Please set the Interval time in minutes (min 2, max 60):   10

[OK]   [Cancel]
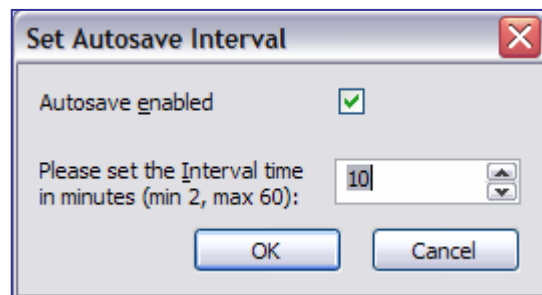
Remember, you can save a file at ANY time by clicking on the 'File' menu and 'Save' option in the top left corner of your screen or by holding down the 'Ctrl' key on your keyboard and pressing 'S':

File	Edit	View	Tools	Help	
New					Ctrl+N
Open...					Ctrl+O
Save					Ctrl+S

1.10 Importing a 2005 return

If you used TaxCalc to prepare your 2005 return, you can import the data to help you complete your 2006 return. TaxCalc captures the common information from your previous files so that you do not need to re-enter the information.

Single File Importing

- When the TaxCalc Start screen appears, click on the 'import' button:

> **Import**

You will then see the following screen:

You can follow the steps on this screen to:

- Find the file you wish to Import (using 'Browse' to locate the file on your system
- Choose what you would like the file to be called (or keep last year's name which appears as default)
- Choose the location where you would like the file to be imported and saved
- Click on 'Start' to import the file
- Your data will be imported into a TaxCalc 2006 file and saved for you automatically.

Multiple File Importing

If you are using **TaxCalc 2006 Pro** or **Pro Suite** versions, you will also have the option to import multiple files (there is no limit to the number that can be imported in one go!).

If you select the 'Multiple files' option, you will see the import screen below:

With this method you will be able to:

ℹ Choose what type of files you want to look for (SA100, SA800, CT600 or all at once!)
ℹ Use the 'Search' function and 'Browse' to a folder in which to search, and even use the 'Sub-Folders' option to look in all of you folders at once...even an entire drive!
ℹ Choose where you would like the files to be saved (you will need to choose a location to save them in and the files will automatically use the same name as the 2005 files, but with the '.s06' extension rather than '.s05' - eg: 'JohnSmith.s05' will become a new 2006 file called 'JohnSmith.s06').
ℹ Choose to import all of the files that have been found OR choose only the specific files that you want.
ℹ Use this function more than once if you want to import certain groups of files to certain locations on your computer.
ℹ If you are importing multiple files and find that you have multiple copies of the same file...you can choose not to import these by using the 'My Choice' option of the multiple import screens.

ⓘ If you have imported **duplicate** or **unwanted** files, you can remove these yourself with the 'Remove' function (see **'Opening and Removing files'** section below).

Section 2 – Managing your files

2.1 Locating your files

Once you have saved your returns, they will be listed on the 'Start' screen in the table shown below.

ⓘ The 'active' return is always underlined and shown in the table as number 1.
ⓘ Any other 'return' that you 'click' on will be highlighted in dark blue.

#	Name	UTR	Last saved
1	Jill Brown	4444444444	2006-Mar-29 14:26:03
2	John Brown	333333333	2006-Mar-29 14:25:16
3	Jane Smith	2222222222	2006-Mar-29 14:24:30
4	John Smith	1111111111	2006-Mar-29 14:23:30

2.2 The file 'Status' window

Directly below the list of files is the 'Status' window that displays information about the **'active'** return:

Status	
Name	Jane Smith
File location	C:\SmithJane.s06
Test submission	no
Live submission	no
Printed	no
Open	Open as R40	Delete

You will see:

ⓘ The name given on the return
ⓘ The location of the return on your computer.
ⓘ Whether a successful Test submission has been made (not necessary if the 'live submission' has already been made!)
ⓘ Whether the File has been successfully filed online to the Live server at HMRC
ⓘ Whether you have printed this file (please see 'Printing your return' section).

2.3 Opening and Deleting Files

If you have selected a return, you can use buttons in the Status Window to:

- ‘Open’ the return (if you have not done so, you will be prompted to save the ‘active’ return.
- ‘Delete’ the return (this will completely remove the return from the hard drive of your computer and you will not be able to recover it)
- ‘Open as R40/SA100’ - on SA100 and R40 modules, you will also see the above options.
- If you select an SA100 return, then click this button, the relevant data in the selected SA100 return will be used to create a new R40 claim (or vice-versa if for the ‘Open as SA100’ button in the R40 module).
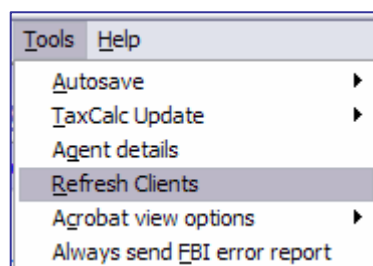
2.4 Refreshing your Client List

You can also **Refresh you client list** if, for instance, you have manually changed the location of your stored files.

To do this:

- Click on the ‘Tools’ and ‘Refresh Clients’ menu option
- Follow the on-screen instructions to ‘Browse’ to the location of your files and select a folder to search in
- You can elect to search in subfolders if your files are stored in multiple locations. Just select the folder at the highest level and tick the ‘Search in subfolders’ option.
- Click ‘Refresh’ to rebuild your list of files
- NOTE: This will ‘refresh’ TaxCalc’s list of files for ALL modules available and will ONLY display files that were found in the location(s) specified by you.

Tools	Help	
Autosave		▶
TaxCalc Update		▶
Agent details		
Refresh Clients		
Acrobat view options		▶
Always send FBI error report		

Custom Status Options

- Professional Users will also have two further options in the Status window and they form part of our ‘Client Manager’ feature:

HMRC status	Accepted by HMRC ▾
Custom status	Sent to client ▾

- ⓘ The contents of these fields are chosen by **you** and that status will remain until you change it.
- ⓘ These options can be used for your own reference, and also as part of the 'Client Manager' search function (see below).

2.5   The Client Manager

[**Contents**]

The Client Manager option is available to Pro and Pro Suite customers only.
It enables you to quickly search through and organise your client's returns and mark them with a 'Custom Status' (see above image) to keep track of progress:

> **Client Management**

When you 'click' on the above button, you can search all of your returns and filter the list accordingly.

⊟ Search criteria			
Search for...			
UTR	**Name**	**Postcode**	

In location...	**Whose filing Status Is...**		**And Other Status Is...**
☐ SA100	**Printed** ☐ Printed ☐ Not Printed		**HMRC** [▾]
☐ SA800	**Online submission** ☐ Successful ☐ Not successful		**Status is** [▾]
☐ CT600	☐ Error ☐ Not filed		**Status is not** [▾]
☐ R40	**Test submission** ☐ Successful ☐ Not successful		
☐ SA303	☐ Error ☐ Not filed		

Search	Reset	AutoSearch ☐

No results.

Search For:

- ⓘ You can choose to search by a specific UTR, Name or Postcode
- ⓘ You can even search by multiple criteria (eg: all clients named "smith" in the "RG45 6AW" area.

In Location:

- ⓘ Select which type of returns you would like to see the results for
- ⓘ If no option is selected, ALL types of return will be searched.

Whose filing status is…:

Printed:

- Choose to see files that you have marked as Printed or Not marker as Printed (See 'Printing' section for more details on marking a return as printed).

Online submission:

- Whether the return has been filed successfully or not
- Choose to see those returns with filing errors
- Select only those returns that you have not yet attempted to file 'Live'.

Test Submission:

- Use the same criteria as above but only regarding files that have been test-filed, and that you have not attempted to file 'Live'.
- As always, if no options are selected, ALL status' will be searched through

And other Status Is…:

- If you have used the 'Status' fields to mark a return with a specific HMRC status and/or a specific 'Custom' status (see 'Status Window' above), you will also to be able to search for only files with a certain status.
- TaxCalc will only give you a choice of the status options that you have already used on your returns (to avoid confusion!)

Search button

- The search button will start the search based on the criteria you chose above.
- When the search has been performed, the list of files will be displayed below along with the 'Status' window…just like on the module 'Start' screens.

Show/Hide Search Criteria

- If you have search results, you can minimise the search criteria window to give you more space by clicking anywhere on the label itself:
- If you click it again, the criteria window will reappear!
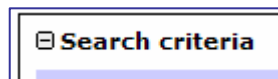
⊟ Search criteria

Reset button

- The reset button will return all of the search options to default without you having to 'deselect' and remove your criteria.

Auto Search

> ℹ If you tick this box, then every time you return to this screen (after completing another return, for example) your last search results will be displayed automatically for you.

Example

If you wanted to see all SA100 and CT600 returns that have been successfully test filed and whose 'custom status' is set to 'Sent to Client', you would select the options below:

Section 3 – Completing your return

3.1   Before you begin

Before you start filling in your tax return, please make sure you have the following paper work that will help you to complete a return.

Employment

> ℹ P60 form showing your pay and tax paid if you were employed on 5 April 2006.
> ℹ P60 form showing your pay and tax paid if you were employed on 5 April 2006.
> ℹ P45 form showing your pay and tax paid if you left before 5 April 2006
> ℹ P11D form showing the benefits (such as company car) that you received.

Inland Revenue Forms

> ℹ P2 forms (tax code notices) for the years 2005-2006 and 2006 – 2007.
> ℹ Any statements of account.

Business Information

- If you are self-employed, the accounts for your business or your records of income and expenditure.
- If you are a partner, a copy of your partnership statement (from the partnership tax return) showing your profit or loss.

Benefits and Pensions

- P45U or P60U in respect of any incapacity benefit or job seeker's allowance.
- Amount of state pension received.
- P60 forms for any occupational pension.
- Statement of the amount received and tax paid for any other pension.

Investments and Savings

- Details of any share options you exercised during the year.
- Tax vouchers for dividend income.
- Bank statements or summaries showing the interest earned and tax paid.
- Record of payments into a personal pension (such as a pension or FSAVC certificate).
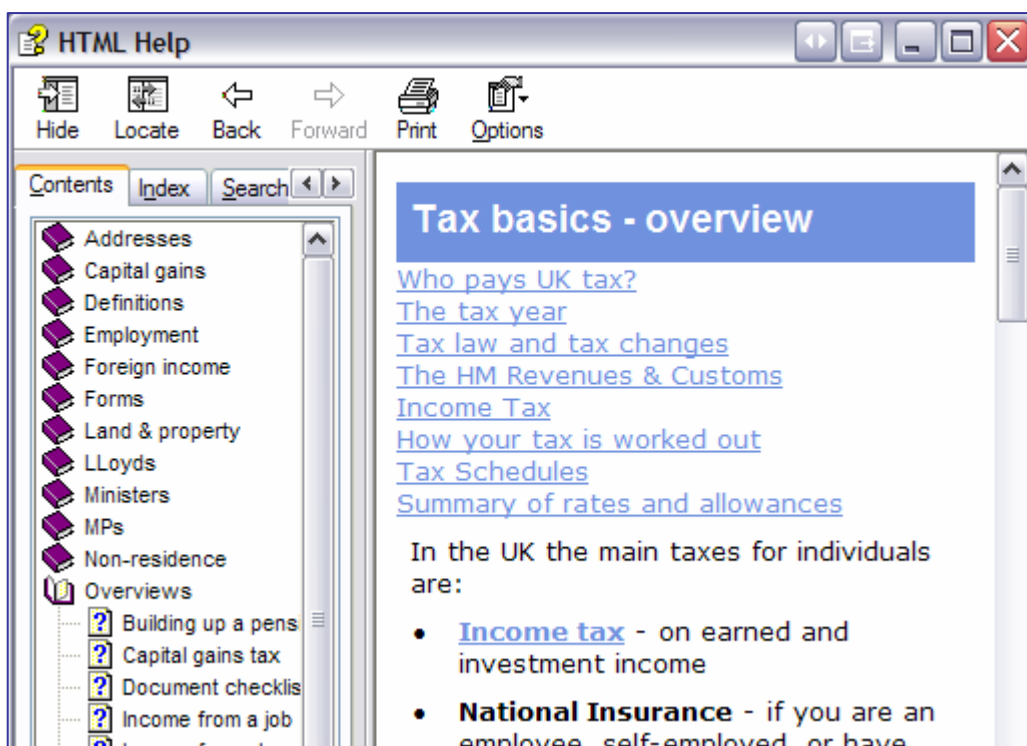- Details of the cost, proceeds and expenses for any asset sold.

3.2   Context-sensitive Help

[**Contents**]

- TaxCalc 2006 contains many tax-based help files that can be accessed through the 'Help' menu and 'Help Topics' option:
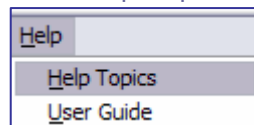
- This will give you a standard Help window (you may be familiar with the system from other software products):

You can use:

- 'Contents' options on the left of the window to browse for topics
- 'Search' function to look for help on the section of the return in question
- 'Index' to see a full list of indexed help topics

Context Sensitivity

- TaxCalc also has **'Context Sensitive'** help available to you.

- If you highlight ANY box on a return and press the 'F1' F1 key in the top-left corner of your keyboard, the TaxCalc help window will open and you will see the relevant help for that box or section of the return.

3.3   HMRC Help Sheets

[**Contents**]

Although you can download the HMRC Help Notes from the HMRC website, we also make them available to you within TaxCalc 2006.

- They are included in the installer for CD customers but, due to the number of sheets and, therefore, their overall size, they are available to as a *separate* download for our download customers.
- They are available in PDF format from our website at www.taxcalc.com/support/helpsheets/
- When they are installed (either from the CD or after the download) within TaxCalc 2006, they will be available from the 'Help' 'Help Topics' option:
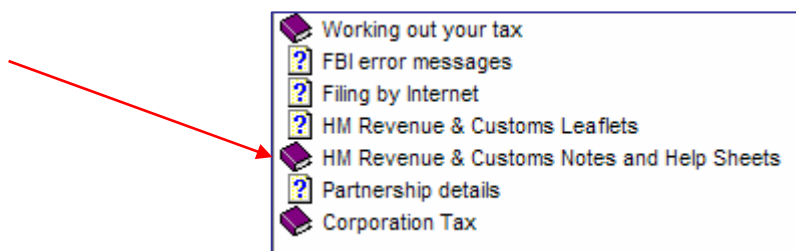

3.4   Navigating through your return

[**Contents**]

- You can use the 'Previous' and 'Next' and buttons to navigate forwards and backwards through the return.

< Prev   Next >

SimpleStep

- SimpleStep mode is specifically designed to take you forwards and backwards through your return when you use the buttons above.
- It will only take you to pages that are relevant to yourself, depending upon how you have answered earlier questions.
- You can use the navigation menu (as below) to jump around the return but you *should not have to* and you may also end up on a page that you don't really need to be on!
- The page you are currently on will appear in bold and underlined. (see image below)
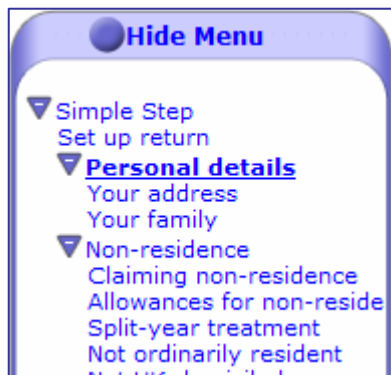
Forms mode

- In forms mode, the Previous and Next buttons will navigate the pages but be aware that some pages (especially the supplementary pages) ask questions that may need answering first!
- You can, of course, use the menu at any time to navigate forwards and backwards through the return
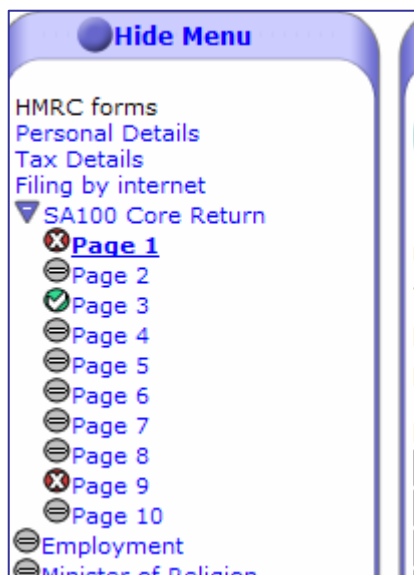
Hiding the Menu

- If you click on **Hide Menu** the menu tree will disappear, giving you more space to view your return.
- If you then click on **Show Menu**, it will reappear for you!

Understanding the Menu Icons

- In Forms Mode, you will notice some icons next to many of the menu items.
- This symbol means that you have not yet visited this particular page USING FORMS MODE.
- This symbol indicates that you have visited the page in Forms Mode and TaxCalc has not found any errors on that page.
- ❌ - This symbol indicates that TaxCalc has found an error somewhere on that page. You should re-visit the page and check it!

3.5   Adding your own Notes

[Contents]

TaxCalc allows you to make your own notes on a return.

- Next to most boxes, you will see the Notepad symbol:
- Click on this and then on 'Your Notes'
- A box will appear which will allow you to enter any notes for your own future reference.
- The Notepad symbol for that box will turn **green** to remind you that you have made a note there:

	▼ Your note
n off	Your notes can be made in this widow !!
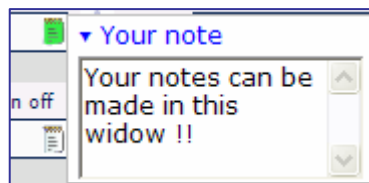
- To delete the note, just open it again and delete all of the contents.
- **REMEMBER**: These notes will NOT be included anywhere on your return...**they are for your reference only.**

3.6   Using TaxCalc 'Wizards'

[Contents]

- For your convenience, we have included numerous 'Wizards' (or worksheets) in TaxCalc 2006.
- If you 'click' on the wizard's hat icon next to a box it will lead you to the Wizard.

- Wizards vary in function. The 'Company Car Wizard' for instance, will conduct more complex calculations for you, saving you time (and very possibly, a headache!).
- Others can be used to make multiple entries (eg: Dividends received) from multiple sources. The Wizard will do the totalling for you and allow you to keep a record of every transaction – for your convenience.
- Usually wizards will take you to a new screen: - see below

Interest

Please complete Questions: 10.2, 10.3 and 10.4

Interest from UK banks, building societies and deposit takers – where tax has been deducted

Description	Amount after tax taken off	Tax taken off	Gross amount before tax
Total:	10.2	10.3	10.4

Close

- Remember, the Totals boxes will calculate automatically, so start off by entering your description and financial data.
- You can click on 'Close' to exit the wizard and return to the page you were on before.
- When you start entering data in the wizard, you will see two additional options appear on the left:

Delete

Add

- 'Delete' allows you delete the entire row
- 'Add' will create a new line so that you can enter multiple rows of data!

Section 4 – Finishing your return

4.1 Viewing your Summary

[Contents]

In the SA100 module, there are various summaries available that you can view to get a breakdown of the tax calculations

SimpleStep mode

Check	Review Forms	Review Summary	Finish

The '**You have finished'** screen allows you to:

- **Check** your return for errors (see section below)
- **Review Forms** – this switches into forms mode so you can see how your data has been entered onto the forms themselves.
- **Review Summary** – This will take you to the TaxCalc 8 step summary – a simple breakdown of how your tax has been calculated!
- **Finish** – Go straight to the finishing screens (see below).

Forms Mode

TaxCalc Summary

▼ **Summary**
　Tax Summary
　SA101 Summary
　SA103 Summary
　SA104 Summary

- This shows you the easy to understand the 8 step TaxCalc summary of how your tax was calculated
- There are also separate breakdowns for:
    o SA101 (Employment)
    o SA103 (Self Employment)
    o SA104 (Partnership)

SA151C Summary

▼ **SA151C Tax Calculation**
　Stage 1. Income
　Stage 2. Deduction allowa
　Stage 3. Income after ded
　Stage 4. Allocating income
　Stage 5. Tax due on incor
　Stage 6. Tax paid at sour
　Stage 7. Relief/Adjustmer
　Stage 7 continued. Other
　Stage 8. Payments due
　Stage 9. Payments on acc
　Age allowance
　Married couples allowance
　Class 4 NIC contributions
　Top slicing relief
　Capital gains
　Notional tax
　Top — Qualifying distribut
　Grant of option
　Annuities payments

- The HMRC SA151C, although lengthy, is the full breakdown of how the tax was calculated, it is useful if you want to know for example, how age allowance or married couple's allowance has been calculated.

Result

SA104 Summary
▷ SA151C Tax Calculation
Result

ℹ The Result page shows a brief breakdown of the Tax due using the HMRC's SA302 tax summary format.

4.2 The TaxCalc 'Check' Screen

[**Contents**]

ℹ You can access the 'Check' screen from within a return at any time by clicking on ⬤**Check**

ℹ This screen will list any errors that TaxCalc has found on your return and tell you where they are.

ℹ You can also click on the 'Go' link next to any errors to go straight to the relevant page.

ℹ It recommended that you **always** visit the Check page before printing or filing your return online.

#	Box	Ex	Message	Link
4117	UTR	—	Please enter your Unique Tax Reference (UTR) number. This is a 10 digit number supplied to you by HM Revenue & Customs.	Go
4123	Address	—	You must fill your address.	Go
4140	22.6	—	The date of birth is missing. Please enter this into 22.6.	Go
20020	Title, 22.4A, 22.4B, SurName	—	You must enter your Title, any Forename/s and your Surname	Go

4.3 The 'Finish' Screen

[**Contents**]

ℹ When you have finished entering your data and have visited the 'Check' screen, you can proceed to the 'Finish' screen by clicking on:
⬤**Finish**

ℹ You will see the finish options relevant to the module you are using.

ℹ For the SA100 return you will see:

Please choose what you would like to do next:

Print my Tax Return to file by post	Yes
File my Tax Return online to HMRC	Yes
View the TaxCalc summary of tax calculation	Yes
View the HMRC SA302 tax calculation	Yes
View the HMRC detailed calculation SA151c	Yes

- **Print my Tax Return...**will take you to the Printing Preferences screen (see 'Printing Your return, below)
- **File my Tax Return...**will take you to the File by Internet page (see 'Filing by Internet', below)
- **View...** these options will allow you to see the various summaries of your return, as described in the 'Viewing the Summaries' section above) – *other modules will have different options depending on whether there are any summaries available*.

4.4   Printing your Return

The Printing options screen for an SA100 return will look like this:

Printing Options:	
Manual Filing (print an HMRC approved return to post)	○
A copy of the information filed online (+ HMRC filing mark)	◉
Agent copy (as for manual filing + pages numeration header)	○

I would like to...	
Print my complete tax return	◉
Print my selection of pages	○
Print only from the choices below	○

additional options...	
TaxCalc tax summary	☐
HMRC SA302 "Result" summary	☐
The full online submission log (in xml format)	☐
My Worksheets	☐

Create Preview

Printing Options:

- Manual Filing ... If you are not filing online, then you can print an approved substitute return using TaxCalc.
- A copy of the information filed online... If you are going to file online, then you can print a record of the information that was sent online in a format approved by HMRC. This can be used to prove what you filed.
- Agent copy... If you are an agent, you may wish to print the normal tax return with a header specifying the client's name, UTR and which one of the total set of pages each sheet is.

- **Print complete return…**This will create a preview of your entire return and TaxCalc will only include the pages that are required by you.
- **Print my selection of pages…**This option will give you further options and you can choose **exactly** which pages you would like to print.

| Core Return		Supplementary Pages		# of Pages
Page 1	☐ 📄	Employment	☑	2
Page 2	☐ 📄			2
Page 3	☐ 📄	Page 1	☑ 📄	
Page 4	☐ 📄	Page 2	☑ 📄	
Page 5	☐ 📄	Minister of Religion	☐	
Page 6	☐ 📄	Share Schemes	☐	
Page 7	☐ 📄	Self-Employment	☐	
Page 8	☐ 📄	Lloyds	☐	
Page 9	☐ 📄	Partnership	☐	

Print only from choices below…this will NOT print any of your tax return pages…only the options that you tick on the '**additional options…'** section (see below)

Additional options…:
- These options, if selected, will be printed along with any other options that you have chosen above.
- **TaxCalc summary…**Include the 8 page TaxCalc
- **HMRC SA302…**Includes the brief summary of Tax due
- **The full online submission log…**only applicable if you have filed online!
- **My worksheets** If you have used any worksheets in TaxCalc, you can choose which (if any) you would like to print out.

Creating a PDF

- When you are happy with your choice of printing options, click on 'Create Preview'
- TaxCalc will now create a PDF using Adobe Reader / Acrobat (see below) and display it onscreen
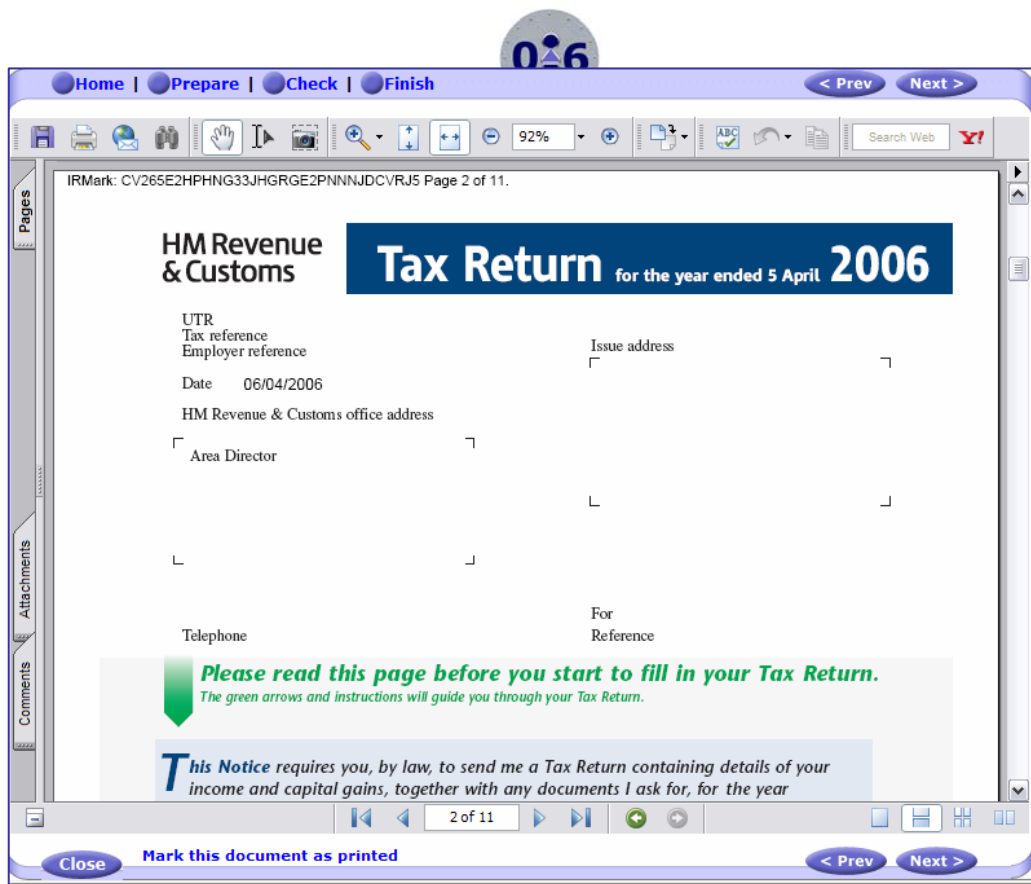
- TaxCalc has opened up Adobe within your viewing window.

- You can check the return over to make sure you are satisfied with the end result.

  - Use the 'printer icon' to send the preview to be **Printed**

  - Use the 'save icon' to save a copy of the PDF itself (if you wish to, however, please note that this is not the TaxCalc file, just the printable PDF that has been generated).

- Click on the 'close icon' to return to the Printing Preferences screen

- Click on this icon if you would like to mark the file with the 'Printed' status (see section on the 'Status' window and 'Client Manager') for details on how this may be useful to you.

What if I don't have Adobe Reader?

TaxCalc uses Adobe reader as the PDF format can generate excellent print results for you and it is freely available to all.

If you have the TaxCalc 2006 CD, you can install Adobe Reader from the CD:

- Insert the CD into your CD/DVD drive
- When the splash screen appears, click on the 'Tools' button
- Choose to install Adobe Reader for your operating system
- Either Windows 98SE / Windows ME – this will install Adobe Reader 5
- ...or Windows 2000 / XP – this will install Adobe Reader 7

Alternatively you can download the suitable Adobe Reader product from www.adobe.com .

If you have any problems with generating a PDF document within TaxCalc, we would strongly recommend uninstalling any Adobe Reader products that you have and reinstalling just the appropriate Reader for your operating system (either from the TaxCalc CD (see above) or from www.adobe.com *.*

4.5   Filing by Internet

[Contents]

How to Register

- If you intend to file your tax return online then you should register in good time with HMRC. Click on the following link and it will take you straight to the HMRC registration page
  https://online.inlandrevenue.gov.uk/index.jsp
- If you have your User ID and Password from last year you can use this again this year!
- For more information on online filing click on the following link and you can view an online demonstration
  http://www.hmrc.gov.uk/individuals/onlinedemo

Entering your details in TaxCalc

From the Finish screen, if you choose to file online you will see the following screen:

File by Internet

Please enter your e-mail address (or confirm that it is correct) if you wish to receive an e-mail response to your filing from HMRC.

E-mail address:

* Please enter your HMRC UserID and Password.   **Use global settings**

User ID:

Password:

** Do you wish to test file only?   Yes ☐

Submit   Print

- If, when completing your return, you expressed your intention to file online,

- You should have been prompted to enter these details.

If NOT, you can enter them here and you will need:

- Your email address (this is not essential, but if you wish to receive an email confirmation from HMRC, you should enter the email address here).
- Your User ID and Password as provided to you by HMRC (or IR if you have filed in previous years).
- When all data has been entered, you can choose whether you would like to **'Test'** file the return
- A 'Test' file will be checked by the HMRC system in the normal way but it WILL NOT ACTUALLY BE SUBMITTED.
- You will receive a response (see below) in the normal way and will be notified if there were any errors found.
- If you are happy with the Test file, you can remove the tick and file 'Live'
- NOTE: You will not have actually 'filed' your return correctly until you have made a 'Live' submission and have received a 'Successful' response from HMRC

Attaching Files

- **The HMRC online filing system for the CT600 return already accepts attachments.**
- **The HMRC will be updating its SA100 and SA800 systems later this year to accept attachments and we will release a software update at that time.**

CT600 Attachments

- On the submission screen, click the **Attach files** button
- You can use the following screen to add, remove and 'Refresh' the attached PDF files.
- If you **Close** this window when ready, all PDF files will **automatically** be attached to any submission that you make!
- Please note, any attached file MUST be in a correctly created PDF format....you **CANNOT** simply change the extension on another type of file to 'PDF', as HMRC systems will reject the submission if you do so.
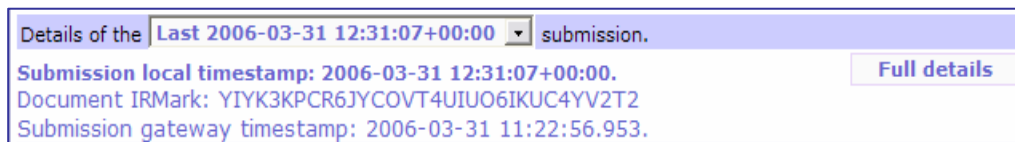
Submitting the return

- If you are happy with your return and have successfully 'Test' filed the return, you can file it 'Live' (ensure that there is **no tick** in the 'Test file only?' box!!).
- You will receive a 'Submission Process' window as below:

Inland Revenue submission process

```
[03/31/06 12:31:07] Submission started
[03/31/06 12:31:07] Make request on https://secure.dev.gateway.gov.uk/submission/
```

Cancel

- Your data will be sent in 'packets' and the process will be displayed in this screen. If you wish to cancel, you can click the 'Cancel' button but it is recommended that you do not start the process unless you are completely ready to file (if HMRC have successfully received your return, you will NOT be able to make changes and file it online again!!)
- When the Submission is complete, the 'Cancel' button will change to 'Close' so click this to end the process and see your results!

Receiving a response

- When you have filed online (successfully or not) and have closed the 'Submission Process' window, you will see the Result message
- This message is sent straight from the HMRC systems and displayed on-screen. The example below is the message you will receive if either your UTR, UserID and Password is incorrect (see also 'Understanding Errors' below):

Details of the Last 2006-03-31 12:31:07+00:00 ▼ submission.

Submission local timestamp: 2006-03-31 12:31:07+00:00. **Full details**
Document IRMark: YIYK3KPCR6JYCOVT4UIUO6IKUC4YV2T2
Submission gateway timestamp: 2006-03-31 11:22:56.953.

- Note that your machine AND HMRC give the return a 'Timestamp' of the time the file was sent according to each machine!
- You will also receive an IR Mark which can be used to prove what you filed. You can print (via the Finish Screen) a record of the information filed online including the IR Mark.
- If the submission is successful, you will receive a 'successful response' message which is in fact your HMRC receipt.
- Of course, this data will all be stored in your 2006 file so you can retrieve it later, if you need it.
- The **Full details** button will allow you to view the FULL XML code for the submission, although you should only need this is it is requested by either HMRC or us.

Sending an FBI error report

- If there is an error with your submission, you will receive a message:

- This screen gives you the option of sending the error report to us.
- This is **completely anonymous data**
- There is absolutely no requirement for you to send us this data, but it will help us assist and solve whatever issue may be preventing you from filing or completing your return.
- It also assists us in the aggregation of anonymous user data which is used to continually improve the product in 'real time' and make completing an filing your returns as effortless as possible.
- After deciding whether to send the data, you will be able to 'Close' the Submission Process screen (see above) and see a full description of the error.

Understanding Errors

- Although TaxCalc 2006 has extensive validations and the 'Check' facility, there can still be errors when submitting.
- A common cause is the Authentication Error as described below
- If you receive an error, you should see the following page when you have closed the 'Submission Process' window:

			Protocol errors
By	**#**	**Type**	**Text**
Gateway	1046	fatal	Authentication Failure. The supplied user credentials failed validation for the requested service.

- This information is sent by HMRC and displayed by TaxCalc 2006 for you.
- The message should indicate what the general problem is
- If you have a 'LOC' column, this will tell you EXACTLY where the error occurred, so that you can go over your return and check it over!

- **NOTE:** Please ensure that you read ALL text displayed on-screen at this point…it may help you to identify the problem!

Firewalls

- When you try to **Run an Update**, **Automatically retrieve your Licence Key** or **FILE ONLINE**, TaxCalc will need to access the Internet!
- At this point, any Firewall software that you may have on your machine may try to prevent this!
- If you receive a prompt stating that "**TaxCalc.exe** is trying to access the Internet…" then you need to make sure that you 'Grant Access' or 'Allow' this to happen or you will not be able to File Online!
- If you have any issue with this, please visit the <u>Firewall page of our website</u> for further guidance!
- **NOTE:** The **WinInet** error message, when submitting, can often be caused by your firewall blocking the submission

Licence Agreement

The full licence agreement appears during installation of TaxCalc 2006 and at: <u>www.taxcalc.com/eulastandard.asp</u>. Completing the installation of TaxCalc 2006 indicates your acceptance of all the terms in the licence agreement.

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