

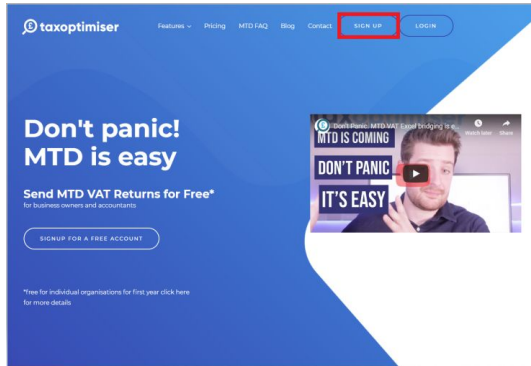


## Accountant Setup Guide

<b>Accountant Setup Guide</b>	<b>1</b>
Signup	2
Setup - Create Organisations	3
VAT Settings Setup	5
Other System Template	5
Using your own format spreadsheet	6
Connecting up in demo mode	7
Uploading your file	9
Drag	9
Click	9
Checking and sending the data	11
Completed Return	12
Resetting the demo data	12
Switching to live mode	13
Connecting the live account.	14
Refreshing Data	17
Errors	18
Adding Organisation Individuals	19
Adding Additional Accountants	20

## Signup

1. Click sign up in the top right hand corner.



2. Select Accountant/Bookkeeper



Who are you

Accountant/Bookkeeper +

I submit on behalf of multiple organisations.

Trial period is free until you send your first real VAT return

Business/Organisation +

I submit on behalf of less than 2 organisation.

Includes first year free per organisation.

First year free starts from when you send your first real VAT return.

3. Sign up with your details

Create a taxoptimiser account in 2 minutes

No credit card required

taxoptimiser offers a free account. We are building the future of tax tools to find savings, save tax and save time. Send Making Tax Digital VAT Returns and Self assessment.

I am an accountant

Firm Name

First Name Last Name

Email address

Password Confirm Password

Reference

☐ Accept terms of service

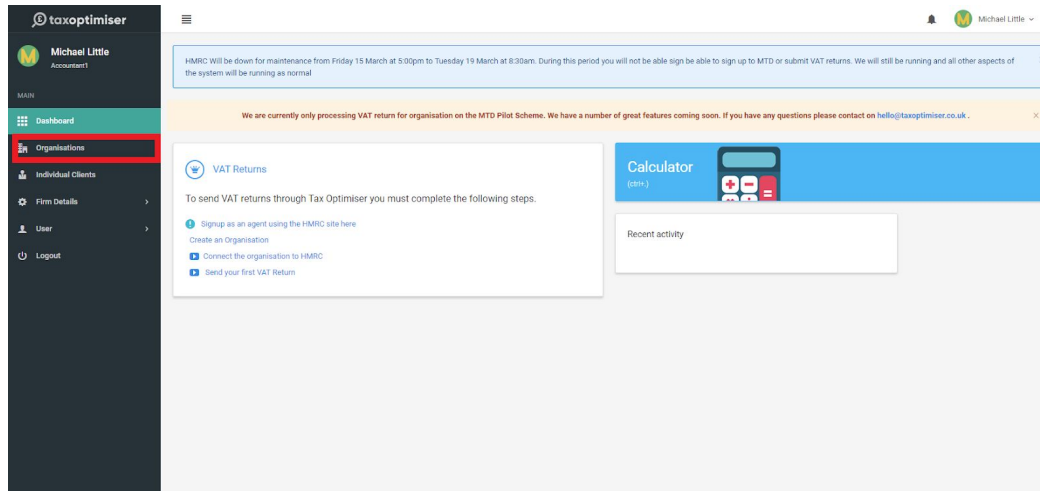
Signup +

If you are a business owner sign up here

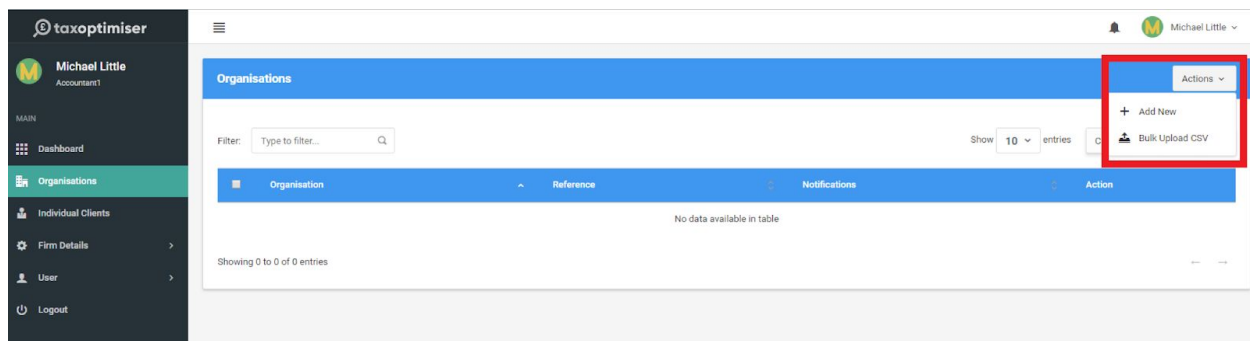
[Back to login form](#)

## Setup - Create Organisations

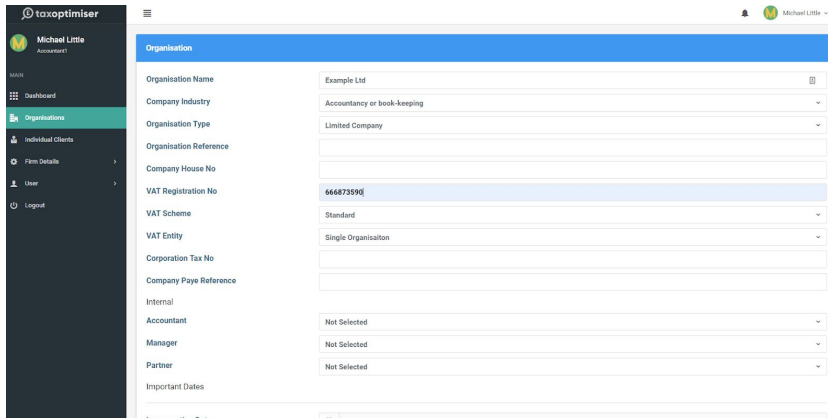
You will be presented with an initial dashboard >> click Organisations



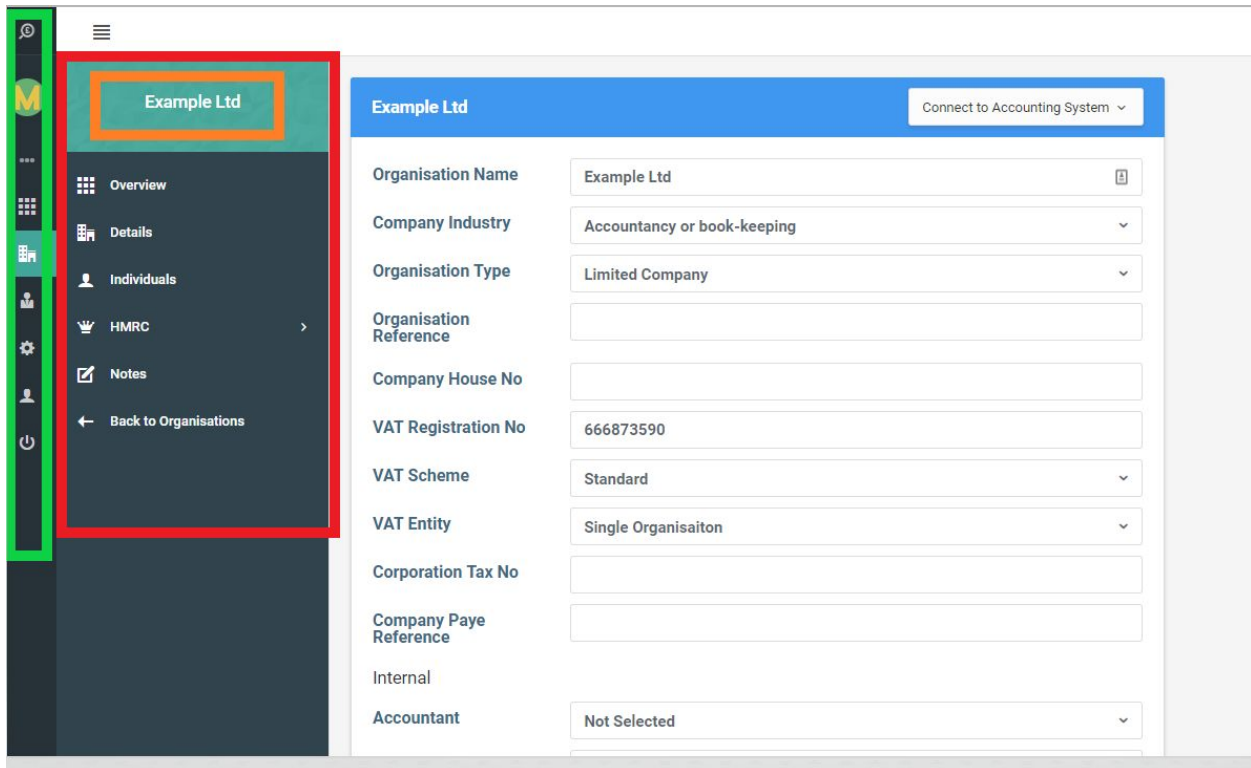
Click Actions >> Add New



Enter your details, only the VAT Registration No is required. Press Save at the bottom of the screen.



You will now be presented with a sub menu indicated in red to navigate around the organisation account indicated in orange. To get back to the accountants main menu such as the list of organisation click on the menu indicated in green.

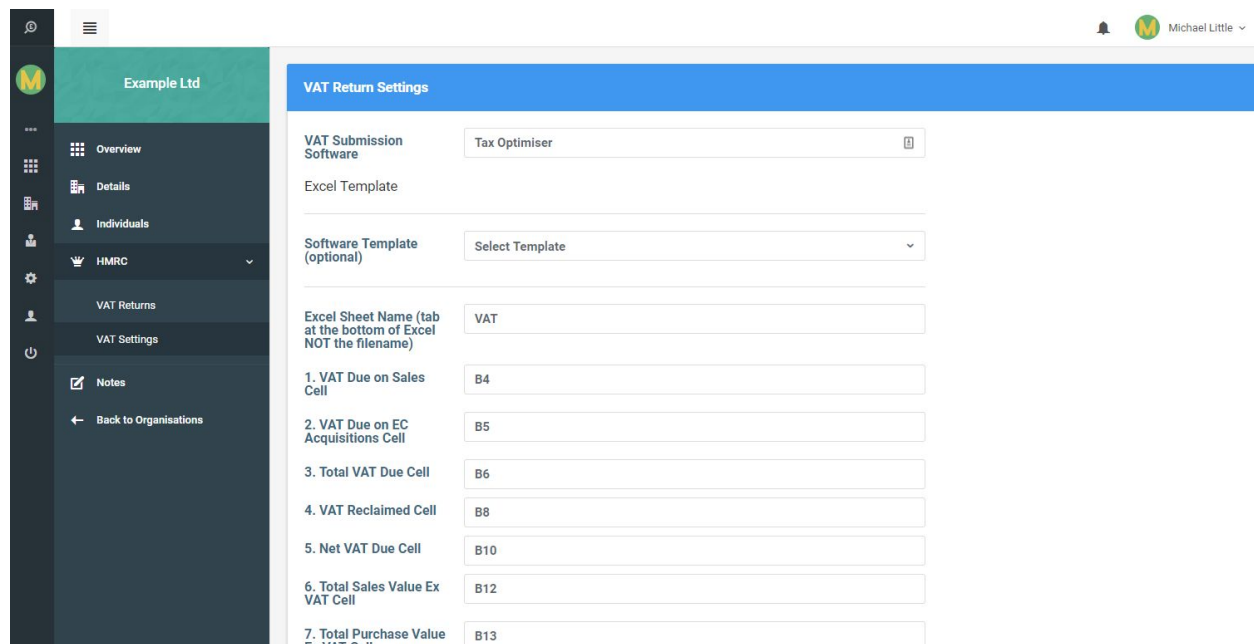


To add additional organisations, go back to the organisation list and click add new.

## VAT Settings Setup

The organisation's VAT settings are stored per organisation.

If you are using a your own spreadsheet or a different format from our standard template click on HMRC >> VAT Settings.

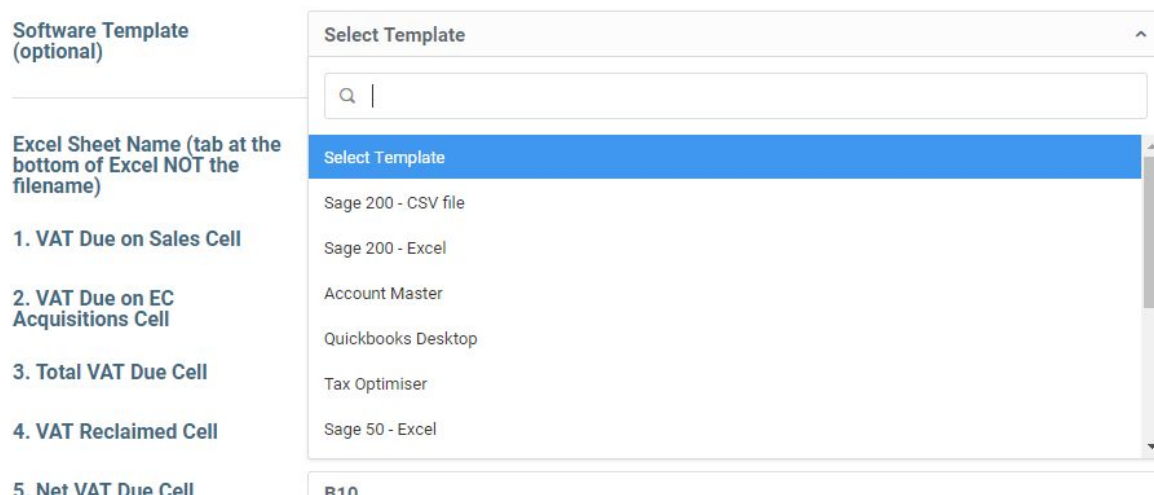


The screenshot shows the 'VAT Return Settings' page for 'Example Ltd'. The left sidebar contains navigation links: Overview, Details, Individuals, HMRC (expanded), VAT Returns, VAT Settings (selected), Notes, and Back to Organisations. The main content area is titled 'VAT Return Settings' and contains the following fields:

- VAT Submission Software:** Tax Optimiser
- Excel Template:** (empty)
- Software Template (optional):** Select Template
- Excel Sheet Name (tab at the bottom of Excel NOT the filename):** VAT
- 1. VAT Due on Sales Cell:** B4
- 2. VAT Due on EC Acquisitions Cell:** B5
- 3. Total VAT Due Cell:** B6
- 4. VAT Reclaimed Cell:** B8
- 5. Net VAT Due Cell:** B10
- 6. Total Sales Value Ex VAT Cell:** B12
- 7. Total Purchase Value Ex VAT Cell:** B13

## Other System Template

If you are using another systems format such as Sage 50, Sage 200, Access Dimensions, Quickbooks desktop etc.. Select it from the template and press Save.



This screenshot shows the 'Software Template (optional)' field with the 'Select Template' dropdown menu open. The dropdown list contains the following options:

- Select Template
- Sage 200 - CSV file
- Sage 200 - Excel
- Account Master
- Quickbooks Desktop
- Tax Optimiser
- Sage 50 - Excel

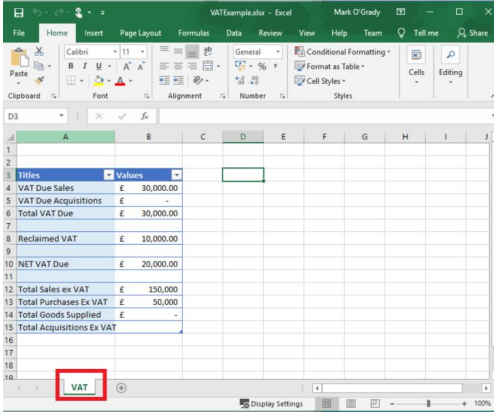
The 'Select Template' option is currently selected and highlighted in blue. Below the dropdown, the 'Excel Sheet Name' field is visible with the value 'B10'.

## Using your own format spreadsheet

If you are using your own format then you need to enter the sheet and cell references.

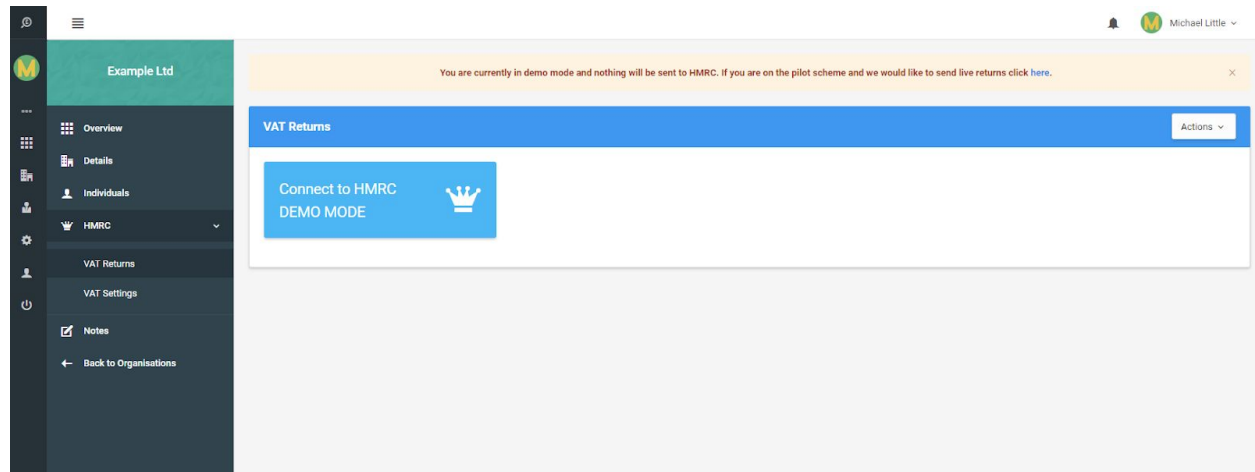
The sheet is indicated below in red. It is important that the names must match including spaces. The cell reference must match the relevant cell in the excel document.

Excel Sheet Name (tab at the bottom of Excel NOT the filename)	VAT
1. VAT Due on Sales Cell	B4
2. VAT Due on EC Acquisitions Cell	B5
3. Total VAT Due Cell	B6
4. VAT Reclaimed Cell	B8
5. Net VAT Due Cell	B10
6. Total Sales Value Ex VAT Cell	B12
7. Total Purchase Value Ex VAT Cell	B13
8. Total EC Goods Supplied Value Ex VAT Cell	B14
9. Total EC Acquisitions Value Ex VAT Cell	B15

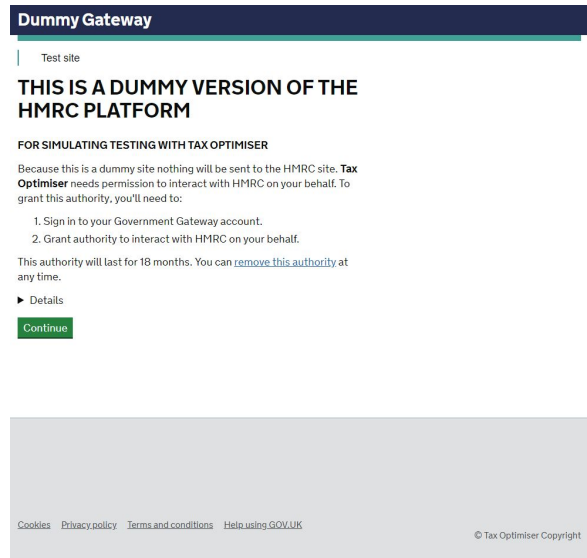
  


## Connecting up in demo mode

Click Connect to HMRC DEMO MODE



You will be presented with a screen for the dummy gateway. This is to simulate the steps you will go through when connecting up your real account to HMRC. Click Continue.



You will be presented with a login screen to simulate the HMRC gateway. You do NOT need to enter your credentials here, just press sign in and it will take you to the next step.

**Dummy Gateway**

| Dummy Gateway

**THIS IS A DUMMY VERSION OF THE HMRC PLATFORM**

FOR SIMULATING TESTING WITH TAX OPTIMISER

This is a test site you just need to press sign in.

User ID

Password

Sign in

You will then be presented with a screen to grant authority. Click Grant authority.

**Dummy Gateway**

**Authority to interact with HMRC on your behalf**

The **Tax Optimiser** software application is requesting to do the following:

- View your VAT information
- Change your VAT information

It will be able to do the above for 18 months from when you grant authority. Just press Grant Authority

Grant authority
[Do not grant authority](#)

You will then be taken back to tax optimiser with some demo data. When you connect it in the live mode. We will populate this with your VAT returns from HMRC API. You can not enter your own VAT period dates. As you can see in the data 18A1 is Completed, therefore we can not submit our data against it. You will need to click on 18A2.

Example Ltd

Michael Little

You are currently in demo mode and nothing will be sent to HMRC. If you are on the pilot scheme and we would like to send live returns click [here](#).

- Overview
- Details
- Individuals
- HMRC
- VAT Returns
- VAT Settings
- Notes
- Back to Organisations

**VAT Returns**
Actions

VAT Returns
Liabilities
Payments

Filter: 
Show: 10

Copy
Excel
CSV
PDF

Period	Start Date	End Date	Due Date	Net Due	Return Status	Submission Status	Actions
18A1	01/01/2018	31/03/2018	30/04/2018	8000.00	Fulfilled	Completed	<a href="#">✕</a>
18A2	01/04/2018	30/06/2018	30/07/2018	0.00	Open	Confirmation of data required	<a href="#">✕</a>

Showing 1 to 2 of 2 entries

1

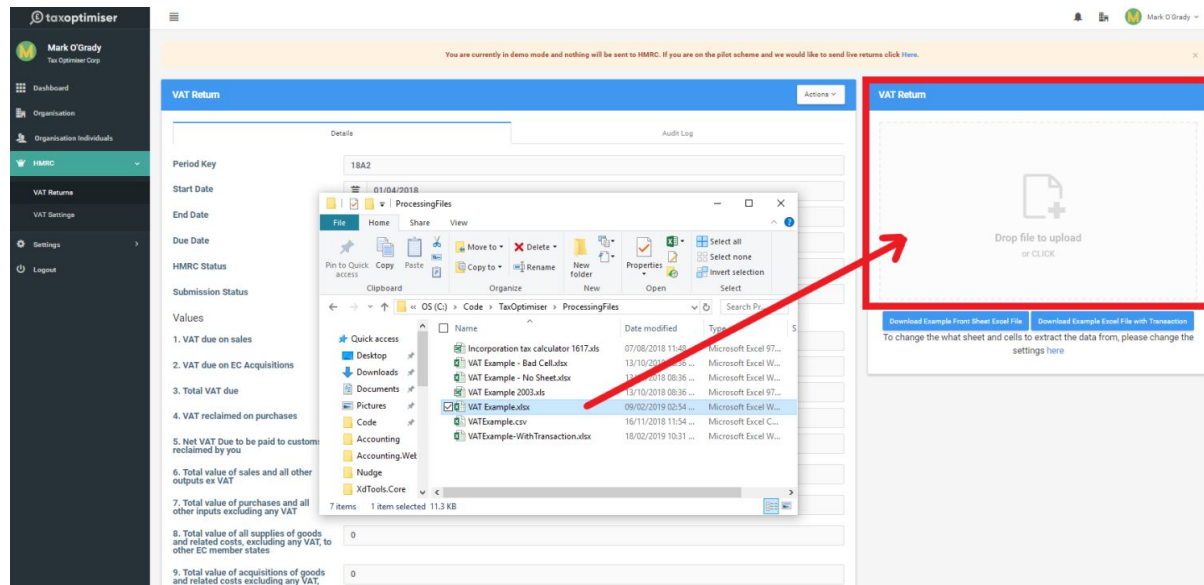
8



## Uploading your file

Drag

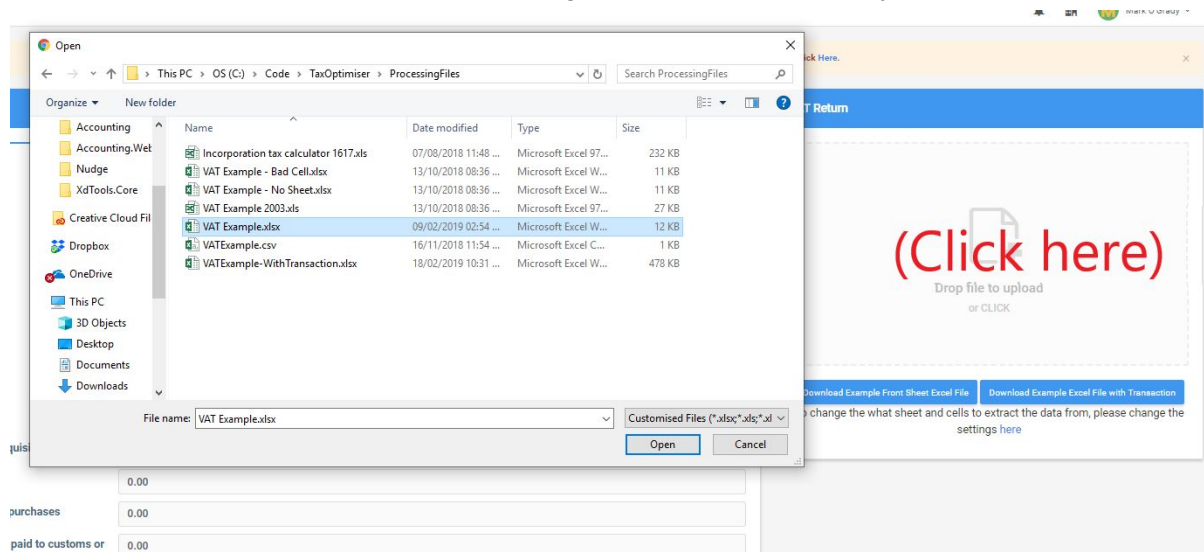
You can either drag your file on to the upload area



Or

Click

click on the panel to open a file select dialog box and select the file you want to upload



It will then take a few seconds to upload the file

You are currently in demo mode and nothing will be sent to HMRC. If you are on the pilot scheme and we would like to send live returns click [here](#).

Period Key: 18A2

Start Date: 01/04/2018

End Date: 30/06/2018

Due Date: 30/07/2018

HMRC Status: Open

Submission Status: Confirmation of data required

Values

1. VAT due on sales: 2000.00

2. VAT due on EC Acquisitions: 0.00

3. Total VAT due: 2000.00

4. VAT reclaimed on purchases: 112.00

5. Net VAT Due to be paid to customs or reclaimed by you: 1888.00

6. Total value of sales and all other outputs ex VAT: 10000

7. Total value of purchases and all other inputs excluding any VAT: 560

8. Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states: 0

9. Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states: 0

Is all the data correct?

**VAT Return**

Drop file to upload  
or CLICK

[Download Example from Sheet Good File](#) [Download Example Good File with Transactions](#)

To change the what sheet and cells to extract the data from, please change the settings [here](#)

The data will then be updated.

**VAT Return**

Actions

Details

Audit Log

Period Key: 18A2

Start Date: 01/04/2018

End Date: 30/06/2018

Due Date: 30/07/2018

HMRC Status: Open

Submission Status: Confirmation of data required

Values

1. VAT due on sales: 2000.00

2. VAT due on EC Acquisitions: 0.00

3. Total VAT due: 2000.00

4. VAT reclaimed on purchases: 112.00

5. Net VAT Due to be paid to customs or reclaimed by you: 1888.00

6. Total value of sales and all other outputs ex VAT: 10000

7. Total value of purchases and all other inputs excluding any VAT: 560

8. Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states: 0

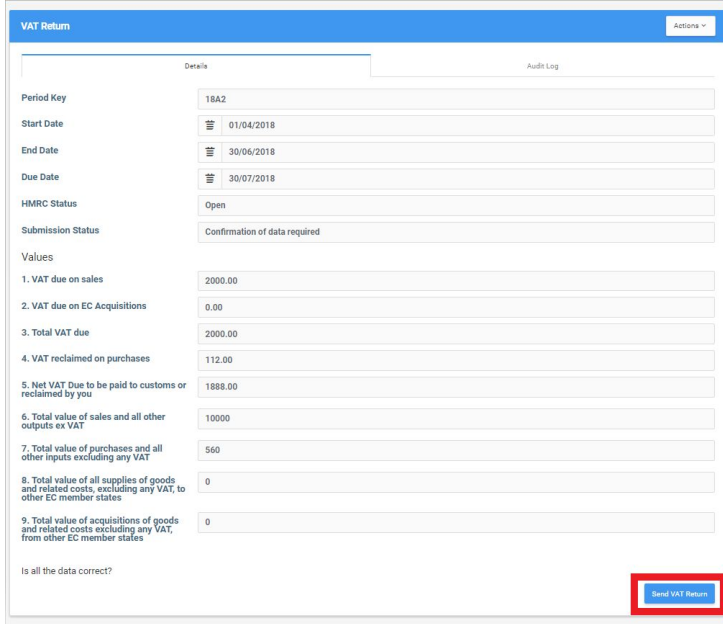
9. Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states: 0

Is all the data correct?

**Send VAT Return**

## Checking and sending the data

You then need to check the data and make sure it is correct and press Send VAT return



**VAT Return** Actions

**Details** Audit Log

Period Key: 18A2

Start Date: 01/04/2018

End Date: 30/06/2018

Due Date: 30/07/2018

HMRC Status: Open

Submission Status: Confirmation of data required

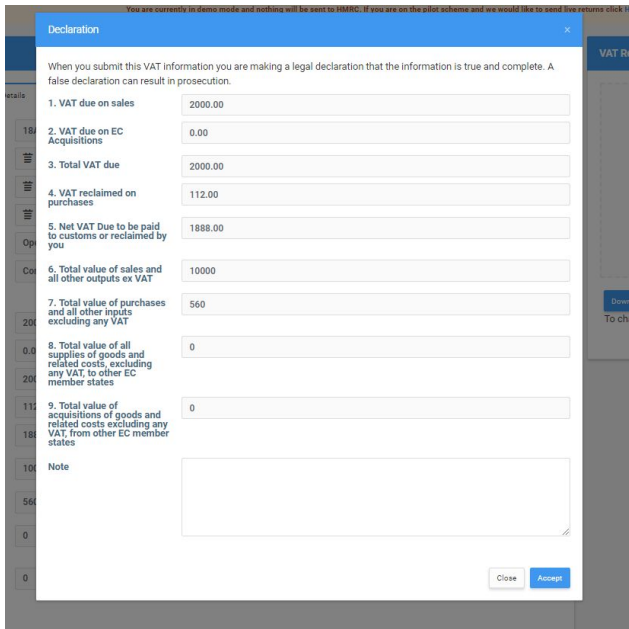
**Values**

1. VAT due on sales	2000.00
2. VAT due on EC Acquisitions	0.00
3. Total VAT due	2000.00
4. VAT reclaimed on purchases	112.00
5. Net VAT Due to be paid to customs or reclaimed by you	1888.00
6. Total value of sales and all other outputs ex VAT	10000
7. Total value of purchases and all other inputs excluding any VAT	560
8. Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states	0
9. Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states	0

Is all the data correct?

Send VAT Return

You will then be presented with a declaration box to confirm the details. The notes are internal and Click Accept.



**Declaration**

You are currently in demo mode and nothing will be sent to HMRC. If you are on the pilot scheme and we would like to send live returns click the button below.

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

1. VAT due on sales	2000.00
2. VAT due on EC Acquisitions	0.00
3. Total VAT due	2000.00
4. VAT reclaimed on purchases	112.00
5. Net VAT Due to be paid to customs or reclaimed by you	1888.00
6. Total value of sales and all other outputs ex VAT	10000
7. Total value of purchases and all other inputs excluding any VAT	560
8. Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states	0
9. Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states	0

Note

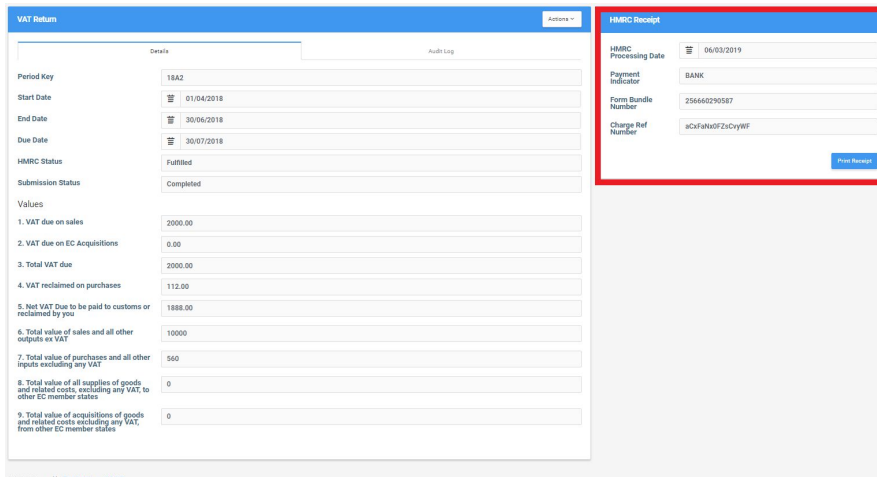
Close Accept

## Completed Return

If there are no error and HMRC accept your return you will receive a receipt with the Processing date, Payment indicator, Form Bundle Number and Charge Ref Number.

These are all generated by HMRC and the Payment indicator is the form of payment they have for you on file.

In the demo mode nothing is actually sent to HMRC.



**VAT Return**

Details

Period Key: 18A2

Start Date: 01/04/2018

End Date: 30/06/2018

Due Date: 30/07/2018

HMRC Status: Fulfilled

Submission Status: Completed

Values

1. VAT due on sales: 2000.00

2. VAT due on EC Acquisitions: 0.00

3. Total VAT due: 2000.00

4. VAT reclaimed on purchases: 112.00

5. Net VAT Due to be paid to customs or reclaimed by you: 1888.00

6. Total value of sales and all other outputs on VAT: 10000

7. Total value of purchases and all other inputs excluding any VAT: 560

8. Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states: 0

9. Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states: 0

**HMRC Receipt**

HMRC Processing Date: 06/03/2019

Payment Indicator: BANK

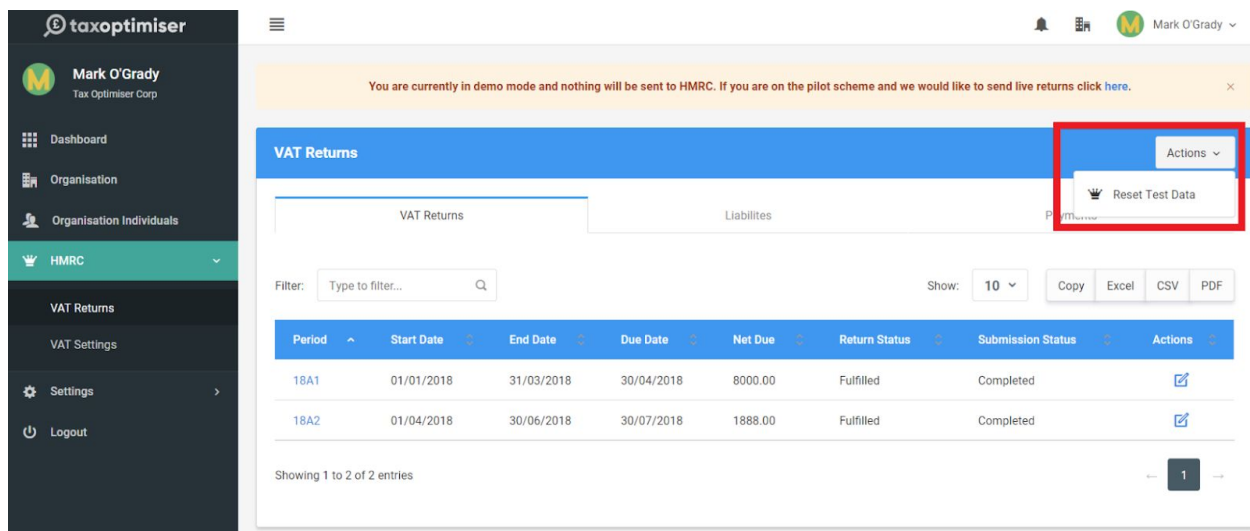
Form Bundle Number: 256660290587

Charge Ref Number: jCvFm05ZzCvYWF

Print Receipt

## Resetting the demo data

In demo mode you can reset to the test data by clicking Actions on the VAT return screen and Reset Test Data



**taxoptimiser**

Mark O'Grady  
Tax Optimiser Corp

Dashboard

Organisation

Organisation Individuals

HMRC

VAT Returns

VAT Settings

Settings

Logout

You are currently in demo mode and nothing will be sent to HMRC. If you are on the pilot scheme and we would like to send live returns click [here](#).

**VAT Returns**

Actions

Reset Test Data

Filter: Type to filter...

Show: 10

Copy Excel CSV PDF

Period	Start Date	End Date	Due Date	Net Due	Return Status	Submission Status	Actions
18A1	01/01/2018	31/03/2018	30/04/2018	8000.00	Fulfilled	Completed	<a href="#">View</a>
18A2	01/04/2018	30/06/2018	30/07/2018	1888.00	Fulfilled	Completed	<a href="#">View</a>

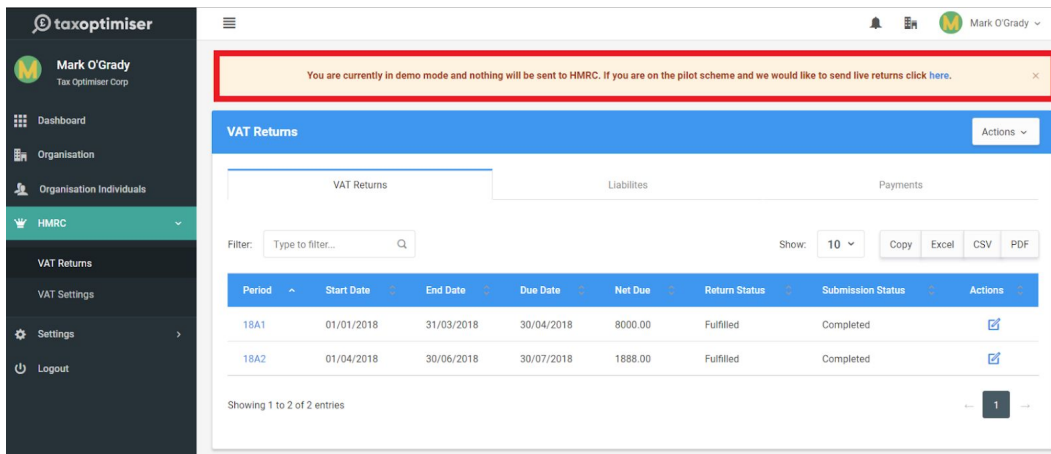
Showing 1 to 2 of 2 entries

## Switching to live mode

Before April you need to sign up to HMRC MTD Scheme.

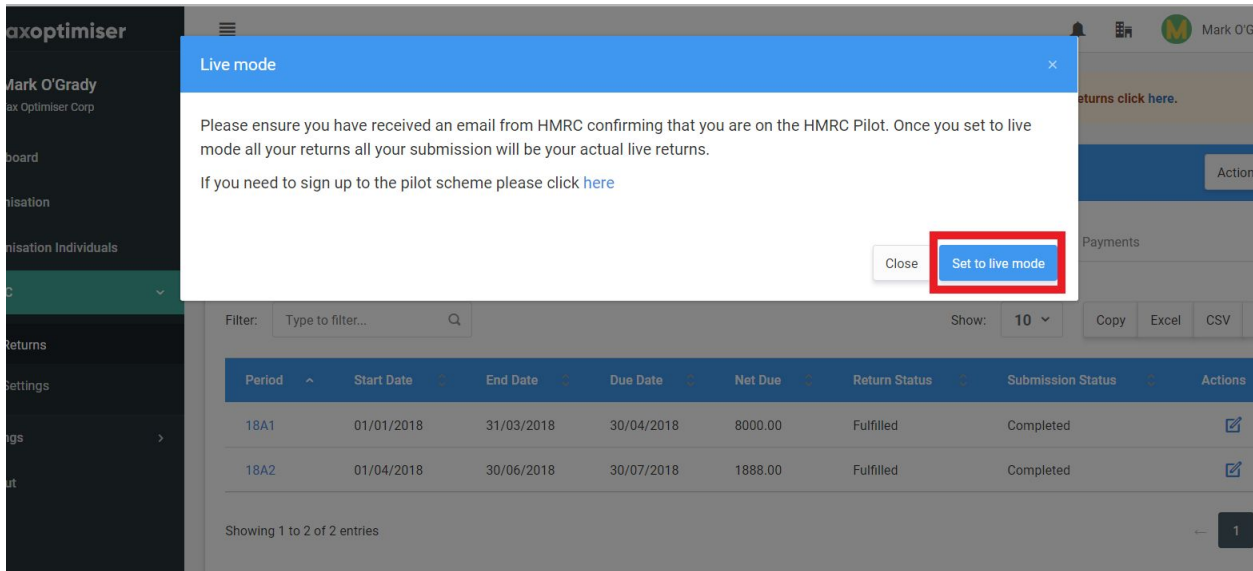
<https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat#sign-up>

Once you have received email confirmation. You will need to click the banner on the VAT returns screen



The screenshot shows the taxoptimiser interface. On the left is a sidebar with navigation links: Dashboard, Organisation, Organisation Individuals, HMRC (selected), VAT Returns, VAT Settings, Settings, and Logout. The main area is titled 'VAT Returns' and contains a warning banner at the top: 'You are currently in demo mode and nothing will be sent to HMRC. If you are on the pilot scheme and we would like to send live returns click [here](#).' Below the banner are tabs for 'VAT Returns', 'Liabilities', and 'Payments'. The 'VAT Returns' tab is active, showing a table with columns: Period, Start Date, End Date, Due Date, Net Due, Return Status, Submission Status, and Actions. The table contains two entries: 18A1 (01/01/2018 to 31/03/2018, Due Date 30/04/2018, Net Due 8000.00, Fulfilled, Completed) and 18A2 (01/04/2018 to 30/06/2018, Due Date 30/07/2018, Net Due 1888.00, Fulfilled, Completed). A 'Showing 1 to 2 of 2 entries' message is at the bottom.

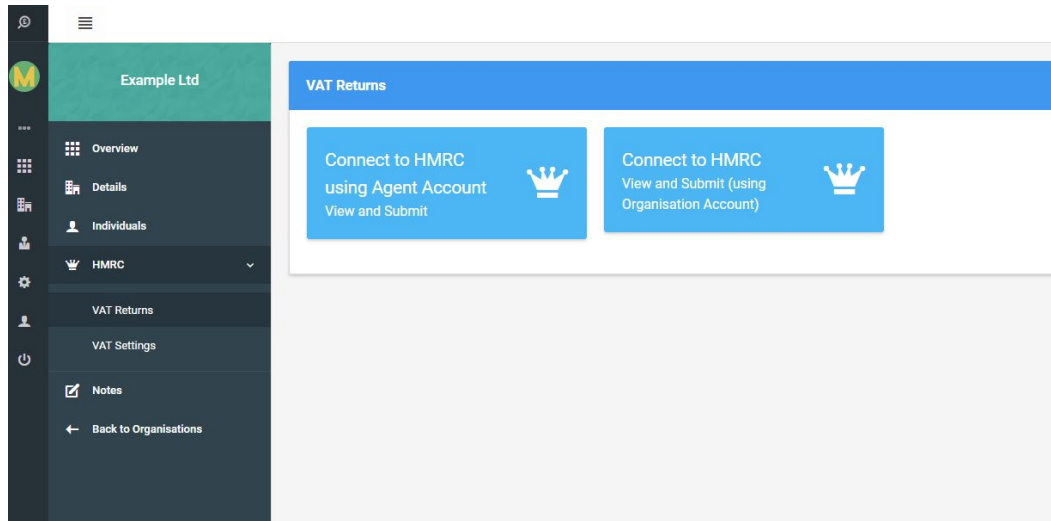
Then click set to live mode.




The screenshot shows the same taxoptimiser interface as before, but with a 'Live mode' dialog box open. The dialog box has a blue header and contains the text: 'Please ensure you have received an email from HMRC confirming that you are on the HMRC Pilot. Once you set to live mode all your returns all your submission will be your actual live returns. If you need to sign up to the pilot scheme please click [here](#)'. At the bottom right of the dialog box are two buttons: 'Close' and 'Set to live mode'. The 'Set to live mode' button is highlighted with a red rectangle.


## Connecting the live account.

If you are using your Agent account for the first time then you will need to click using the Connect to HMRC using the agent account. If you are using the organisation account then click view and submit using the organisation account



You will then be taken the HMRC's gateway. Click Continue.



 HM Revenue & Customs

### Authority to interact with HMRC on your behalf

Tax Optimiser needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can [remove this authority](#) at any time.

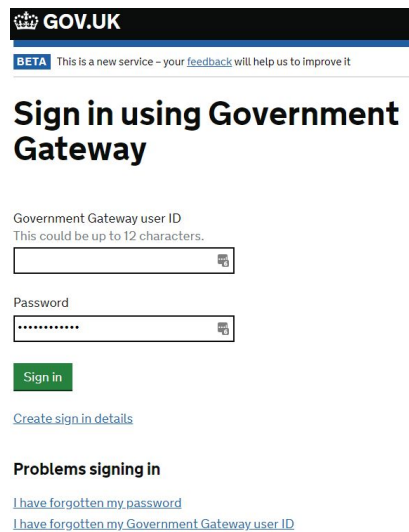
#### If you're an agent

To use the Making Tax Digital APIs, sign in with the user ID and password for your agent services account.

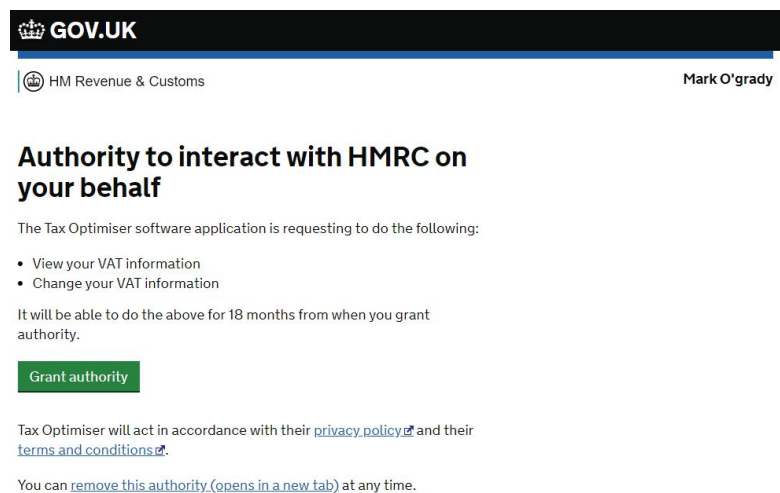
To use the APIs that pre-populate a Self Assessment return, sign in with the account that's enrolled for Self Assessment for Agents - it's the same account you use to access the HMRC agent portal.

Continue

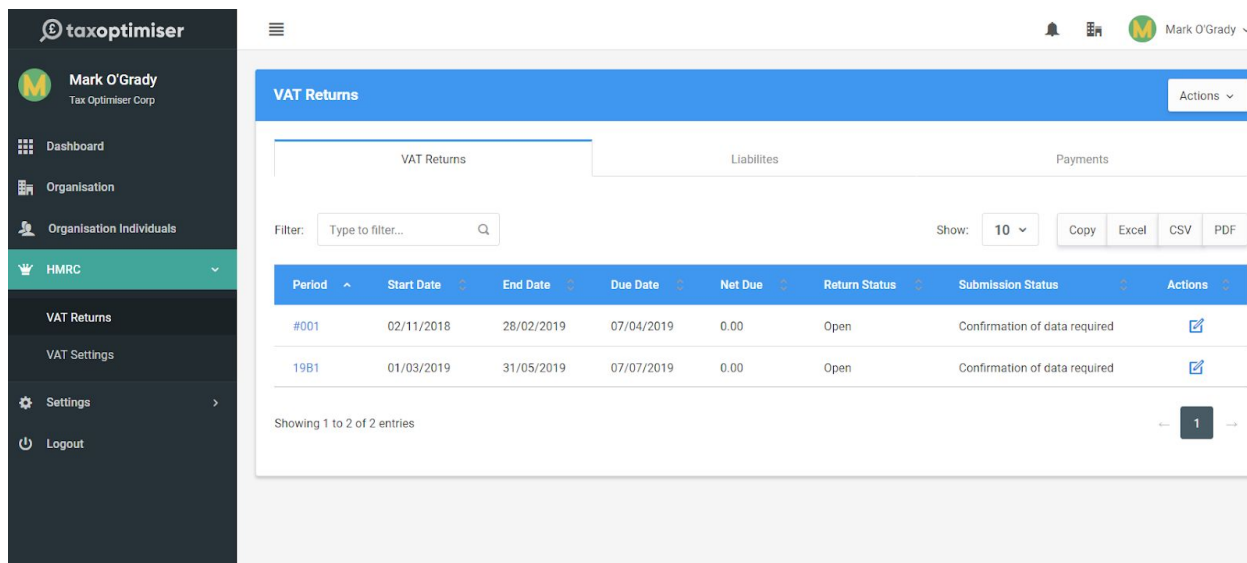
Enter your real gateway credentials



At this stage it may ask you to set up more 2 factor authentication. This video explains the concept of 2 factor authentication <https://www.youtube.com/watch?v=0mvCeNsTa1g>. Once you get to the final screen, Press Grant authority, this allows our software to retrieve the data and submit data on your behalf.



You will then be presented with your VAT Periods. To select a period click on the period link in blue and follow instructions from [Uploading your file](#)



The screenshot shows the taxoptimiser web application interface. On the left is a dark sidebar with the logo and user profile 'Mark O'Grady Tax Optimiser Corp'. The main menu includes 'Dashboard', 'Organisation', 'Organisation Individuals', 'HMRC' (highlighted), 'VAT Returns', 'VAT Settings', 'Settings', and 'Logout'. The main content area is titled 'VAT Returns' and has tabs for 'VAT Returns', 'Liabilities', and 'Payments'. Below the tabs is a filter input field and a 'Show: 10' dropdown. To the right are buttons for 'Copy', 'Excel', 'CSV', and 'PDF'. A table displays two VAT return entries:

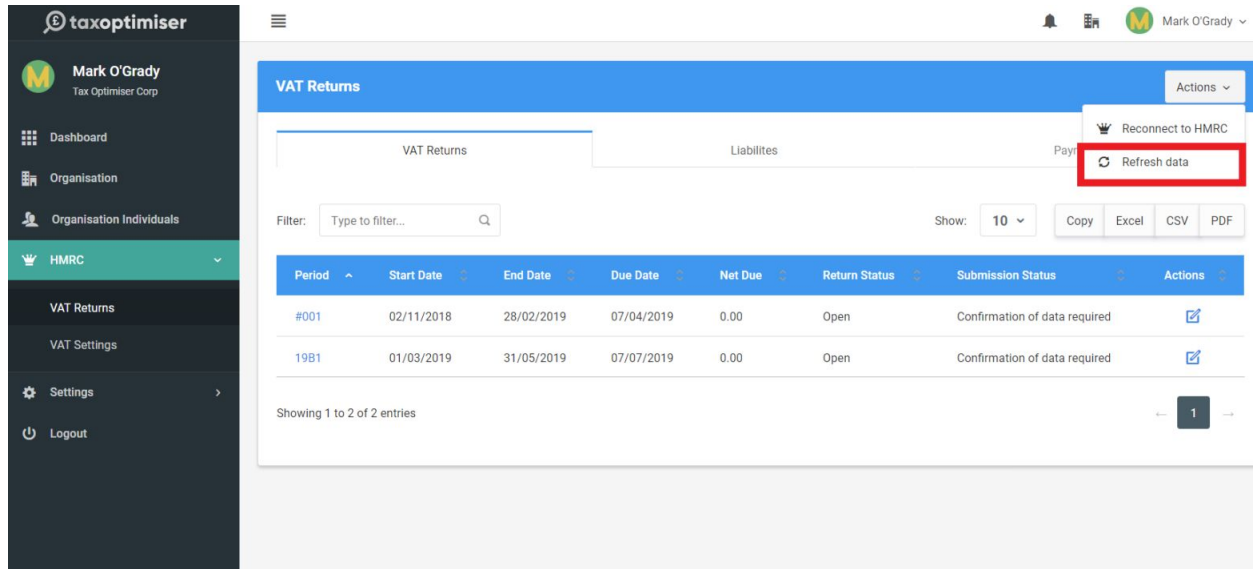
Period	Start Date	End Date	Due Date	Net Due	Return Status	Submission Status	Actions
#001	02/11/2018	28/02/2019	07/04/2019	0.00	Open	Confirmation of data required	<a href="#">✎</a>
19B1	01/03/2019	31/05/2019	07/07/2019	0.00	Open	Confirmation of data required	<a href="#">✎</a>

Below the table, it says 'Showing 1 to 2 of 2 entries' and a pagination control shows '1'.



## Refreshing Data

We intermittently refresh your periods however if your periods do not appear or you have fixed an error then click Refresh data



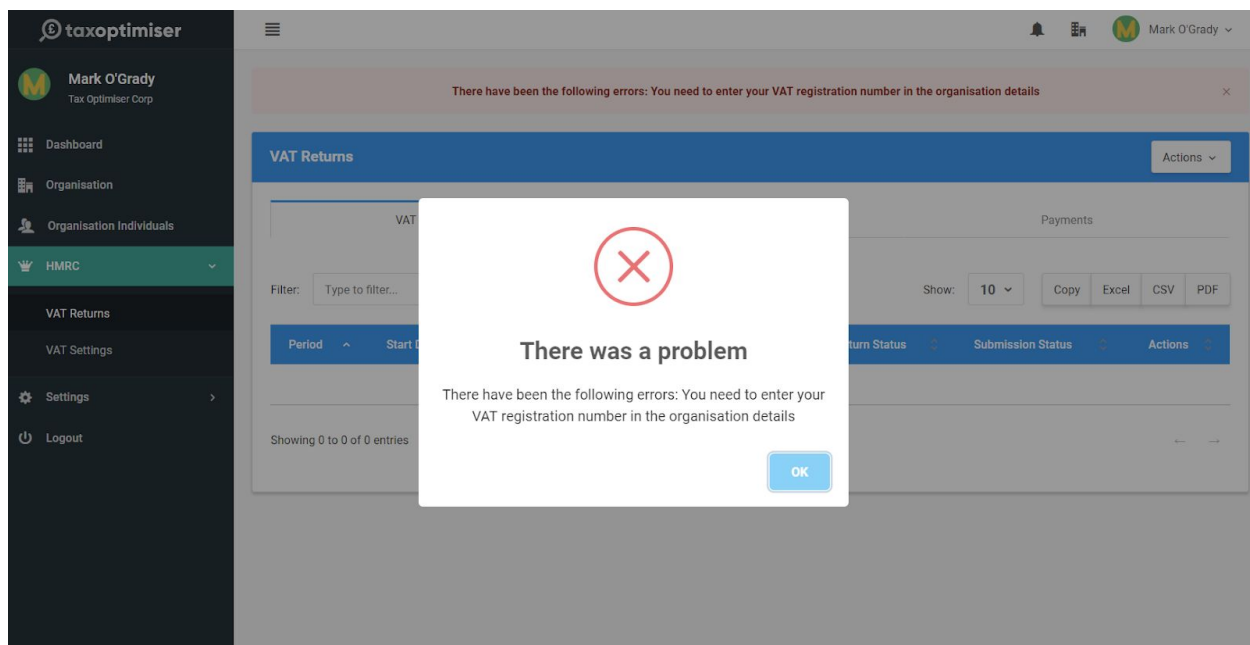
The screenshot shows the taxoptimiser web application interface. On the left is a dark sidebar with navigation links: Dashboard, Organisation, Organisation Individuals, HMRC (selected), VAT Returns, VAT Settings, Settings, and Logout. The main content area is titled 'VAT Returns' and features a tabbed interface with 'VAT Returns' and 'Liabilities' tabs. Below the tabs is a filter input field and a 'Show: 10' dropdown. To the right of the table are buttons for 'Copy', 'Excel', 'CSV', and 'PDF'. A dropdown menu is open, showing 'Reconnect to HMRC' and 'Refresh data' (highlighted with a red box). The table below contains two entries:

Period	Start Date	End Date	Due Date	Net Due	Return Status	Submission Status	Actions
#001	02/11/2018	28/02/2019	07/04/2019	0.00	Open	Confirmation of data required	
19B1	01/03/2019	31/05/2019	07/07/2019	0.00	Open	Confirmation of data required	

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and a pagination control shows '1'.

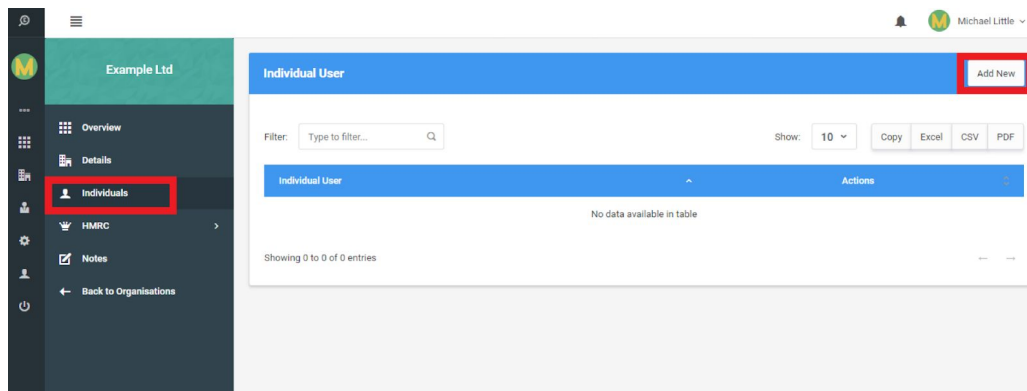
## Errors

If you there are any problems you will receive an error. With an explanation. You then just need to fix the error. If it does not make sense then please contact our support [support@taxoptimiser.co.uk](mailto:support@taxoptimiser.co.uk)

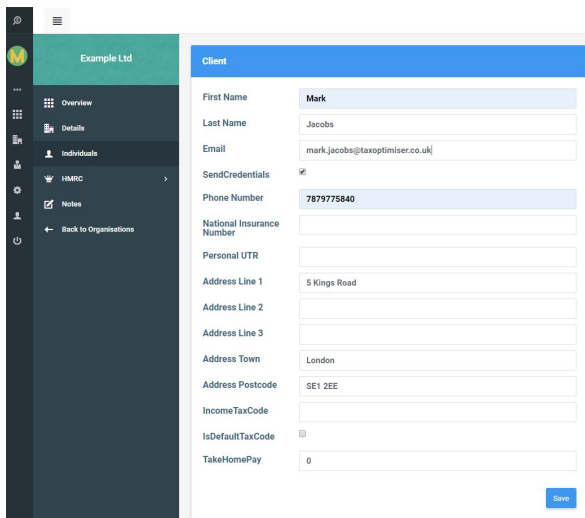


## Adding Organisation Individuals

You can give clients access to their organisations. Within the organisation click on individuals and Add New. They will only be able to see organisations that they belong to.



You only have to enter the first name, last name and email address and specify to Send Credentials. The user will then receive an email with a link to create a password.



The screenshot shows the 'Client' form in the taxoptimiser application. The form fields are as follows:

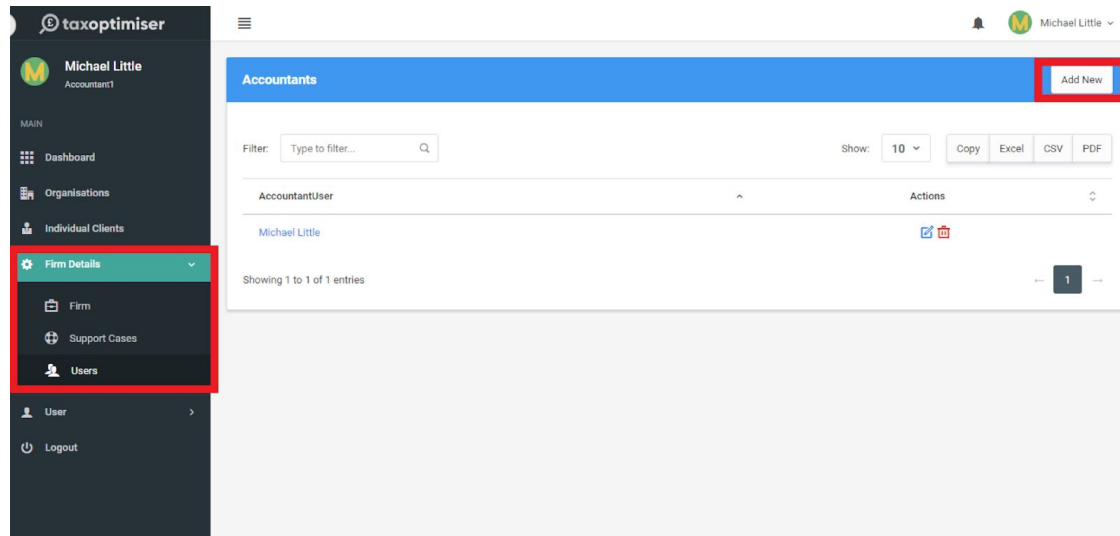
- First Name: Mark
- Last Name: Jacobs
- Email: mark.jacobs@taxoptimiser.co.uk
- Send Credentials: ☒
- Phone Number: 7879775840
- National Insurance Number:
- Personal UTR:
- Address Line 1: 5 Kings Road
- Address Line 2:
- Address Line 3:
- Address Town: London
- Address Postcode: SE1 2EE
- IncomeTaxCode:
- IsDefaultTaxCode: ☐
- TakeHomePay: 0

A 'Save' button is located at the bottom right of the form.

The rest of the details will be used later for self assessments.

## Adding Additional Accountants

Click on Firm Details >> Users and Add New



You only have to enter the first name, last name and email address and specify to Send Credentials. The user will then receive an email with a link to create a password.

