Accountant Setup Guide

Signup

1. Click sign up in the top right hand corner.
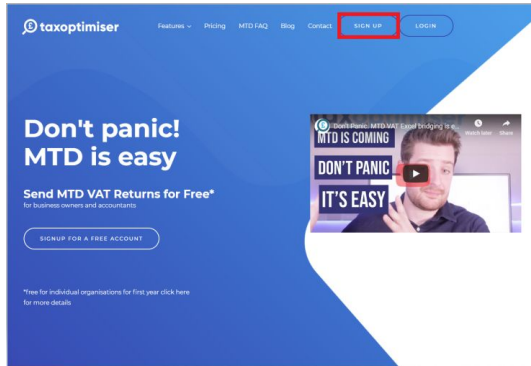
2. Select Accountant/Bookeeper

3. Sign up with your details
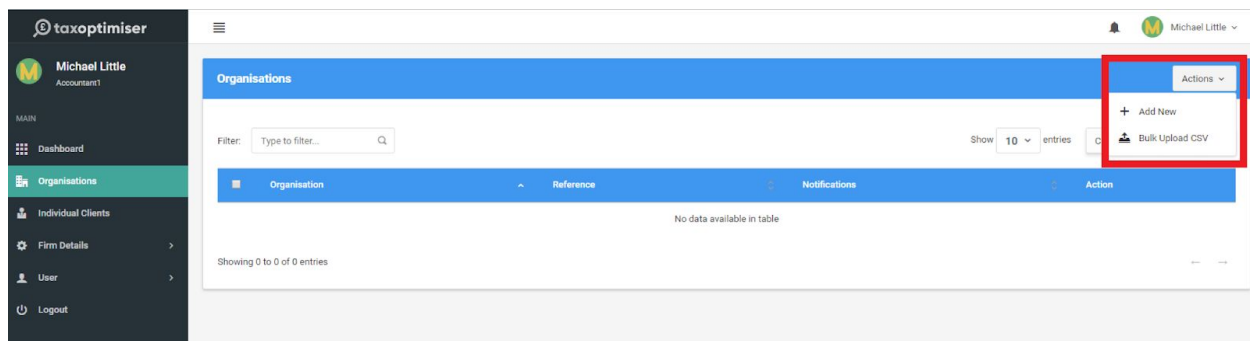
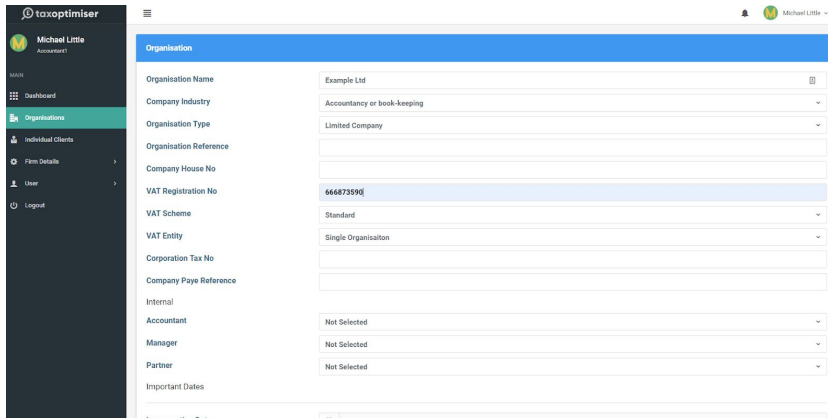# Setup - Create Organisations

You will be presented with an initial dashboard >> click Organisations
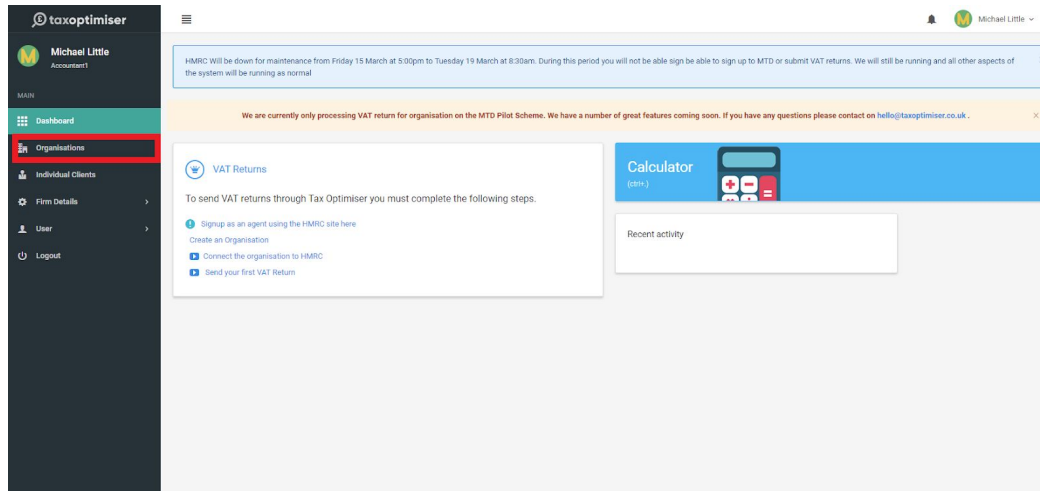
Click Actions >> Add New

![taxoptimiser logo]
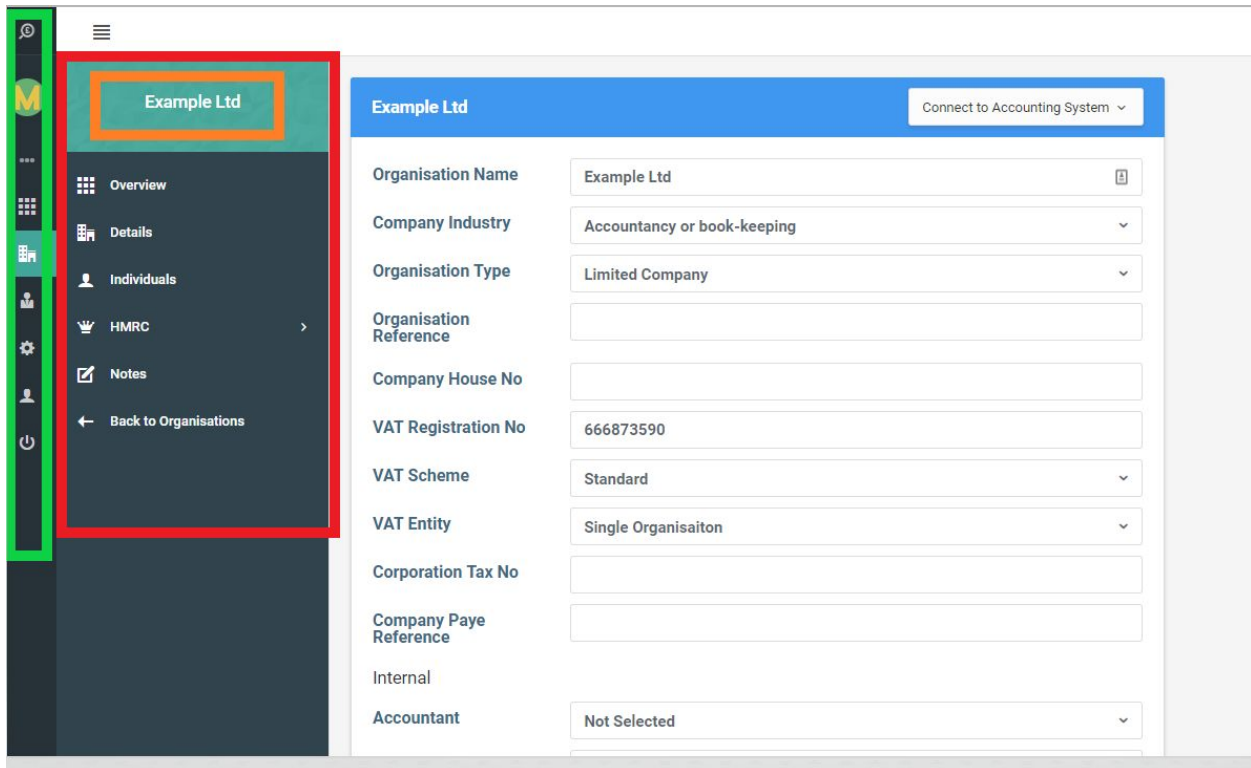
Enter your details, only the VAT Registration No is required. Press Save at the bottom of the screen.

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.
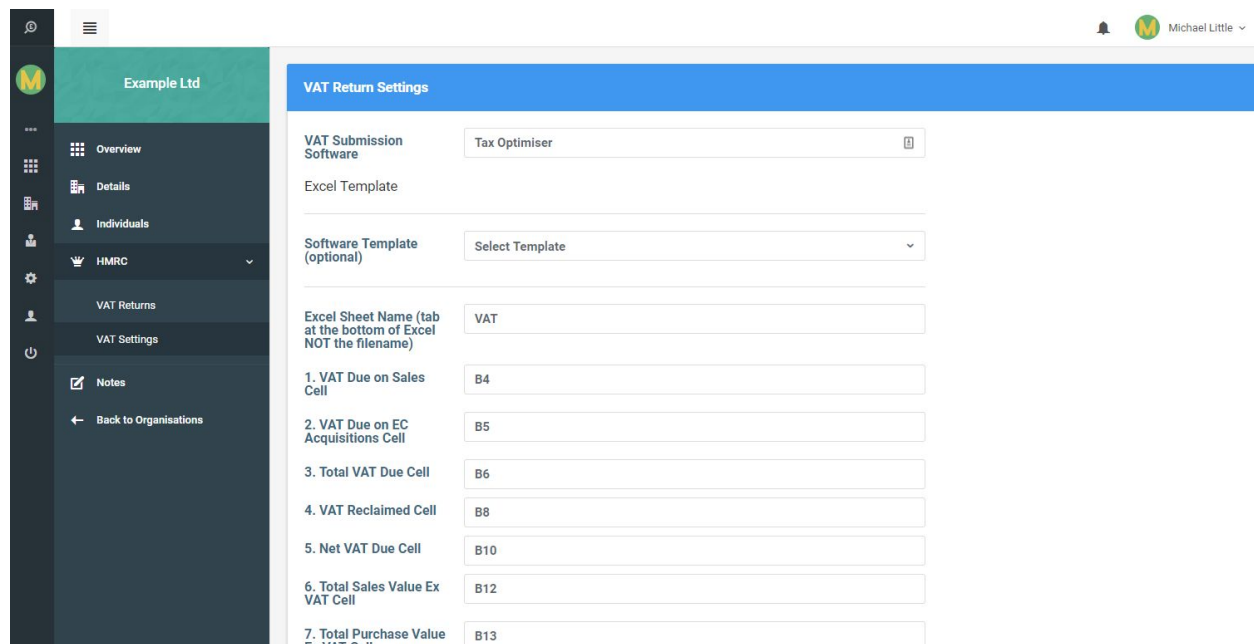

To add additional organisations, go back to the organisation list and click add new.

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.
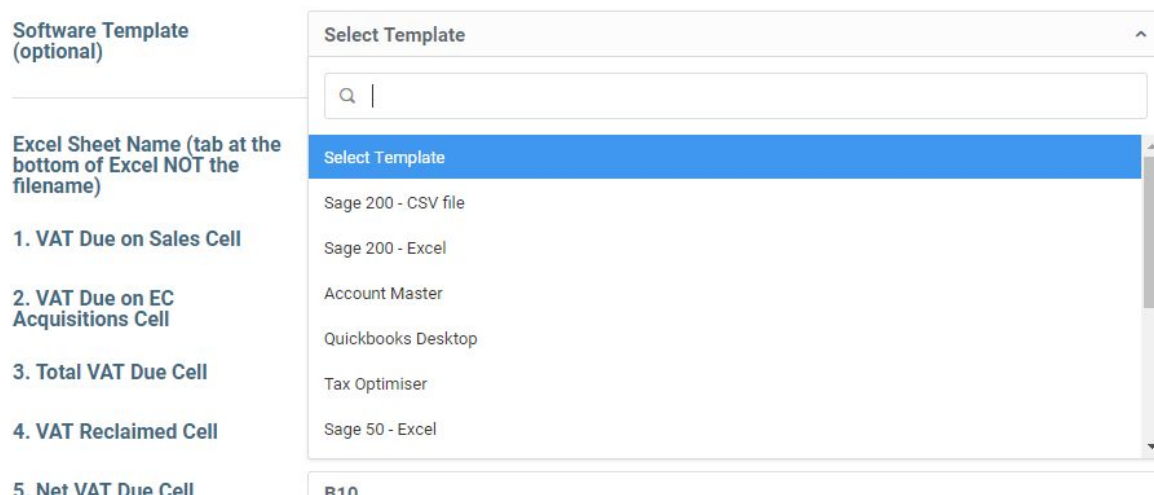

Other System Template

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.
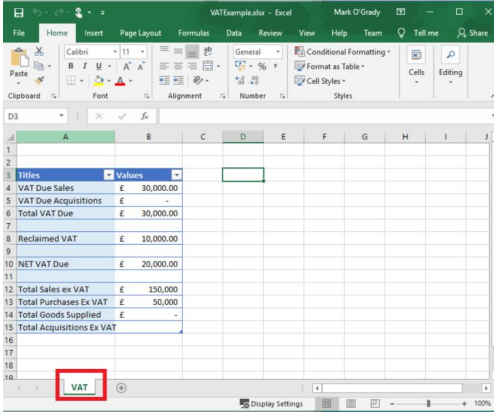
Using your own format spreadsheet

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

![taxoptimiser logo]
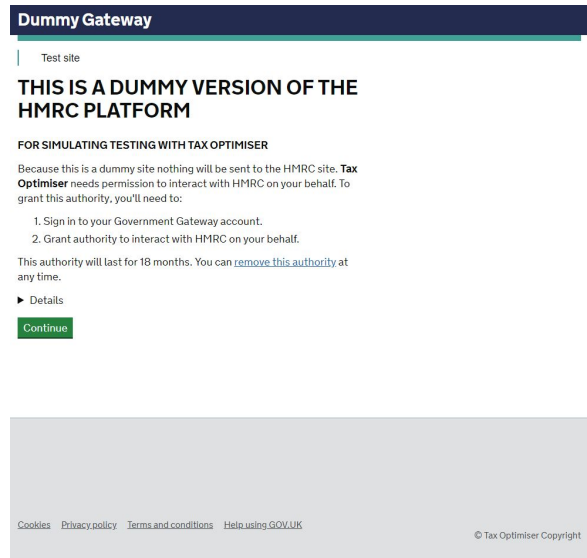
Connecting up in demo mode

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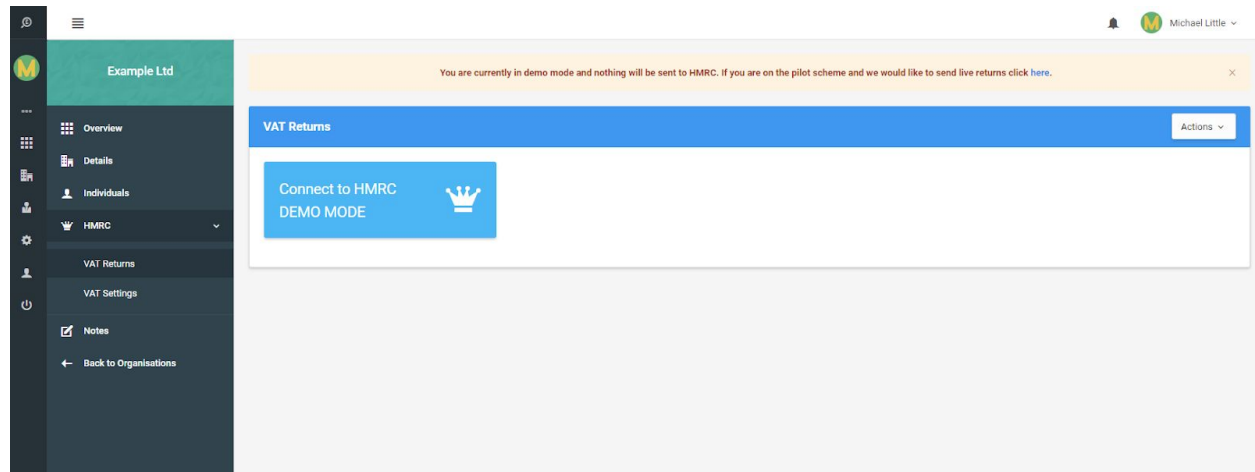
You will be presented with a screen for the dummy gateway. This is to simulate the steps you will go through when connecting up your real account to HMRC. Click Continue.

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.

You will then be presented with a screen to grant authority. Click 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.
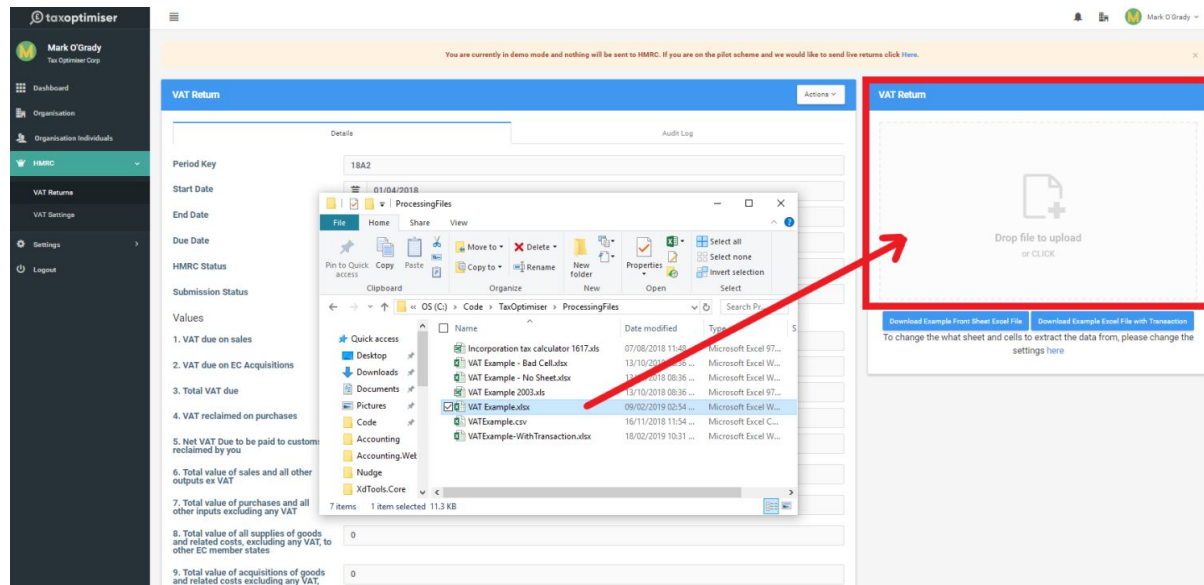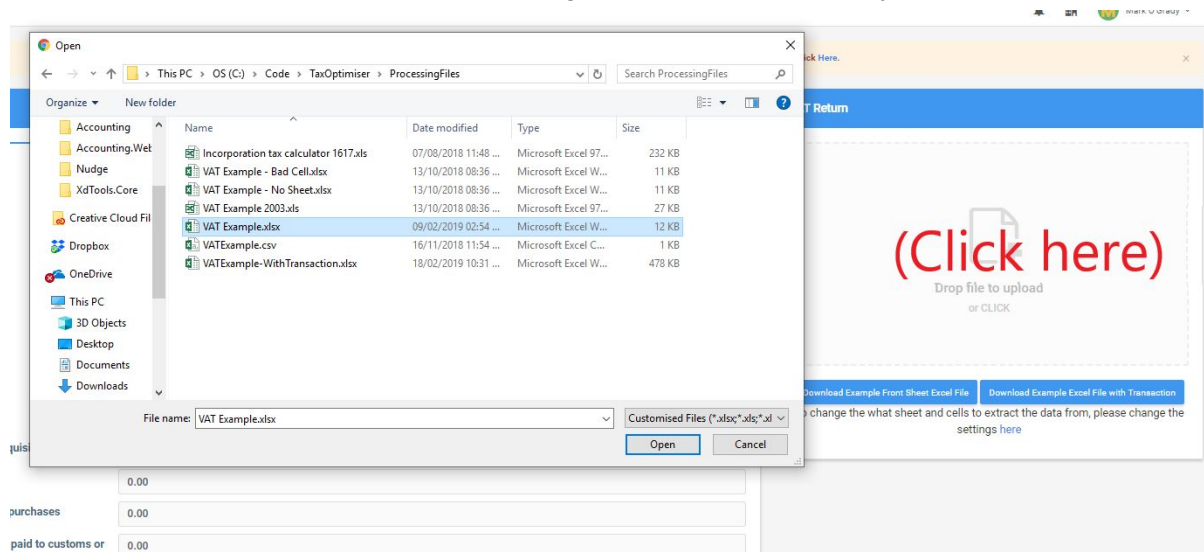
Uploading your file

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

![taxoptimiser logo]

It will then take a few seconds to upload the file

The data will then be updated.
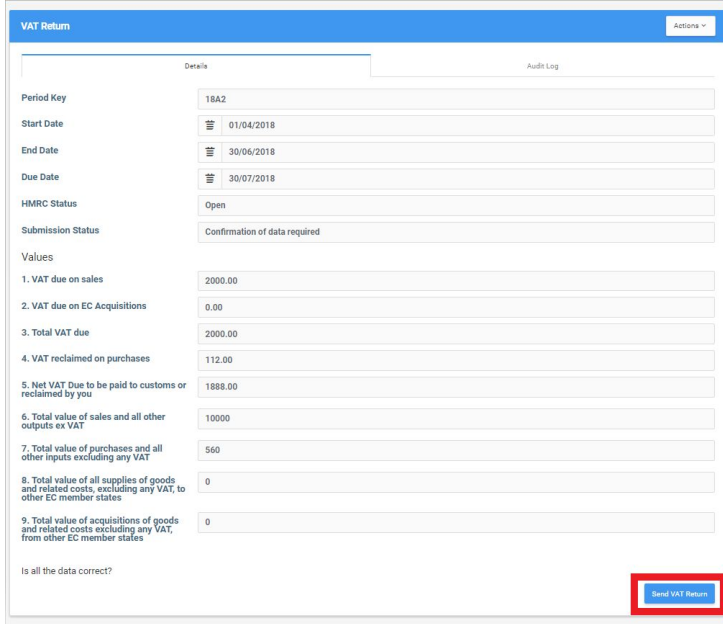
Checking and sending the data

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

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

![taxoptimiser logo]
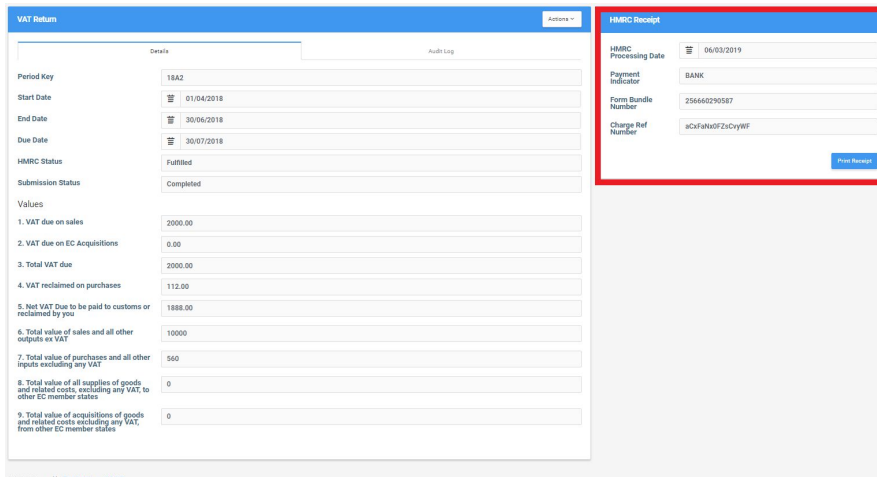
Completed Return

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.

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
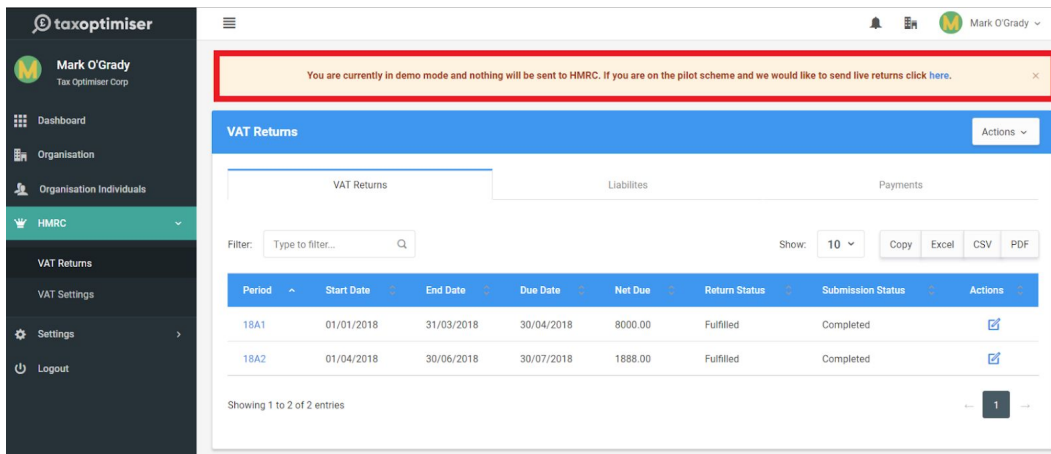
Switching to live mode

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

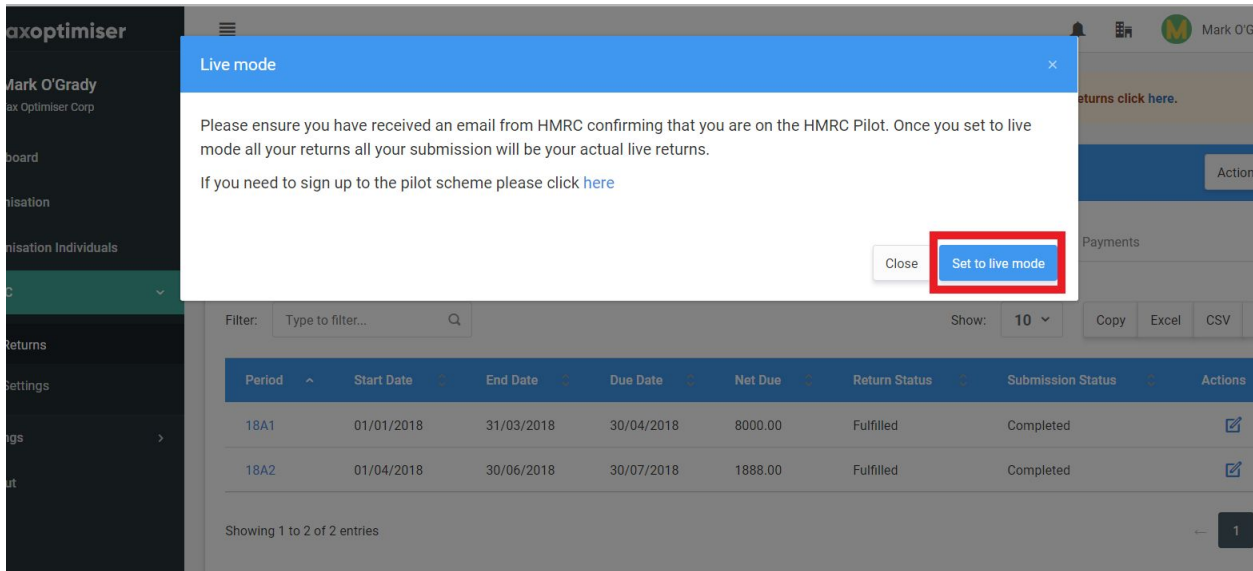Once you have received email confirmation. You will need to click the banner on the VAT returns screen

Then click set to live mode.

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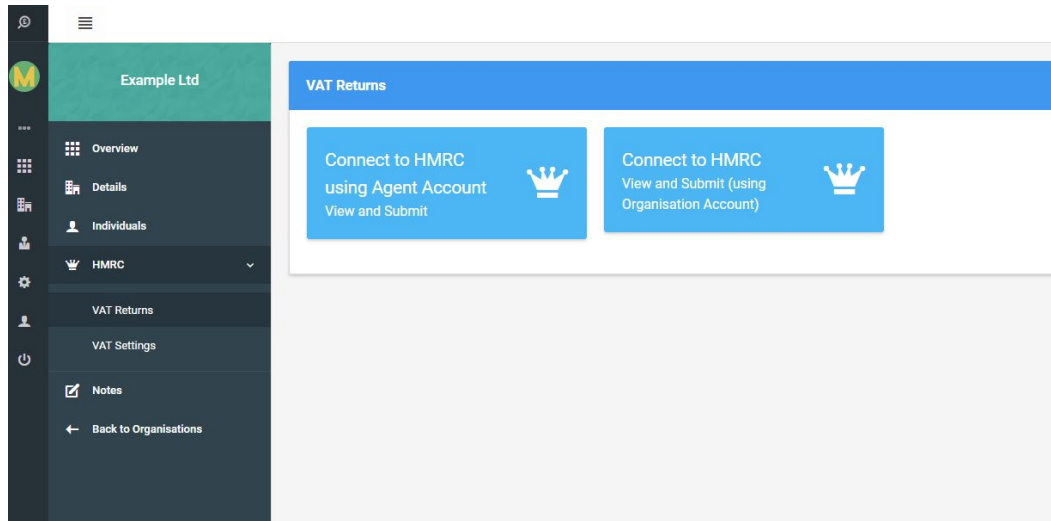
You will then be taken the HMRC's gateway. Click Continue.

Enter your real gateway credentials

GOV.UK

BETA This is a new service – your feedback will help us to improve it

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in]

Create sign in details

Problems signing in

I have forgotten my password
I have forgotten my Government Gateway user ID

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.

GOV.UK

HM Revenue & Customs   **Mark O'grady**

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

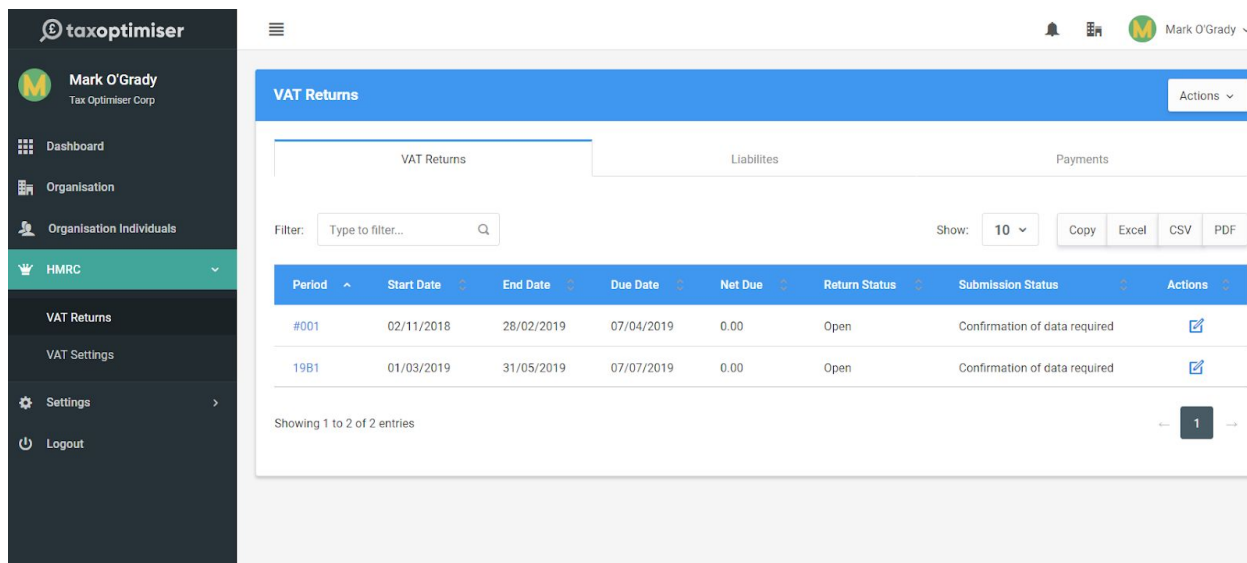It will be able to do the above for 18 months from when you grant authority.

[Grant authority]

Tax Optimiser will act in accordance with their privacy policy and their terms and conditions.

You can remove this authority (opens in a new tab) at any time.

![taxoptimiser logo]

You will then be presented with your VAT Periods. To select a period click on the period link in blue and follow instructions from <u>Uploading your file</u>

Refreshing Data

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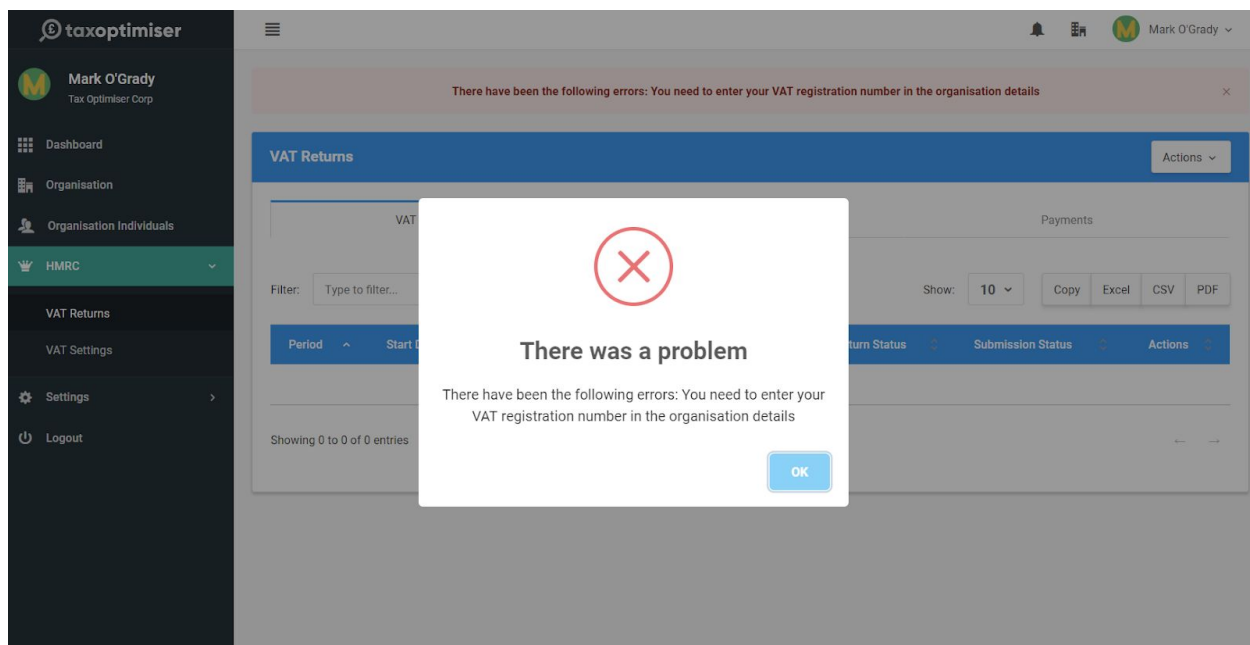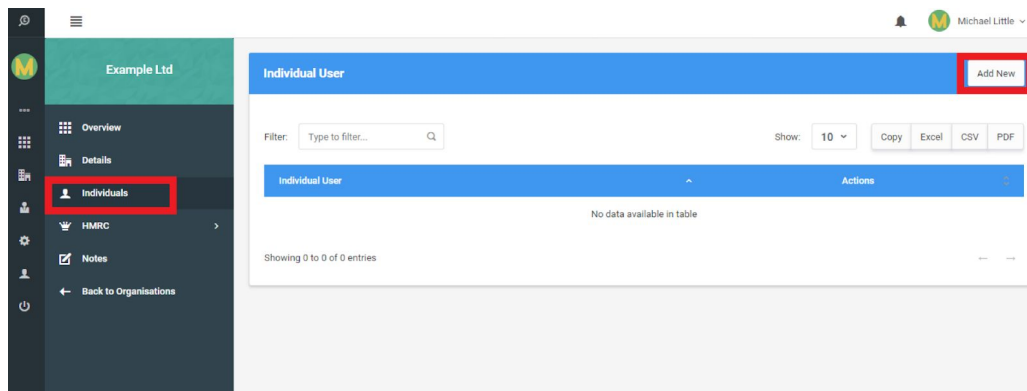
Errors

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
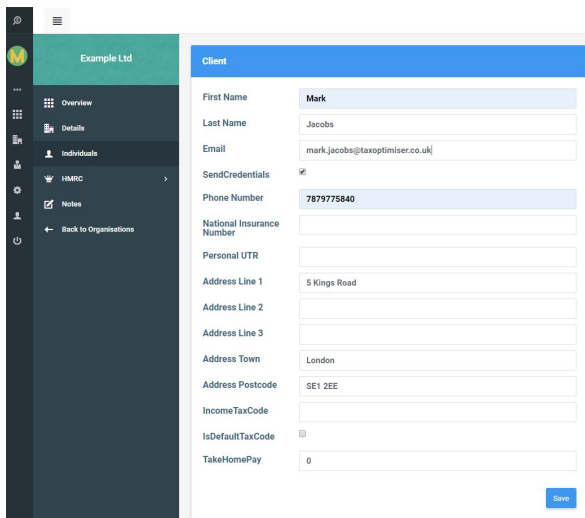
![taxoptimiser logo]

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

taxoptimiser

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.