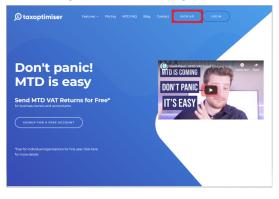


Organisation Setup Guide

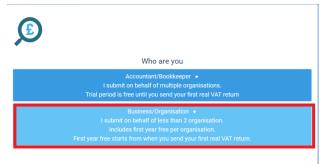
Organisation Setup Guide	1
Signup	2
Setup	3
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Signup

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



2. Select Business/Organisation



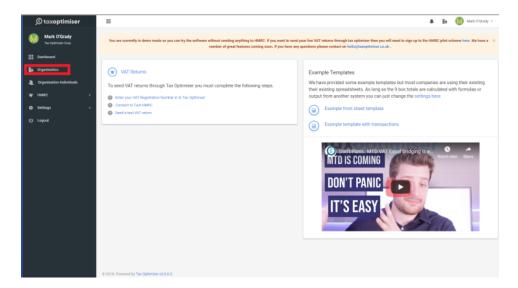
3. Sign up with your details

	Lam a business owner
Create a tax optimiser account in	In Tax Optimiser Corp
2 minutes	1 Mark 1 O'Grady
No credit card required	business@taxoptimiser.co.uk
tax optimiser 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.	J
	10 Reference
	Accept terms of service
	Signup +
	If you are an accountant Sign up here

🗩 taxoptimiser

Setup

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



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

🖲 taxoptimiser	≣		🌲 📱 🚺 Mark O'Grady 🗸
Mark O'Grady Tax Optimiser Corp	Tax Optimiser Corp	Create New Organisation	
Dashboard	Organisation Name	Tax Optimiser Corp	
⊞ ≓ Organisation	Company Industry	Accountancy or book-keeping	
2 Organisation Individuals	Company House No		
₩ HMRC >	VAT Registration No	666873590	
🏟 Settings >	VAT Scheme	Standard ~	
ப் Logout	VAT Entity	Single Organisaiton ~	
	Corporation Tax No		
	Company Paye Reference		
	Important Dates		
	Incorporation Date	*	
	AccountsNextDue	#	
	AccountsNextMadeUpTo	#	
	ConfirmationNextDue	#	
	ConfirmationNextMadeUpTo	#	
	Registered Address		
	Registered Address 1		
	Registered Address 2		

VAT Settings Setup

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

© taxoptimiser	=		🌲 🗱 🕔 Mark O'Grady 🗸
Mark O'Grady Tax Optimiser Corp	VAT Return Settings		
III Dashboard	VAT Submission Software	Tax Optimiser	
En Organisation	Excel Template		
Le Organisation Individuals			
₩ HMRC Ý	Software Template (optional)	Select Template ~	
VAT Returns			
VAT Settings	Excel Sheet Name (tab at the bottom of Excel NOT the filename)	VAT	
Settings >	1. VAT Due on Sales Cell	B4	
ப் Logout	2. VAT Due on EC Acquisitions Cell	85	
	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	
			Save

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.

Software Template (optional)	Select Template ^	
	Q	
Excel Sheet Name (tab at the bottom of Excel NOT the	Select Template	
filename)	Sage 200 - CSV file	
1. VAT Due on Sales Cell	Sage 200 - Excel	
2. VAT Due on EC	Account Master	
Acquisitions Cell	Quickbooks Desktop	
3. Total VAT Due Cell	Tax Optimiser	
4. VAT Reclaimed Cell	Sage 50 - Excel	
5. Net VAT Due Cell	R10	

Using your own format spreadsheet

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

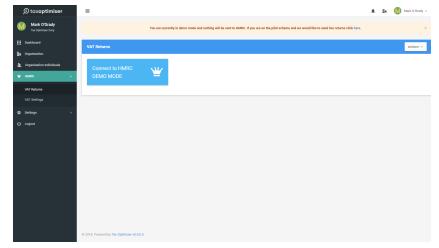
The sheet is indicated below in red. It is important that the names must match including spaces. The cell reference must match the relevant cell in the excel document.

	- 2 5 - 2 - 2 - 2	H 5- C - L - Excel		м	ark O'Grady	•	- 0	ı x		
	File Home Insert	Page Layout	Formulas	Data	Review Vi	ew He	lp Team	Q Tell	me S	⊋ Share
VAT	Paste B I U - Paste 3 -	<u>A</u> - •		*.0 . 00	6 ' 📝	Format as Cell Styles	*	Cells	Editing	
	Clipboard 🖡 Font		Alignment	G Numb	N G	20)	yles			
B4	D3 • ! ×	√ fx								
	A	В	С	D	E	F	G	н	1	J
B5	1									_
	2 3 Titles	Values								
B6	4 VAT Due Sales	£ 30,000	.00		•					
VAT Due Cell B6	5 VAT Due Acquisitions		-							
B8	6 Total VAT Due	£ 30,000	.00							
	7 8 Reclaimed VAT	£ 10.000	00							
B10	9	10,000	.00							
	10 NET VAT Due	£ 20,000	.00							
B12	11									
	12 Total Sales ex VAT	£ 150,								
B13	13 Total Purchases Ex VAT 14 Total Goods Supplied	£ 50, £	000							
515	15 Total Acquisitions Ex VA		-							
	16		-							
B14	17									
	18									
B15		(+)				4				
		0			play Settings	m	o P			+ 100%

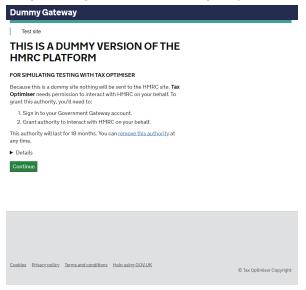
🕑 taxoptimiser

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.



🕑 taxoptimiser

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 testuser123
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 $\ensuremath{\text{Tax}}\xspace$ of the the the transformation of transformation of transformation of transformation of transformat

- 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 <u>Do not grant authority</u>

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.

🕑 taxoptimiser	≣		🌲 🚦 🚺 Mark O'Grady ~
Mark O'Grady Tax Optimiser Corp	You are currently in de	emo 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. $\qquad \times$
Dashboard	VAT Returns		Actions ~
Organisation			
🧕 Organisation Individuals	VAT Returns	Liabilites	Payments
₩ HMRC ~			
VAT Returns	Filter: Type to filter Q		Show: 10 Y Copy Excel CSV PDF
VAT Settings	Period A Start Date © End Date	🗯 Due Date 🔅 Net Due 🔅 Return St	tatus 🔅 Submission Status 🔅 Actions 🔅
🔅 Settings >	18A1 01/01/2018 31/03/2018	3 30/04/2018 8000.00 Fulfilled	Completed 🗹
ப் Logout	18A2 01/04/2018 30/06/2018	3 30/07/2018 0.00 Open	Confirmation of data required
	Showing 1 to 2 of 2 entries		



Uploading your file

Drag

You can either drag your file on to the upload area

🗊 taxoptimiser	🗏 🖡 🚺 Mark C	O'Grady 🛩
Mark O'Grady Tax Optimiser Corp	You are currently in demo mode and nothing will be sent to HMRC. If you are on the pilot otherne and we would like to send five returns click time.	×
III Dashboard	VAT Return VAT Return VAT Return	
Organisation		
a Organisation Individuals	Deals Auditug	
₩ HMRC 🗸	Period Key 18A2	
VAT Returns	Start Date	
VAT Settings	End Date File Home Share View	
Settings >	Due Date	
U Logout	HMRC Status Pinto Quick Copy Paste 👔 Copy to • 👘 Rename New Access & Rename Coller Properties 👸 👘 Invert stelection	
	Submission Status Clipboard Organize New Open Select	
	Values (\leftrightarrow \Rightarrow \diamond \uparrow \bullet	
	LVAT due on sales Queck access Date modified Type 5 To change the what sheet and call be actrue. If the difference is a set of the difference is a set o	
	Desktop # Cincorporation tax calculator 1617.sts 07/08/2018 11.45 Microsoft Excel 97 settlings here	.gee
	2. VAT due on EC Acquisitions	
	3. Total VAT due Douments * W VAT Example 2033/st 13/10/2018 08:36 Microsoft Excel 97.	
	4. VAT reclaimed on purchases / Code / Wat Example.stox / 9//02/2019 02:54 Microsoft Excel W	
	5. Net VAT Due to be paid to custom: Accounting WatExample-WithTransaction.adox 18/02/2019 10.31 Microsoft Excel W	
	6. Total value of sales and all other outputs ex VAT XdTook.Core	
	7. Total value of purchases and all 7 Rems 1 Rem selected 11.3 KB	
	8. Total value of all supplies of goods 0 and related costs, excluding any VAT, to other E0 members tables	
	9. Total value of acquisitions of goods and related costs excluding any VAT,	



Click

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

💿 Open						×	ick Here.
← → • ↑ 📘	> This PC > OS (C:) > Code > TaxOptimiser	ProcessingFiles	5 V	Search Proces	singFiles	Q	
Organize 👻 N	ew folder					•	T Return
Accounting	^ Name	Date modified	Туре	Size			
Accounting.	Wet Incorporation tax calculator 1617.xls	07/08/2018 11:48	Microsoft Excel 97	232 KB			
Nudge	VAT Example - Bad Cell.xlsx	13/10/2018 08:36	Microsoft Excel W	11 KB			
XdTools.Cor		13/10/2018 08:36	Microsoft Excel W	11 KB			
	VAT Example 2003.xls	13/10/2018 08:36	Microsoft Excel 97	27 KB			
o Creative Cloud	Fil VAT Example.xlsx	09/02/2019 02:54	Microsoft Excel W	12 KB			
🐉 Dropbox	VATExample.csv	16/11/2018 11:54	Microsoft Excel C	1 KB			(Click horo)
🚰 OneDrive	Time With Transaction.xlsx	18/02/2019 10:31	Microsoft Excel W	478 KB			(Click here)
💻 This PC							or CLICK
🧊 3D Objects							
E Desktop							
Documents							
🖶 Downloads	~						Download Example Front Sheet Excel File Download Example Excel File with Transaction
	File name: VAT Example.xlsx		~	Customised	Files (*.xlsx;*.xl	s;*.xl \vee	change the what sheet and cells to extract the data from, please change to settings here
				Open	Can	icel	Jetunga nere
0	.00						
ises 0	.00						

It will then take a few seconds to upload the file

	tou are currently a	in certio mode and nothing will be self to H	MRC. If you are on the poot scheme as	a we would like to send live i
VAT Return	l l			Actions v
	Processing this ma	C ay take a few second		
				Send VAT Return

The data will then be updated.

VAT Return				Actions ~			
Det	aila		Audit Log				
Period Key	18A	2					
Start Date	≣	01/04/2018					
End Date	≣	30/06/2018					
Due Date	≣	30/07/2018					
HMRC Status	Оре	n					
Submission Status	Con	firmation of data required					
Values							
1. VAT due on sales	200	0.00					
2. VAT due on EC Acquisitions	0.00						
3. Total VAT due	200	0.00					
4. VAT reclaimed on purchases	112	00					
5. Net VAT Due to be paid to customs or reclaimed by you	188	8.00					
6. Total value of sales and all other outputs ex VAT	100	00					
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?							
			s	end 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
De	rtails		Audit Log	
Period Key	18A	2		
Start Date	≣	01/04/2018		
End Date	≣	30/06/2018		
Due Date	≣	30/07/2018		
HMRC Status	Ope	n		
Submission Status	Con	firmation of data required		
Values				
1. VAT due on sales	200	0.00		
2. VAT due on EC Acquisitions	0.00)		
3. Total VAT due	200	0.00		
4. VAT reclaimed on purchases	112	.00		
5. Net VAT Due to be paid to customs or reclaimed by you	188	8.00		
6. Total value of sales and all other outputs ex VAT	100	00		
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			
 Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states 	0			
s all the data correct?			_	
				Send VAT Retur

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

ľ	Declaration	,	
_	When you submit this VAT info false declaration can result in p	rmation you are making a legal declaration that the information is true and complete. A prosecution.	
	1. VAT due on sales	2000.00	
18/	2. VAT due on EC Acquisitions	0.00	
i	3. Total VAT due	2000.00	
	4. VAT reclaimed on purchases	112.00	
= pp	5. Net VAT Due to be paid to customs or reclaimed by you	1888.00	
:01	6. Total value of sales and all other outputs ex VAT	10000	
00	7. Total value of purchases and all other inputs excluding any VAT	560	
.0	8. Total value of all	0	
00	supplies of goods and related costs, excluding any VAT, to other EC member states		
12	9. Total value of acquisitions of goods and	0	
88	related costs excluding any VAT, from other EC member states		
00	Note		
60			
		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			Actions ~	HMRC Receipt	
De	tala	Audit Log		HMRC Processing Date	
Period Key	18A2			Payment Indicator	BANK
Start Date	1/04/2018			Form Bundle Number	256660290587
End Date	30/06/2018			Charge Ref Number	aCxFaNx0FZsCvyWF
Due Date				Number	
HMRC Status	Fulfilled				Print Re
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				
 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				
1011 0111 LO 1111101 010100					
2018. Powered by Tax Optimizer v0.0.0.3					

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

① taxoptimiser	≡						.♣ ≣n	Mark O'Grady ~
Mark O'Grady Tax Optimiser Corp		You are currently in de	emo mode and nothin	g will be sent to HMR	C. If you are on the	pilot scheme and we wo	uld like to send live returns click h	ere. ×
Dashboard	VAT Returns							Actions ~
Grganisation							¥	Reset Test Data
L Organisation Individuals		VAT Returns			Liabilites		P ymorro	
₩ HMRC ~								
VAT Returns	Filter: Type t	o filter C	l			S	ihow: 10 Y Copy E	xcel CSV PDF
VAT Settings	Period ^	Start Date 🗧	End Date 📑	Due Date 🏾 🗘	Net Due 🛛 🗯	Return Status	C Submission Status C	Actions 🗘
🗘 Settings >	18A1	01/01/2018	31/03/2018	30/04/2018	8000.00	Fulfilled	Completed	ď
ບ Logout	18A2	01/04/2018	30/06/2018	30/07/2018	1888.00	Fulfilled	Completed	Ľ
	Showing 1 to 2 o	f 2 entries						← 1 →

Switching to live mode

) taxoptimiser	≡						A 8	Mark O'Grady 🗸
Mark O'Grady Tax Optimiser Corp		You are currently in den	no mode and nothi	ng will be sent to HMRC	. If you are on the pi	lot scheme and we wo	uld like to send live returns c	ick here. $ imes$
Dashboard	VAT Returns							Actions ~
In Organisation	_							
🧟 Organisation Individuals		VAT Returns			Liabilites		Paymer	its
₩ HMRC ~								
VAT Returns	Filter: Type to	filter Q				s	Show: 10 Y Copy	Excel CSV PDF
VAT Settings	Period ^	Start Date	End Date 🔅	Due Date 📑	Net Due 🛟	Return Status	C Submission Status	C Actions C
🔅 Settings >	18A1	01/01/2018	31/03/2018	30/04/2018	8000.00	Fulfilled	Completed	ď
ப் Logout	18A2	01/04/2018	30/06/2018	30/07/2018	1888.00	Fulfilled	Completed	ß
	Showing 1 to 2 of	2 entries						← 1 →

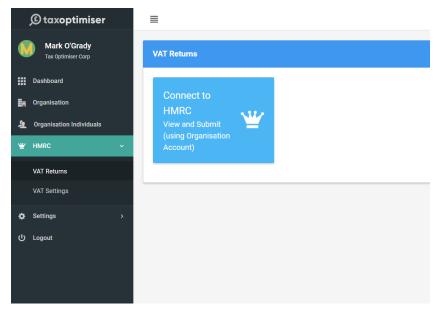
Then click set to live mode.

xoptimiser	=									e B a		Mark
k O'Grady	Live mod	е										
	mode all y	your returi	ns all your subm		C confirming that yc r actual live returns. k here	ou are on the HM	RC Pilot. Once y	vou set te	o live	eturns cli	ck here.	А
							Close	Set to li	ve mode	Payment	S	
	Filter:	Type to f	ilter	Q				Show:	10 ~	Сору	Excel	CS
	Peri											
	18A	1	01/01/2018	31/03/2018	30/04/2018	8000.00	Fulfilled		Completed			

🕑 taxoptimiser

Connecting the live account.

Click Connect to HMRC



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

👜 GOV.UK

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.
- 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 $\underline{\text{remove this authority}}$ 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 \cdot it's the same account you use to access the HMRC agent portal.

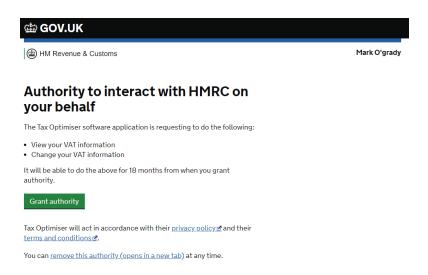




Enter your real gateway credentials

🏟 GOV.UK
BETA This is a new service – your <u>feedback</u> will help us to improve it
Sign in using Government Gateway
Government Gateway user ID This could be up to 12 characters. क
Password
Sign in
Create sign in details
Problems signing in
have forgotten my password
<u>I have forgotten my Government Gateway user ID</u>

At this stage it may ask you to set up more 2 factor authentication. This video explains the concept of 2 factor authentication <u>https://www.youtube.com/watch?v=OmvCeNsTa1g</u>. 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 <u>Uploading your file</u>

© taxoptimiser	≣						A Br 🤇	Mark O'Grady 🗸
Mark O'Grady Tax Optimiser Corp	VAT Returns							Actions ~
Dashboard		VAT Returns			Liabilites		Payments	
. Organisation								
L Organisation Individuals	Filter: Type t	o filter	Q				Show: 10 ~ Copy Exce	I CSV PDF
₩ HMRC ~	Period 🔨	Start Date	End Date	Due Date 💲	Net Due	Return Status	C Submission Status C	Actions C
VAT Returns	#001	02/11/2018	28/02/2019	07/04/2019	0.00	Open	Confirmation of data required	Ľ
VAT Settings	1981	01/03/2019	31/05/2019	07/07/2019	0.00	Open	Confirmation of data required	ß
Settings >								
り Logout	Showing 1 to 2 c	i z entries						$\leftarrow \square \rightarrow$

Refreshing Data

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

© taxoptimiser	≡						A En 🕔	Mark O'Grady 🗸
Mark O'Grady Tax Optimiser Corp	VAT Returns							Actions ~
Dashboard		VAT Returns			Liabilites		₩ Reco Payr	nnect to HMRC sh data
 Organisation Organisation Individuals 	Filter: Type to	filter	Q				Show: 10 ~ Copy Excel	CSV PDF
'≝' HMRC ✓	Period ^	Start Date	End Date	Due Date 🗯	Net Due (Return Status	Submission Status	Actions C
VAT Returns	#001	02/11/2018	28/02/2019	07/04/2019	0.00	Open	Confirmation of data required	ß
VAT Settings	19B1	01/03/2019	31/05/2019	07/07/2019	0.00	Open	Confirmation of data required	ď
☆ Settings >	Showing 1 to 2 of	2 entries						← 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 <u>support@taxoptimiser.co.uk</u>

) taxoptimiser			🌲 📑 💔 Mark O'Grady 🗸
Mark O'Grady Tax Optimiser Corp		There have been the following errors: You need to enter your VAT registration	on number in the organisation details \times
Dashboard	VAT Returns		Actions ~
- Organisation			
🧕 Organisation Individuals	VAT	\frown	Payments
₩ НМКС ~	Filter: Type to filter	(X)	Show: 10 - Copy Excel CSV PDF
VAT Returns		Ŭ	
VAT Settings	Period A Start I	There was a problem	turn Status C Submission Status C Actions C
🌣 Settings >		There have been the following errors: You need to enter your VAT registration number in the organisation details	
ப் Logout	Showing 0 to 0 of 0 entries	ок	← →



Adding additional users

You can add additional users to the system. Go to Organisation Individuals. Click Add New

	🌲 Er 🕔 M	lark O'Grady 🐱
Vidual User		Add New
r: Type to filter Q	Show: 10 ~ Copy Excel C	CSV PDF
ndividualUser ^	Actions	\$
Mark O'Grady	6	
wing 1 to 1 of 1 entries	←	1
	r Type to filter Q dividualUser ^ tark O'Grady	r: Type to filter Q. Show: 10 v Copy Exce 0 dividualUser ^ Actions tark OGrady C ☆

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

_			
Mark O'Grady Tax Optimiser Corp	Client		
Dashboard	First Name	Jessica	E
Organisation	Last Name	Young	
Organisation Individuals	Email	jessica.young@taxoptimiser.co.uk	
HMRC >	SendCredentials	s	
Settings >	National Insurance Number		
Logout	Personal UTR		
	Address Line 1		
	Address Line 2		
	Address Line 3		
	Address Town		
	Address Postcode		
	IncomeTaxCode		
	IsDefaultTaxCode	8	
	TakeHomePay	0	
			8

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