

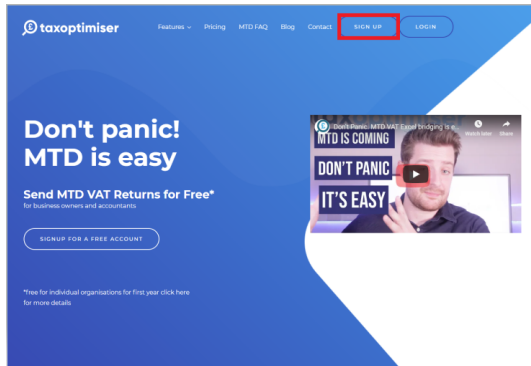


Organisation Setup Guide

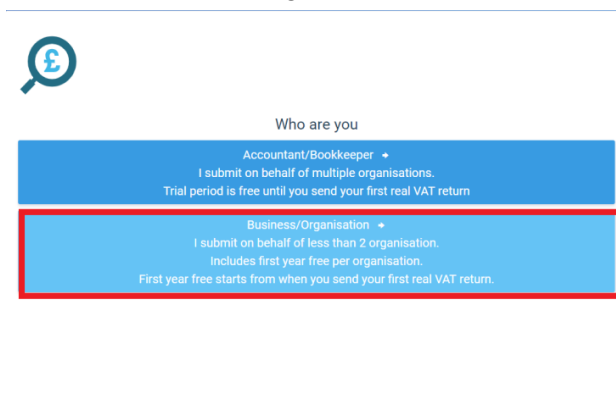
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Signup

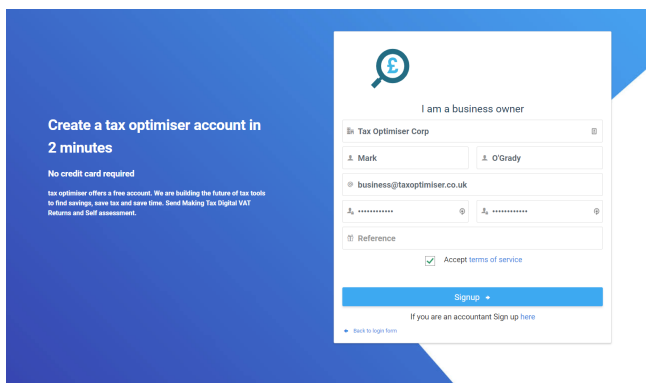
1. Click sign up in the top right hand corner.



2. Select Business/Organisation

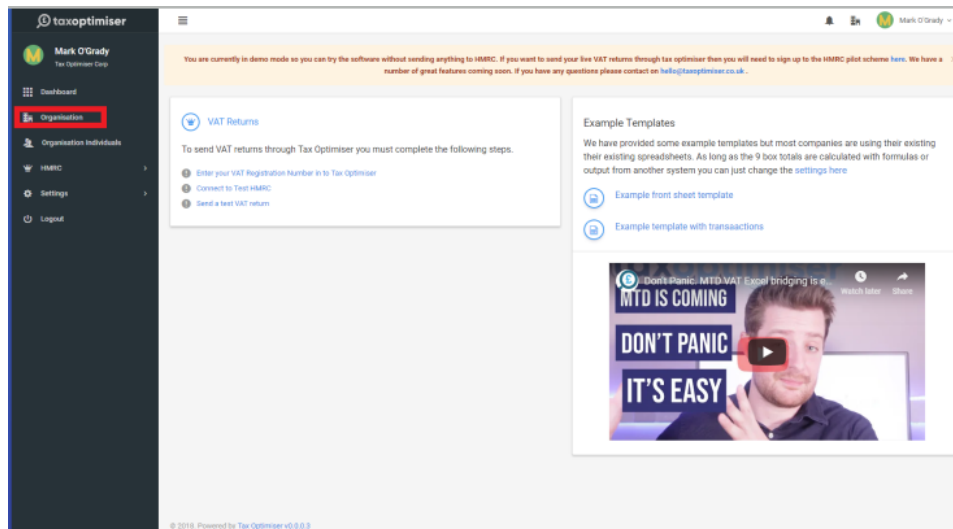


3. Sign up with your details

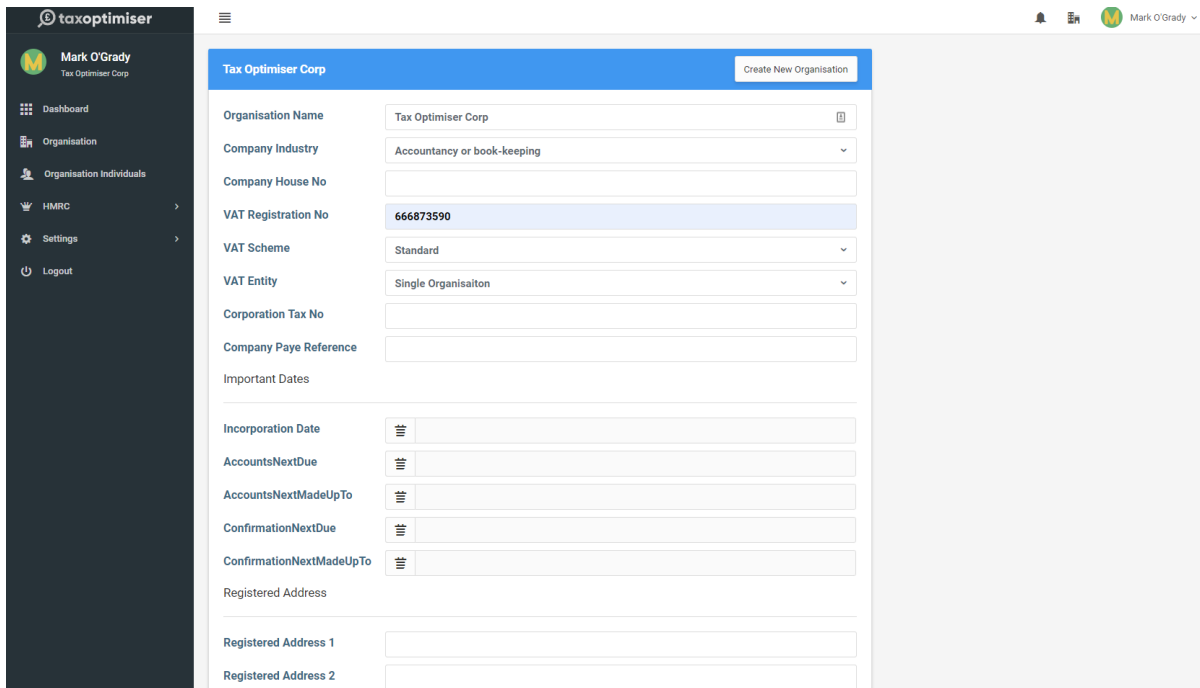


Setup

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

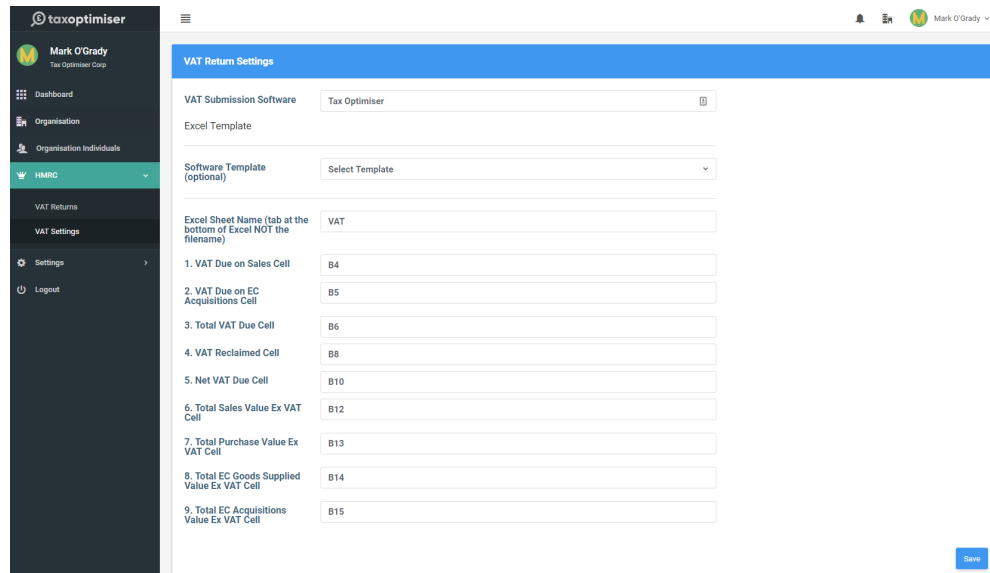


Enter your details, only the VAT Registration No is required. Press Save at the bottom of the screen.



VAT Settings Setup

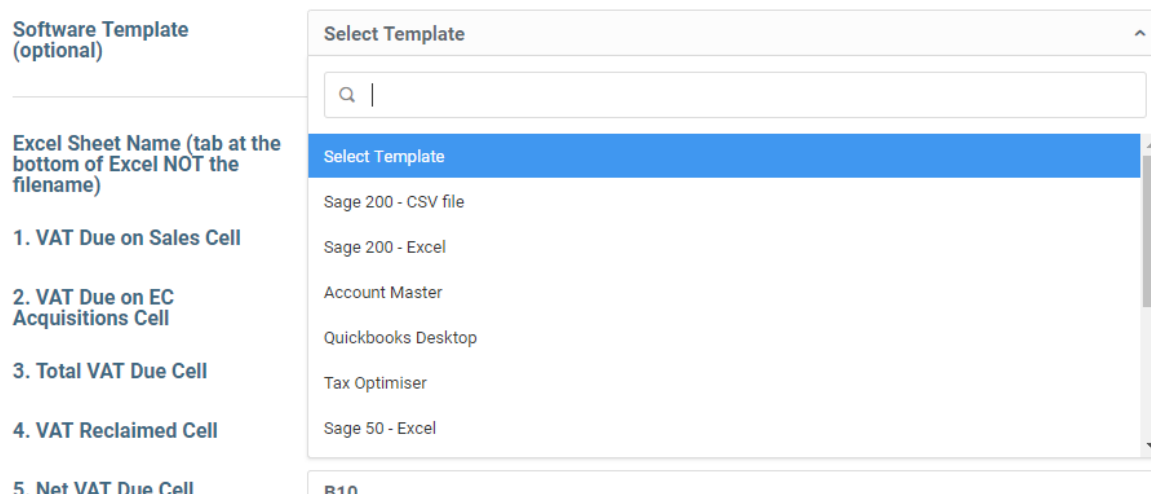
If you are using a your own spreadsheet or a different format from our standard template click on HMRC >> VAT Settings.



The screenshot shows the 'VAT Return Settings' page. 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 has a blue header 'VAT Return Settings'. Below it, there are several input fields: 'VAT Submission Software' (set to 'Tax Optimiser'), 'Excel Template' (empty), 'Software Template (optional)' (set to 'Select Template'), and 'Excel Sheet Name (tab at the bottom of Excel NOT the filename)' (set to 'VAT'). Below these are nine rows of input fields for VAT calculations, each with a label and a cell reference: 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), and 9. Total EC Acquisitions Value Ex VAT Cell (B15). A 'Save' button is at the bottom right.

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.



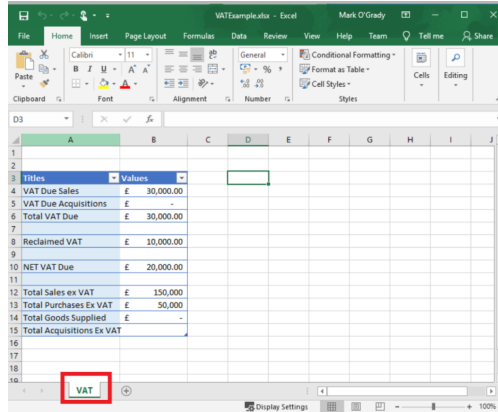
This screenshot shows the 'Software Template (optional)' dropdown menu. The left sidebar is partially visible, showing the 'VAT Settings' section with a list of calculation items: 1. VAT Due on Sales Cell, 2. VAT Due on EC Acquisitions Cell, 3. Total VAT Due Cell, 4. VAT Reclaimed Cell, and 5. Net VAT Due Cell. The dropdown menu is open, showing a search bar and a list of templates: 'Select Template', 'Sage 200 - CSV file', 'Sage 200 - Excel', 'Account Master', 'Quickbooks Desktop', 'Tax Optimiser', and 'Sage 50 - Excel'. The 'Select Template' option is highlighted in blue. Below the dropdown, the text 'R10' is visible.

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.

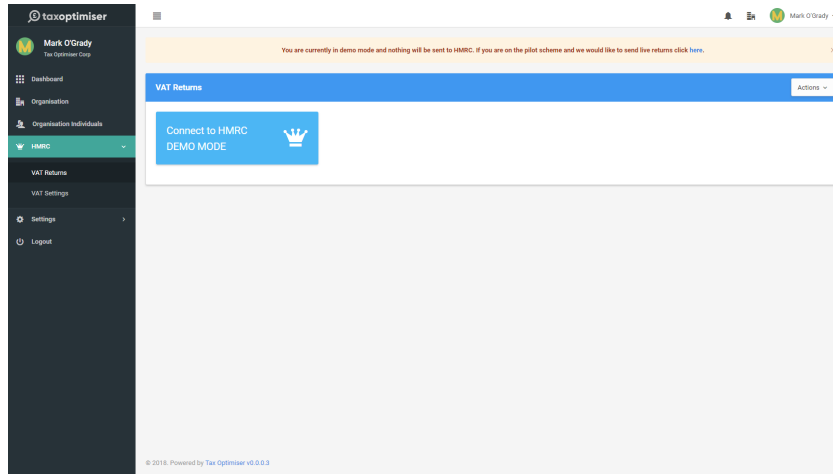
Excel Sheet Name (tab at the bottom of Excel NOT the filename)	VAT
1. VAT Due on Sales Cell	B4
2. VAT Due on EC Acquisitions Cell	B5
3. Total VAT Due Cell	B6
4. VAT Reclaimed Cell	B8
5. Net VAT Due Cell	B10
6. Total Sales Value Ex VAT Cell	B12
7. Total Purchase Value Ex VAT Cell	B13
8. Total EC Goods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



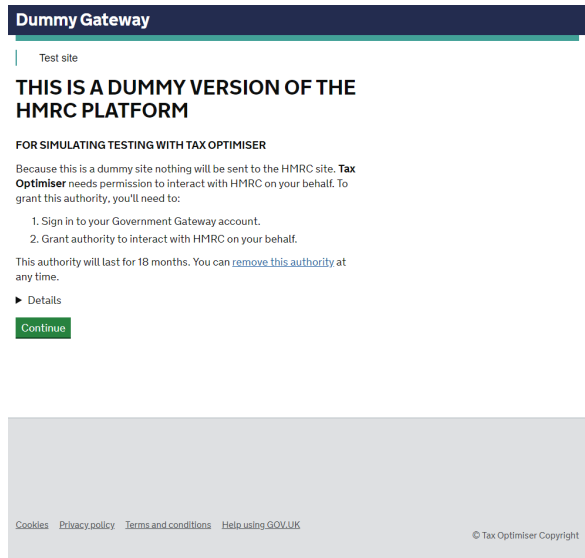
	Values
VAT Due Sales	£ 30,000.00
VAT Due Acquisitions	£ -
Total VAT Due	£ 30,000.00
Reclaimed VAT	£ 10,000.00
NET VAT Due	£ 20,000.00
Total Sales ex VAT	£ 150,000
Total Purchases Ex VAT	£ 50,000
Total Goods Supplied	£ -
Total Acquisitions Ex VAT	£ -

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

testuser123

Password

Sign in

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

Dummy Gateway

| 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.

Mark O'Grady
Tax Optimiser Corp

- Dashboard
- Organisation
- Organisation Individuals
- HMRC
- VAT Returns
- VAT Settings
- Settings
- Logout

Mark O'Grady

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

VAT Returns
Liabilities
Payments

Filter:
Show: 10

Copy Excel CSV PDF

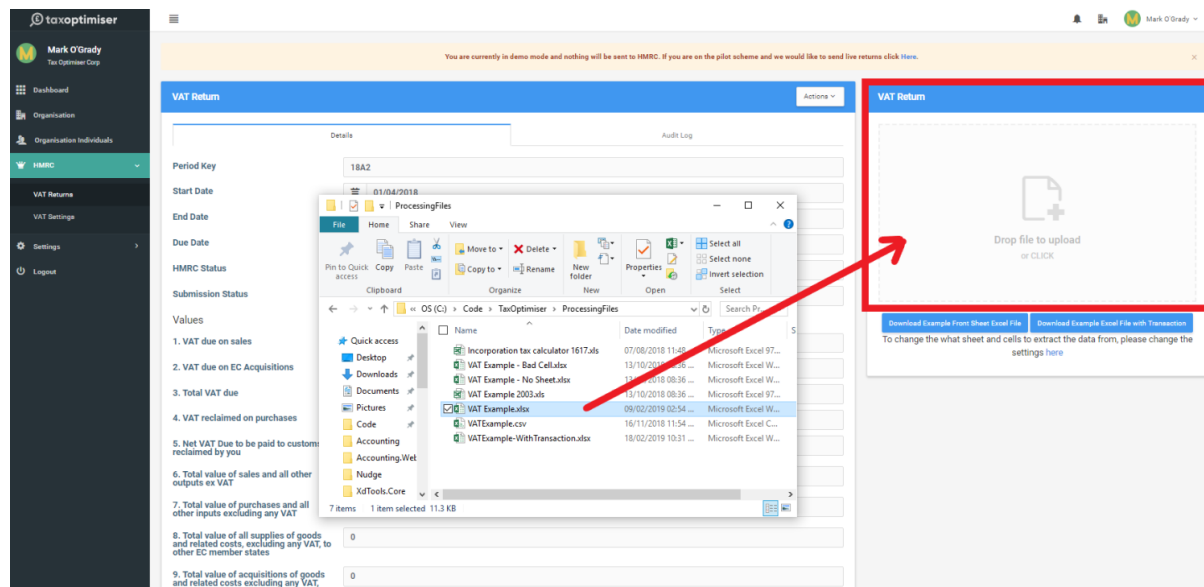
Period	Start Date	End Date	Due Date	Net Due	Return Status	Submission Status	Actions
18A1	01/01/2018	31/03/2018	30/04/2018	8000.00	Fulfilled	Completed	↗
18A2	01/04/2018	30/06/2018	30/07/2018	0.00	Open	Confirmation of data required	↗

Showing 1 to 2 of 2 entries
1

Uploading your file

Drag

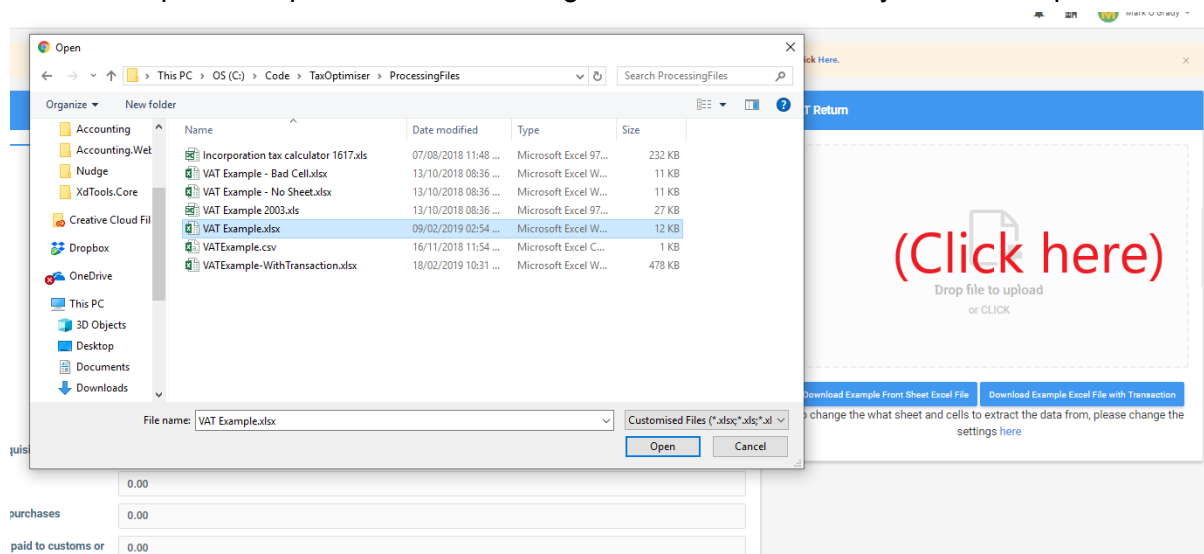
You can either drag your file on to the upload area



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](#).

VAT Return

Drop file to upload
or CLICK

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

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

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: 1000.00

5. Net VAT Due to be paid to customs or reclaimed by you: 1000.00

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

7. Total value of purchases and all other inputs excluding any VAT: 500

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?

Processing this may take a few seconds

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

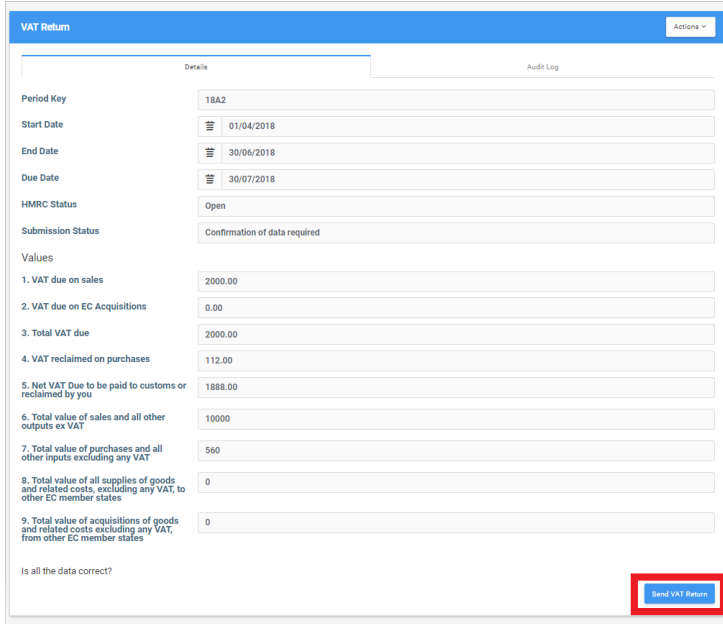
9. Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states: 0

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

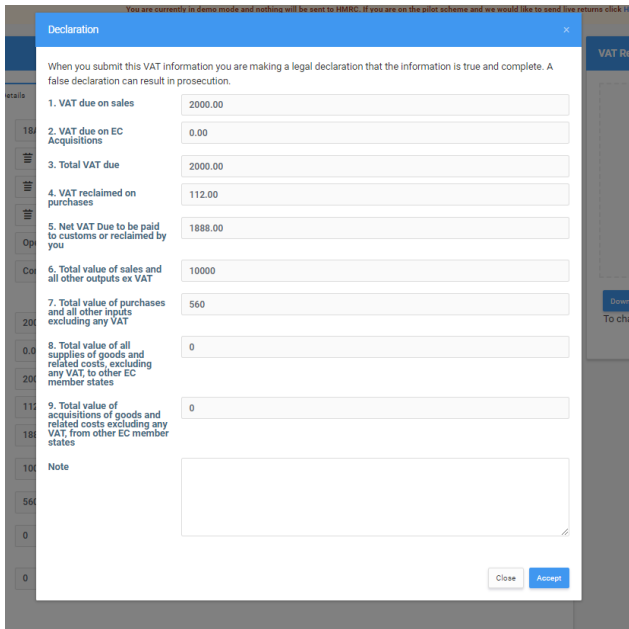
Values

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

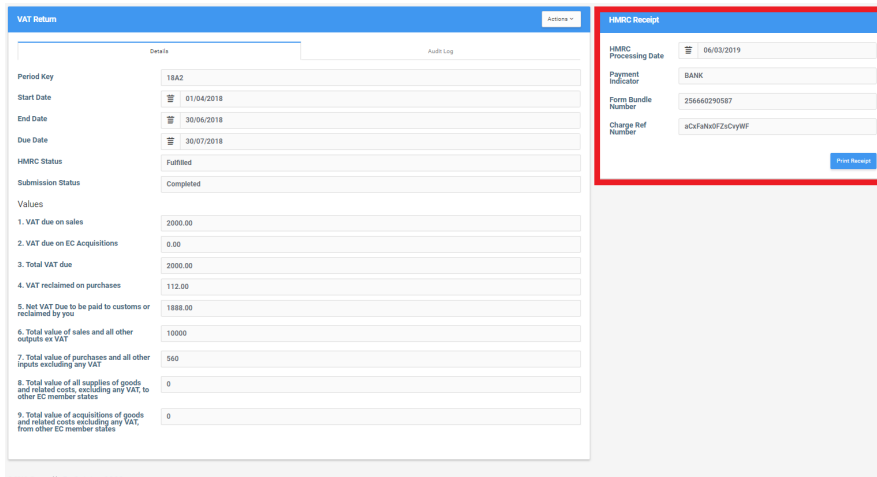
Close Accept

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

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 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

HMRC Receipt

HMRC Processing Date: 06/03/2019

Payment Indicator: BANK

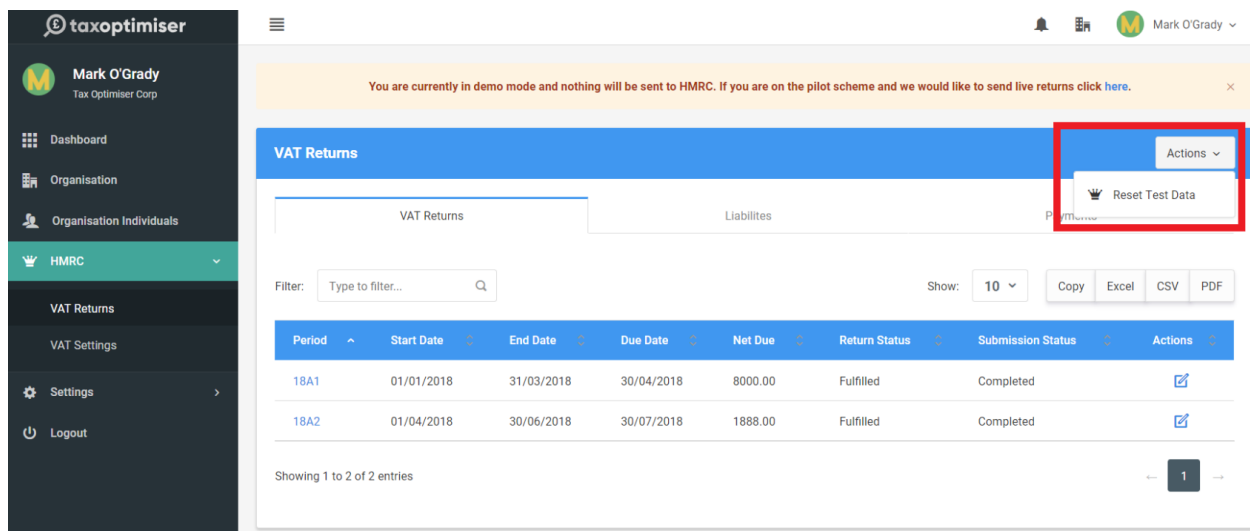
Form Bundle Number: 238880290587

Charge Ref Number: xCaFaHdGZuCyWf

[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

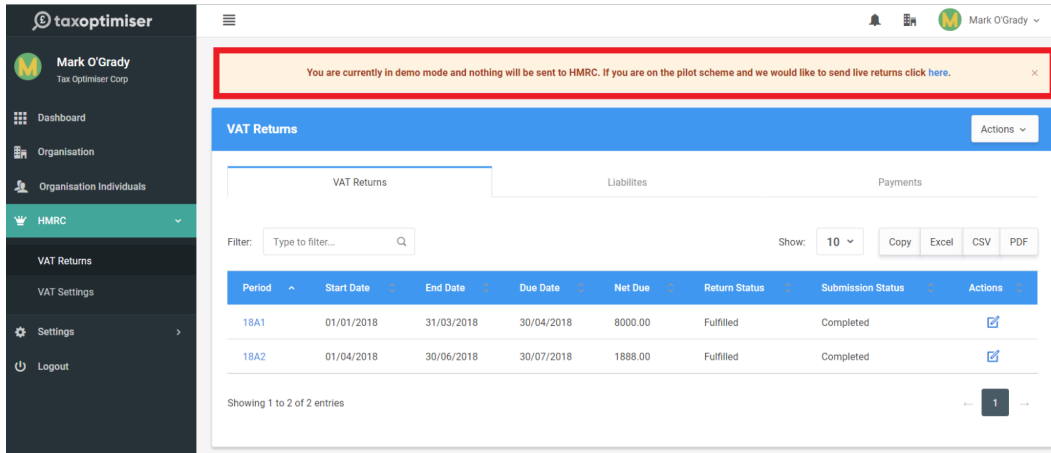
Filter: Type to filter... Show: 10 Copy Excel CSV PDF

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	View
18A2	01/04/2018	30/06/2018	30/07/2018	1888.00	Fulfilled	Completed	View

Showing 1 to 2 of 2 entries

1

Switching to live mode

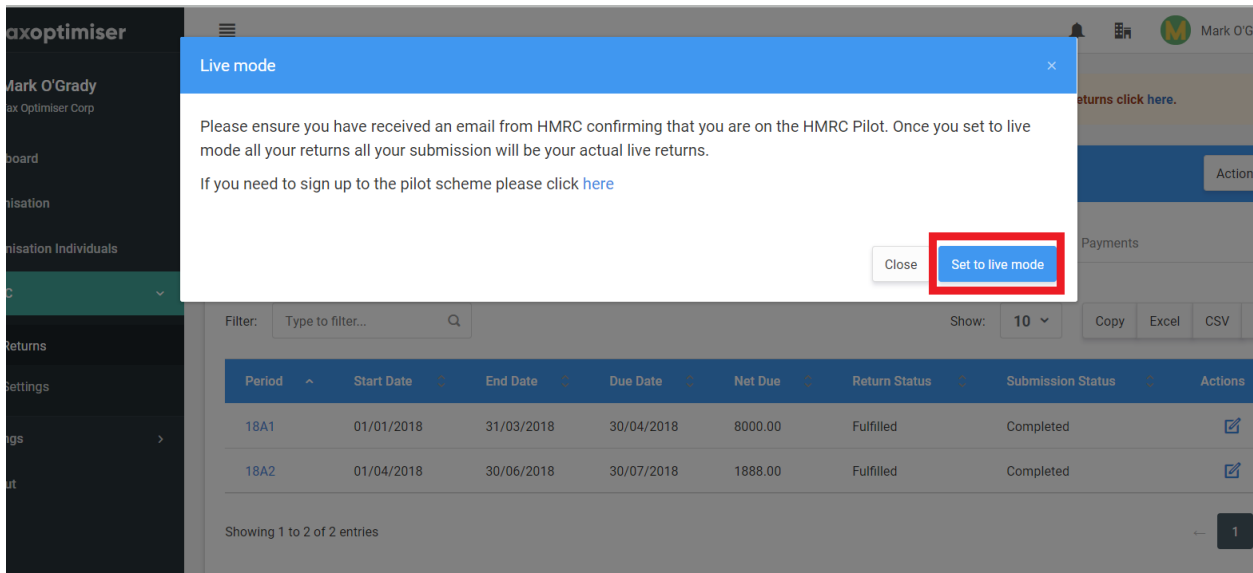


You are currently in demo mode and nothing will be sent to HMRC. If you are on the pilot scheme and we would like to send live returns click [here](#).

Period	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	View
18A2	01/04/2018	30/06/2018	30/07/2018	1888.00	Fulfilled	Completed	View

Showing 1 to 2 of 2 entries

Then click set to live mode.



Live mode

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](#)

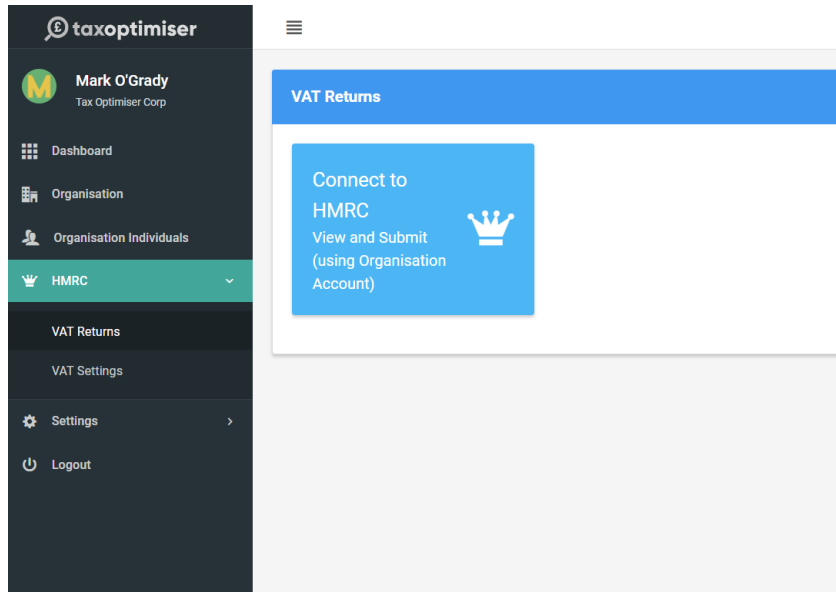
Close **Set to live mode**

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	View
18A2	01/04/2018	30/06/2018	30/07/2018	1888.00	Fulfilled	Completed	View

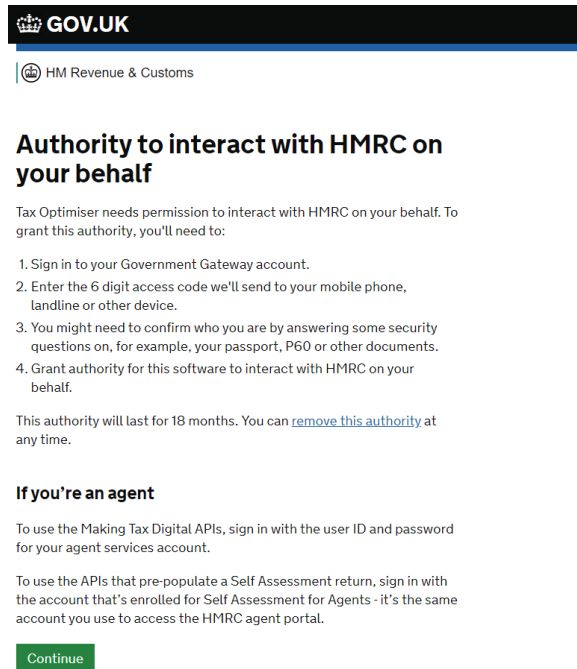
Showing 1 to 2 of 2 entries

Connecting the live account.

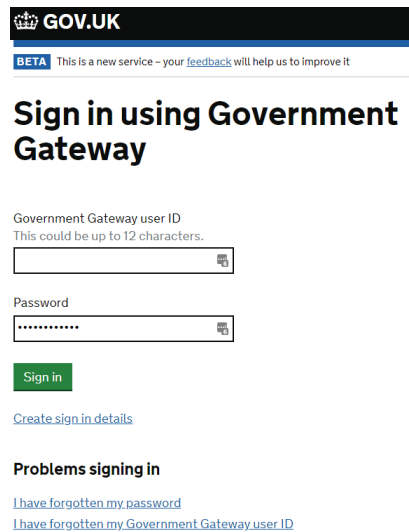
Click Connect to HMRC



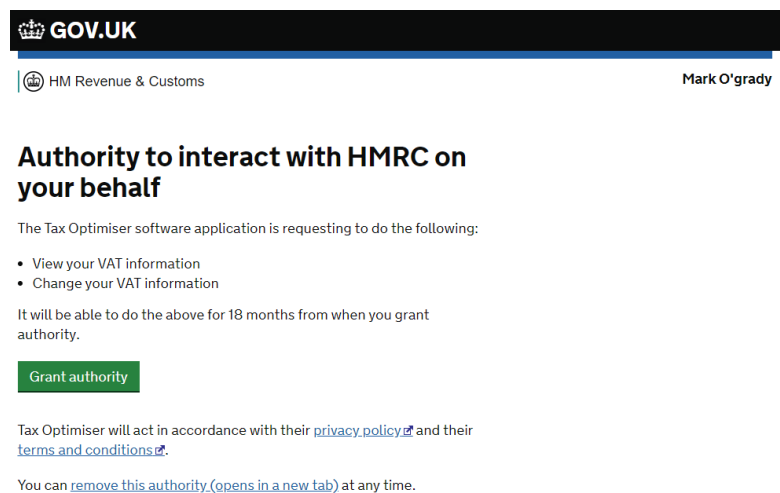
You will then be taken the HMRC's gateway. Click Continue.



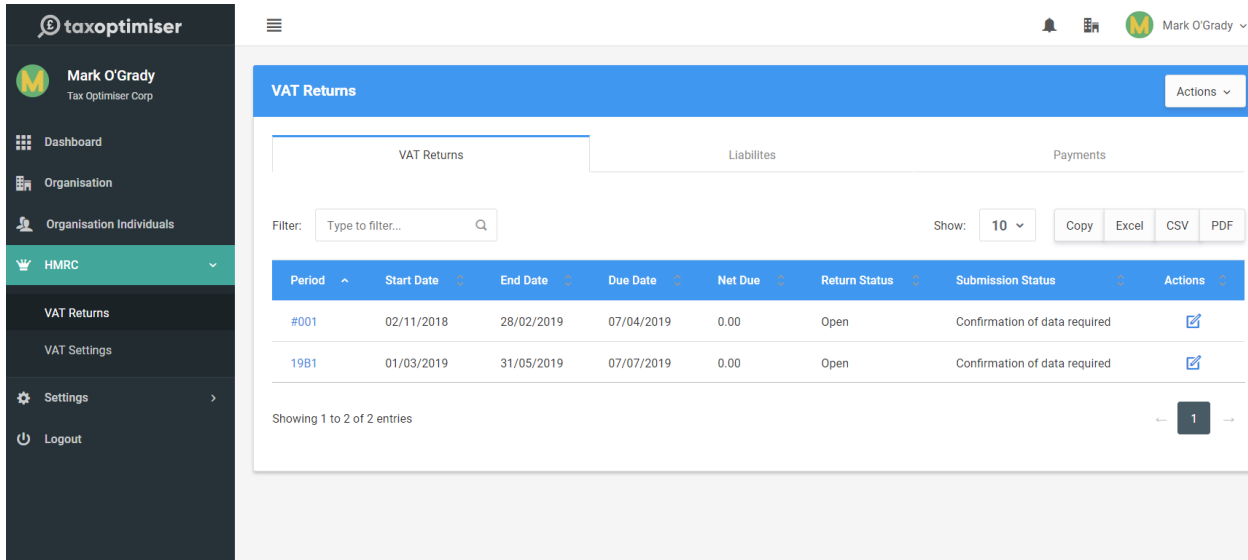
Enter your real gateway credentials



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](#)

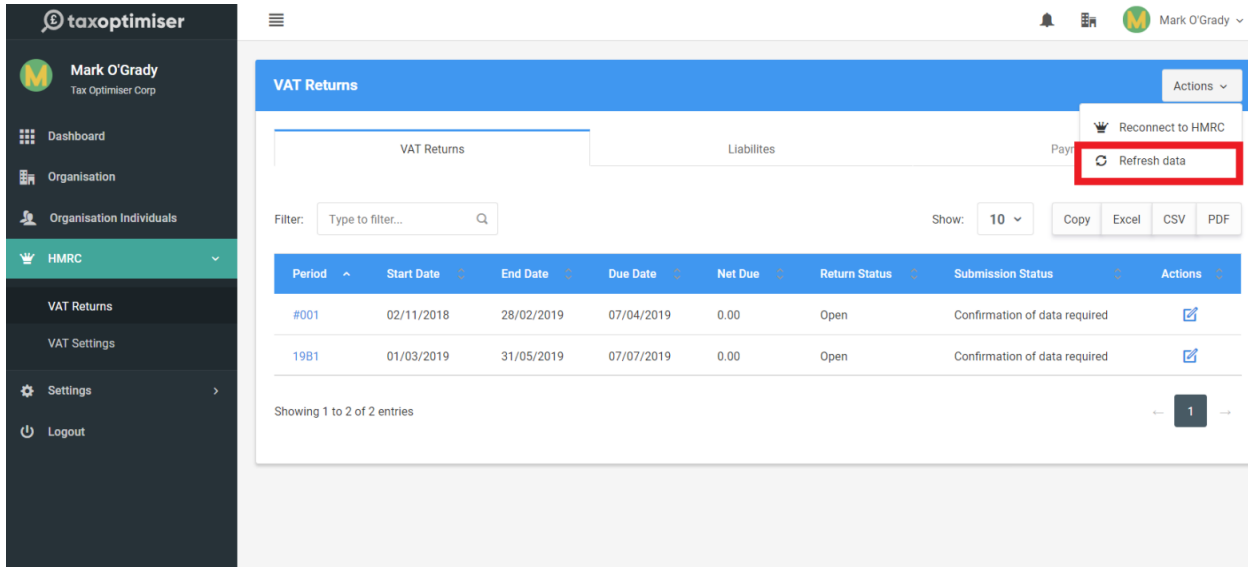


The screenshot shows the taxoptimiser web application interface. On the left is a dark sidebar with the logo and user profile 'Mark O'Grady Tax Optimiser Corp'. The main menu includes 'Dashboard', 'Organisation', 'Organisation Individuals', 'HMRC' (highlighted), 'VAT Returns', 'VAT Settings', 'Settings', 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 'Type to filter...' and a 'Show: 10' dropdown. To the right are buttons for 'Copy', 'Excel', 'CSV', and 'PDF'. A table displays VAT return data with columns: Period, Start Date, End Date, Due Date, Net Due, Return Status, Submission Status, and Actions. Two entries are shown: #001 and 19B1. The bottom of the table indicates 'Showing 1 to 2 of 2 entries' and a pagination control showing '1'.

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	✎

Refreshing Data

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



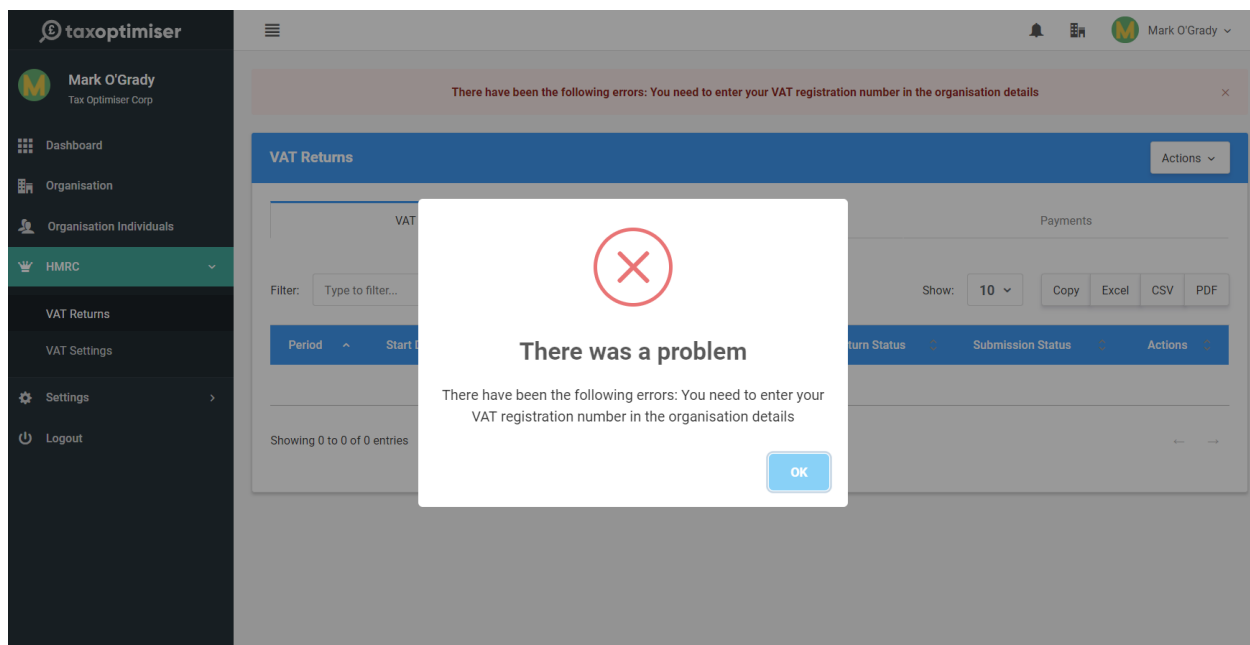
The screenshot shows the taxoptimiser web application interface. On the left is a dark sidebar with navigation links: Dashboard, Organisation, Organisation Individuals, HMRC (selected), VAT Returns, VAT Settings, Settings, and Logout. The main content area is titled 'VAT Returns' and features a tabbed 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'.

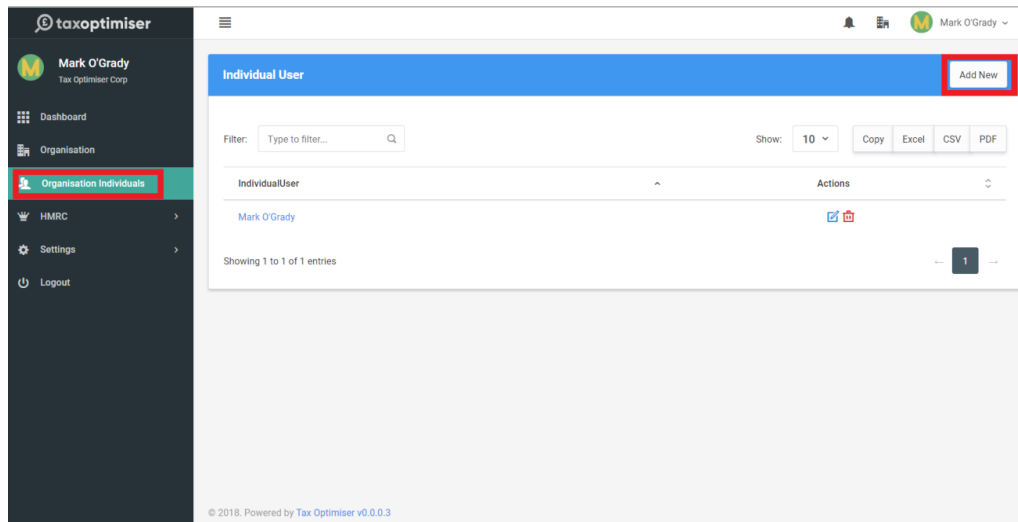
Errors

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

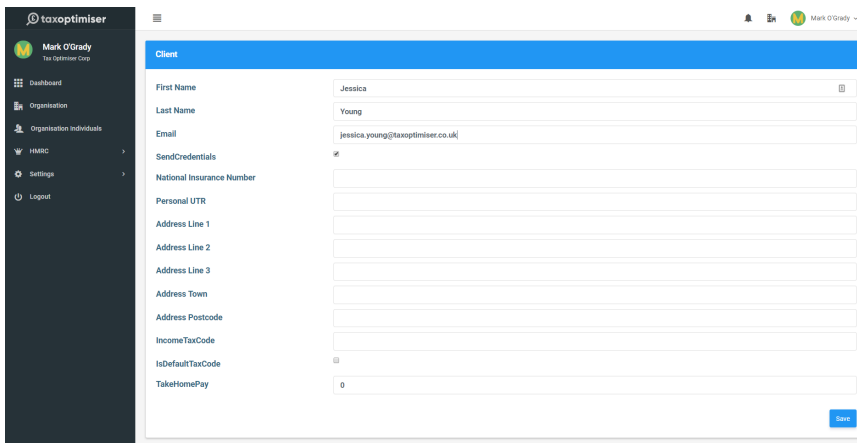


Adding additional users

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



The screenshot shows the 'Client' form in the taxoptimiser web application. The form is titled 'Client' and contains the following fields: First Name (Jessica), Last Name (Young), Email (jessica.young@taxoptimiser.co.uk), SendCredentials (checked), National Insurance Number, Personal UTR, Address Line 1, Address Line 2, Address Line 3, Address Town, Address Postcode, IncomeTaxCode, IsDefaultTaxCode (checked), and 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.