Relate Corporation Tax Manager

User Manual

SUPPORT SERVICES

Relate Software is committed to strong customer service and satisfaction. At all times you will be able to make contact with our company and our technical service teams. Relate Software will provide the highest level of customer service and will provide telephone support as well as online remote access support and where applicable we will call out onsite to help resolve any support issue.

You can make contact with our support department in the following ways:

Telephone:

Ireland: +353 (0)1 4597800
United Kingdom: +44 (0) 871 284 3446

Fax: +353 (0)1 4597779

Email: support@relate-software.com

Opening Times for Support 09:00-13:00, 14:00-17.30

We also provide out of hours support via mobile phone. If you find that you need out of hours support simply call the support department and they will provide you with a mobile number where support will be available at an agreed time.

Contents

INSTALLATION

How to install the software for the first time is explained in this chapter. It covers a Standalone (single user) installation and Network (multi-user) installations.

This chapter will outline how to install Relate Corporation Tax Manager on to one computer or a network for the first time. The following topics will be covered in detail:

- Standalone/Network System Requirements
- Standalone/Network Installation
- Starting Relate Corporation Tax Manager
- Product Registration
- Support Services

Standalone/Network System Requirements

When installing Relate Corporation Tax Manager for the first time please take note of the following and recommended system requirements.

Standalone System Requirements

The **minimum requirement** for a computer to run the Relate Corporation Tax Manager is a P4 processor or better. The computer will need 512MB of memory (Vista/Windows 7 – 1GB) and at least 50Mbytes of free space on the hard disk. An SVGA monitor which should support a screen resolution of at least 1024 x 768 pixels.

The computer will need to run on one of the following operating systems:

- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7

The **recommended requirement** for a computer to run the Relate Corporation Tax Manager is a processor of 200MHz or above. The computer will need 1GB of memory (Vista/Windows 7– 2GB). An SVGA monitor which should support a screen resolution of at least 1024 x 768 pixels.

The computer will need to run on one of the following operating systems:

- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7

Network System Requirements

The **minimum requirement** for a *SERVER* to run the Corporation Tax Manager is a P4 processor or better (or compatible equivalent). The computer will need 1GB of memory and at least 50Mbytes of free space on the hard disk.

The **minimum requirement** for a *WORKSTATION* running the Corporation Tax Manager is P4 processor or better (or compatible equivalent). The computer will need 512 (Vista/Windows 7 – 1GB) of memory and at least 50Mbytes of free space on the hard disk. An SVGA monitor which should support a screen resolution of at least 1024 x 768 pixels.

The computer will need to run on one of the following operating systems:

- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7

Relate Corporation Tax Manager will run on a *Peer-to-Peer* network but we do not recommend the use of this kind of network.

The **recommended requirement** for a *SERVER* running the Corporation Tax Manager is a P4 processor or better (or compatible equivalent). The computer will need 4GB of memory and at least 200Mbytes of free space on the hard disk

The **recommended requirement** for a workstation running the Corporation Tax Manager is a P4 processor or better (or compatible equivalent). The computer will need 1GB (Vista/Windows 7 – 2GB) of memory and at least 200Mbytes of free space on the hard disk. An SVGA monitor which should support a screen resolution of 1024 x 768 pixels.

The computer will need to run on one of the following operating systems:

- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7

SELECTING THE RIGHT INSTALLATION OPTION

The installation CD allows you to install Relate Corporation Tax in a number of different ways. It is **very important** that you read the instructions completely in order to understand which option is the right one to take.
Effectively there are three options:

1. Install the program and the database
2. Install the program only
3. Install the database only

Installing the Program and the Blank Database

This option is used in the following situations:
Server Installation: New installation. You are installing on a server, and there is no existing DRIVE or Relate Corporation Tax database already on that server. If there is no previous Relate product installed then there is no central database available. The central DRIVE database must be available to operate the software.

Standalone Installation: New Installation. You do not have a server but have a standalone pc. This will install the software and database as if the pc was a server

Portable Installation: You are installing on a portable computer on which you want to use Relate Corporation Tax outside of the office. This means that the portable has to have its own local database available.

Install the Program only

This option is used in the following situations:

1. Local Installation: You are installing on a pc attached to the network server which has the database already installed. This pc is not used outside of the office therefore the database is not needed.
   This is the most widely used option on a network.

Install the Database only
This option is used in the following situations:

1. Local Installation: The program is already installed on this pc and you now want to use Relate Corporation Tax outside of the office. This pc will need to have the database installed.
   This option will not be used that often.

2. Local Installation: You have a separate Database Server where you want to place the database without the program. In this case you should use the Advanced options to untick the SQL Express database engine install as it is not needed.
   This option will not be used that often.

Installing the Program and Blank Database

The installation wizard makes the process of installing Relate Corporation Tax an easy and straightforward exercise.

1. Place the program CD into the CD-ROM drive. If you have auto run enabled on your CD-ROM drive, the installation wizard will automatically appear. If it does, skip to step 4.

2. From your Windows Desktop, click on the Start Button and the start menu will appear. From the Start Menu choose Run. The Run window appears as follows:

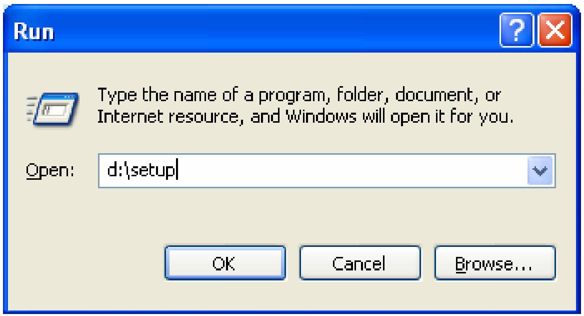


Figure 1

3. When you press OK the standard Relate Corporation Tax installation wizard will appear

4. The installation wizard begins and the setup program will display the first screen. Select Program and Blank Database install, as follows:

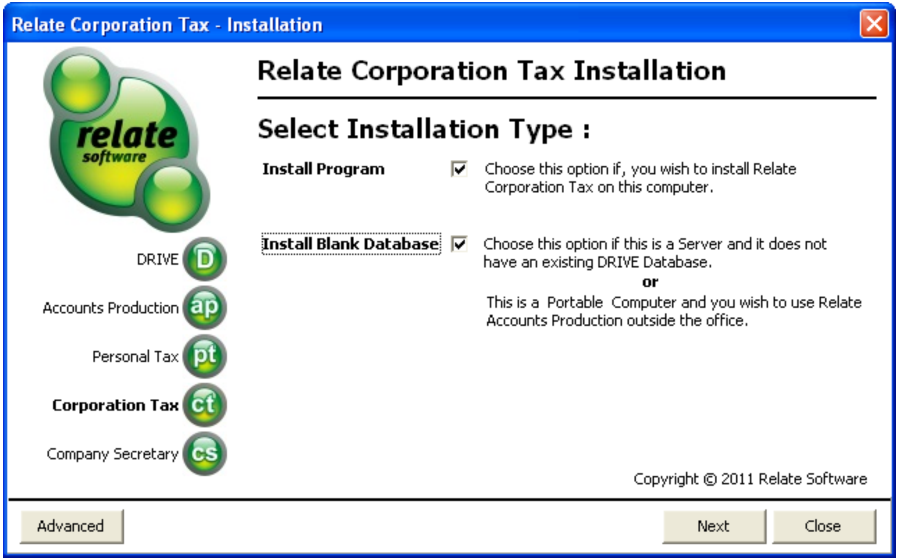


Figure 2

5. Press Next, and you will be prompted for the database name and location for the database files as follows:

Figure 3

6. Type a suitable database name where prompted. This name should begin with "Drive" and should only contain letters, numbers or "_" characters. This database will be created in a new SQL Server instance, named as follows:
{your server's name}\Relate.

7. Select a suitable location for the SQL Server database files. Note that depending on usage these files may grow to several gigabytes, so select a drive which is adequately large.

8. Click “Finish”, and installation will be completed for the following items. If you do not wish to install some of these items, please select “Advanced” and unselect them before clicking Finish.

a. Windows Installer
b. Relate Corporation Tax Setup
c. Latest version of Relate Corporation Tax
d. Dot NET Framework 2.0
e. SQL Server 2005 Express
f. SQL Server Management Studio
g. Restore Blank Database

9. Relate Corporation Tax is now installed on your server. Click the icon on your desktop to run it. You will be presented with a request for connection details as below:

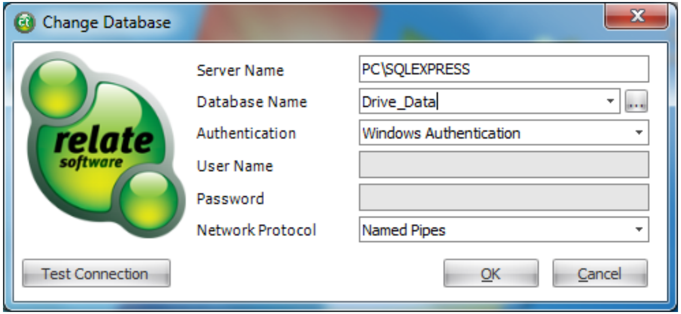
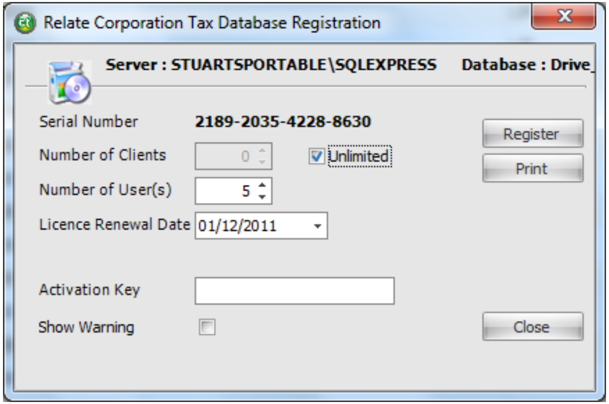


Figure 4

10. Enter the Server name as {your server's name}\Relate.

11. Enter the database name as you entered during the installation process.

12. When you click OK, you will be prompted to update the database and then brought to the Corporation Tax registration screen. Please phone +353 (1) 4597800 to get your registration details.



13. Congratulations, you are now ready to begin using Relate Corporation Tax.

Installing the Program Only

The installation wizard makes the process of installing Relate Corporation Tax an easy and straightforward exercise.

1. Place the program CD into the CD-ROM drive. If you have auto run enabled on your CD-ROM drive, the installation wizard will automatically appear. If it does, skip to step 4.

2. From your Windows Desktop, click on the Start Button and the start menu will appear. From the Start Menu choose Run. The Run window appears as follows:

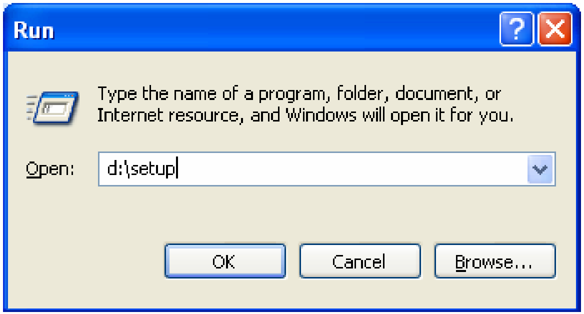


Figure 5

3. When you press OK the standard Relate Corporation Tax installation wizard will appear

4. The installation wizard begins and the setup program will display the first screen. Select Program install, as follows:

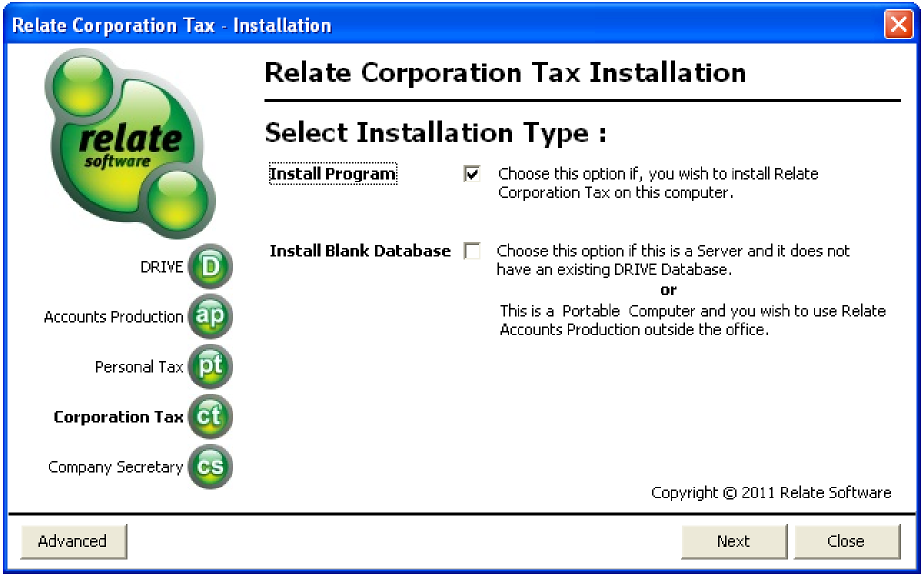


Figure 6

5. Press Next, and then press Finish

Figure 7

6. Click "Finish", and installation will be completed for the following items. If you do not wish to install some of these items, please select "Advanced" and unselect them before clicking Finish.

a. Windows Installer
b. Dot NET Framework 2.0
c. Relate Corporation Tax Setup
d. Latest version of Relate Corporation Tax

7. Relate Corporation Tax is now installed on your computer. Click the icon on your desktop to run it. You will be presented with a request for connection details as below:

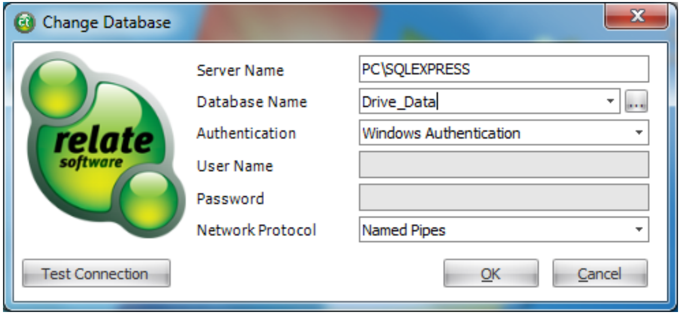


Figure 8

8. Enter your server and database name. If you are uncertain of these, you can get them from your Network Administrator.

9. When you click OK, you are now ready to begin using Relate Corporation Tax.

Installing the Blank Database Only

The installation wizard makes the process of installing Relate Corporation Tax an easy and straightforward exercise.

1. Place the program CD into the CD-ROM drive. If you have auto run enabled on your CD-ROM drive, the installation wizard will automatically appear. If it does, skip to step 4.

2. From your Windows Desktop, click on the Start Button and the start menu will appear. From the Start Menu choose Run. The Run window appears as follows:

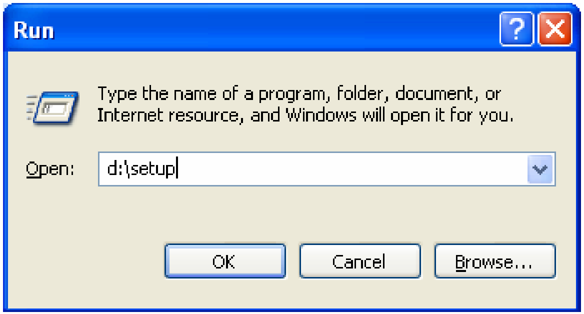


Figure 9

3. When you press OK the standard Relate Corporation Tax installation wizard will appear

4. The installation wizard begins and the setup program will display the first screen. Select Blank Database install, as follows:

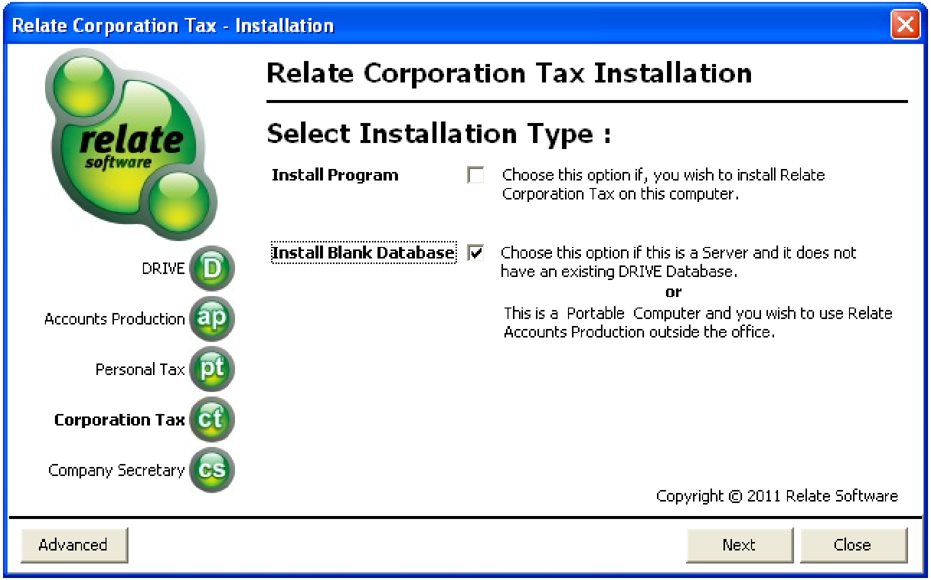


Figure 10

5. Press Next, and you will be prompted for the database name and location for the database files as follows:

Figure 11

6. Type a suitable database name where prompted. This name should begin with "Drive" and should only contain letters, numbers or "_" characters. This database will be created in a new SQL Server instance, named as follows: {your server's name}\Relate.

7. Select a suitable location for the SQL Server database files. Note that depending on usage these files may grow to several gigabytes, so select a drive which is adequately large.

8. Click “Finish”, and installation will be completed for the following items. If you do not wish to install some of these items, please select “Advanced” and unselect them before clicking Finish.

   a. Windows Installer
   b. Dot NET Framework 2.0
   c. SQL Server 2005 Express
   d. SQL Server Management Studio
   e. Restore Blank Database

9. Your new database is now installed and ready for use. When you first connect to it in Relate Corporation Tax, you will be brought to the RAP Registration screen. Please phone +353 (1) 4597800 to get your registration details.

GETTING STARTED

1. Once the package is installed the following icon will appear on the desktop click the icon to start the program.

2. When you launch the program for the first time, you will need to enter the Sever details as well as your Database Name.

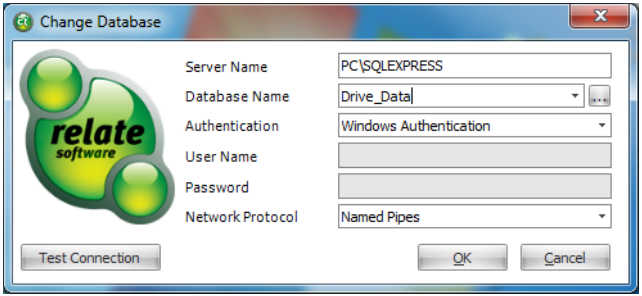


Figure 1

3. If you are a DRIVE CRM user you can get these details from DRIVE by clicking on Tools> Change Database. Take the details and enter them into the screen above.

4. If this is a new installation and a new database the **default login User ID. Is SYSADM** and no password.

5. Click on the desktop icon again and the system will load the Registration screen. A Relate Software technician may have already registered the product for you and if so move onto the next section. If the system is not registered follow the instructions below.

Product Registration

When you access the program for the first time the system will recognize that the program has not been registered. The system will not run unless it is registered.

1. To register your product call the Relate Software Hotline at the following number:

   Ireland **+353 (0)1 4597800**
   UK **+44 871 284 3446**

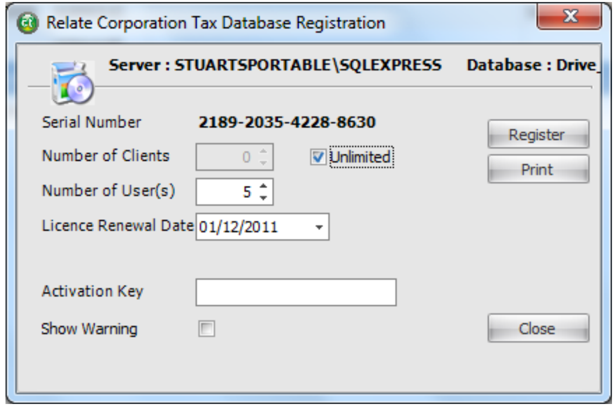


Figure 2

2. The registration screen will appear as in Figure 8:

3. In order to register the software you must speak to a Relate Support staff member who will take you through the registration procedure.

4. The support person will ask you to call out the Serial Number that will be displayed automatically when you install the system.

5. Complete the licence screen based upon the licence you have purchased along with the licence renewal date.

6. The support person will now call out an Activation Key based on the information provided.

7. Enter the Activation Key and click the Register button. The system has now been registered.

8. You should retain a copy of your Activation Key and the best way to do this is by clicking the Print Screen button on your keyboard, which will print a copy for you.

9. The system is now registered and ready for use.

When the Licence Renewal Date is reached, you will need to renew your licence. This will usually be a year from the date of registration. One month in advance of the renewal date the system will give a warning to call the support hotline in order to get a new registration key. **One month's warning will be given.**

CONCEPT BEHIND RELATE CORPORATION TAX MANAGER

Relate Corporation Tax Manager has been developed to help firms manage and maintain their client corporation tax information. The package is linked to DRIVE, the most widely used Accountants CRM package on the market. The Corporation tax client information is shared between the two packages. All companies from DRIVE will appear in the corporation tax package. If you do not do corporation tax returns for some of these clients you can hide them.

The system highlights through the tax return summary dashboard all clients with outstanding returns, returns not created as well as the status of their returns such as sent to client for signing or submitted to ROS.

The system allows you to Import last year's ROS CT1 file into the tax database. This will read the tax information on your client and automatically load it as a client into Relate Corporation Tax Manager. This saves a lot of time and it also allows you to roll over the client's tax return information so that you can easily do the new tax return.

The package allows for updating of clients corporation tax information into a central database. Once updated the user can click the calculate button and the system will automatically send an xml file to the Revenue online calculation engine. Within seconds the system will return the CT1 Calculation report.

If you are happy with the tax return, simply click the submit button and the system will create the CT1 file for submission. The package will automatically bring you to the upload section of ROS so that you can upload the file. Relate Corporation Tax Manager will soon have the function to automatically upload the file directly to the ROS engine with notification number and status being returned to the package itself.

The Datamining routine allows a firm to send information requests of impending tax returns to clients by using the mail merge function. It also allows you to run a series of data queries to get information from the tax database for example: produce a list of all tax clients who have rental income or list all clients who took advantage of film relief last year.

HOW TO NAVIGATE CORPORATION TAX

Navigation bar: you can drag shortcuts to different positions on the navigation bar to suit the order of your work. The tax package does not have many shortcuts so the standard layout probably does not need adjusting.

Use the text drop down menu to select the options you want to execute.

Use the tool bar (new, open, print, delete and find plus screen-specific icons) by clicking on the option.

The right click option on most browse screens will allow you to add, edit and delete records. On the clients & tax returns screen view the status of a client's tax return can be changed by right clicking. You can also perform a tax year rollover from this menu.

Columns can be sorted (where relevant) by clicking column headers, you can filter (where relevant) columns as well as change column widths. Additional columns can also be selected using the Column Chooser option.

Double click will generally bring you into a drill down facility where appropriate.

Click on hyperlinks (to add new database items on the fly or to expand the information). Blue or blue underlined text indicates a hyperlink to a smaller database or lookup.

Use the Find option: clicking a second time turns it off.

Use Fast Search (on long browse screens).

Pressing F1 will generally call up online Help if it is available.

HELP

The help menu contains a couple of important options to help you when you contact our support department. The first one is the Relate Software Remote Support. This option allows a Relate support consultant to remotely logon to your pc and look directly at your screen so that you can better explain the issue you are having. When you click the option below, the system will automatically launch Internet Explorer and bring you to the login site. The support person will give you a secure code and you can follow their instructions.

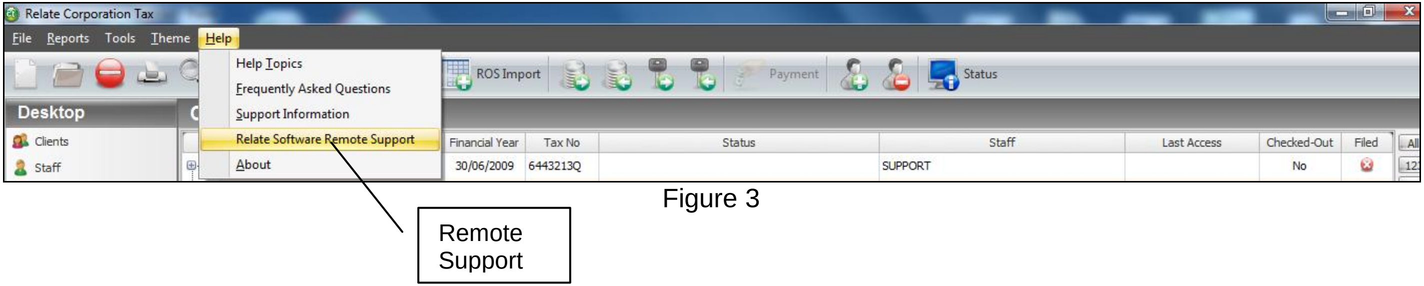


Figure 3

The fifth option is About, click on about to find out what version of the software you currently have installed.

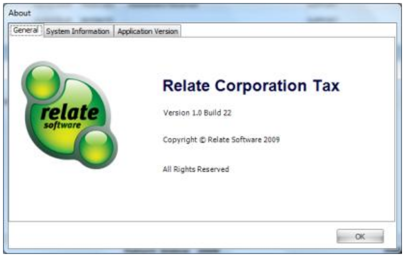


Figure 4

Version 1.0 Build 21 for example is what you tell the support person should they ask.

MAIN PROGRAM WINDOW

Relate Corporation Tax manager opens on the client and Tax Returns screen. This acts as the main menu for the system.

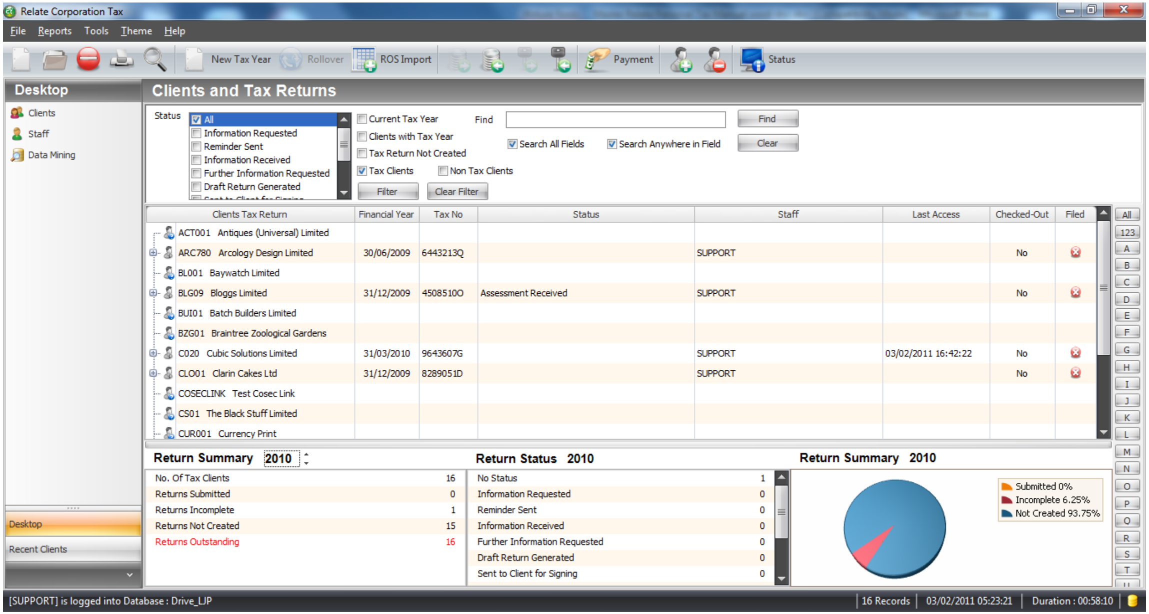


Figure 5

On a new installation the list of clients will be blank. If you are a DRIVE or RAP User, the DRIVE/RAP client list will automatically appear. Only Individuals and sole traders will appear but you can add a tax return to each of the clients listed from DRIVE/RAP. You can add new clients, other than DRIVE/RAP clients to Corporation Tax by clicking on the new button.

The Return Summary dashboard allows you to keep track of returns for the current tax year.

USER ACCESS GROUP

When you enter the system for the first time, you will have to use the default System Administrator's access rights and password. Once Access Groups have been defined, they can be applied to individual staff. Using the access rights, you can restrict routines. You can password individual client returns by applying a password.

Defining User Access Groups

From the Tools menu, choose the User Access Groups option. The Access Groups window appears listing all of the available groups. Click Add. The Access Group window appears.

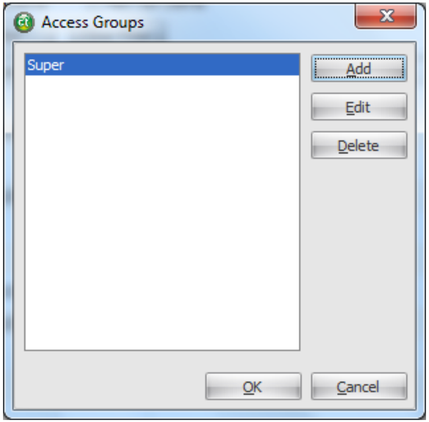


Figure 6

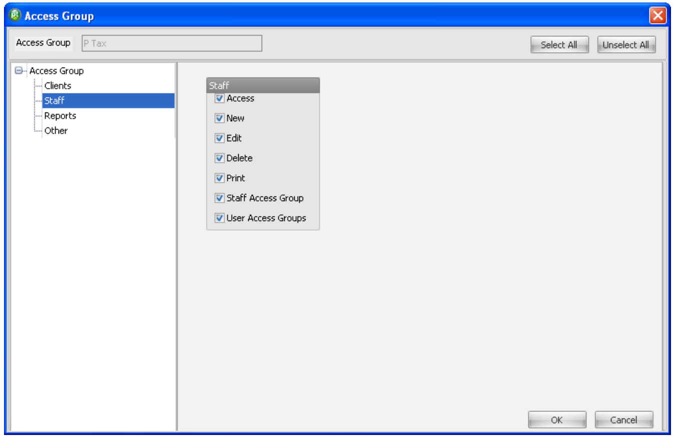


Figure 7

Enter a Name for the Group and then tick the options you want available to the group you are creating

To apply an access group to a staff member go to the staff section and edit the staff members details and apply.

ADD A CLIENT AND TAX YEAR

New clients can be added through the normal add button from the clients and tax return browse but you can also use the Ros Import button which will automatically load your client information from their last years .CT1 ROS xml file. This can save considerable time and effort as it will upload all the relevant information. Please note that this will upload the information into the year that the .CT1 file relates and you will then need to do a rollover. See below for details.

To add new a client tax year, click New  from the toolbar. New Client and Tax Year window appears as follows:

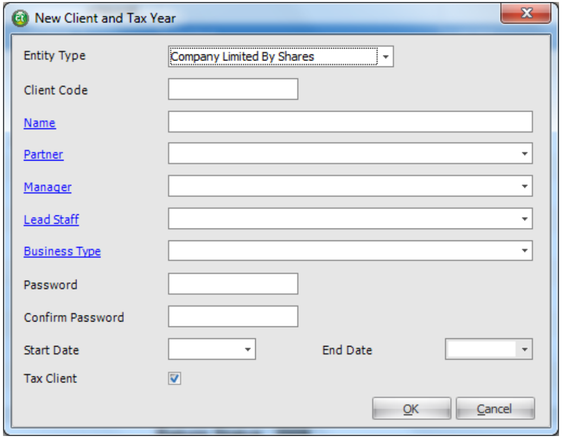


Figure 8

Add the following details:

Entity Type: This can only be either individual or sole trader; all other entity types are not applicable.

Client Code: Client codes can be manual or automatically created. In case of automatic coding, each code may be broken up into several segments. The client code can be based on up to six criteria, i.e. client name, office, partner, department, manager and a unique number generated by the system. For further details, refer to the Settings section.

Name: Enter the name of the client. Clicking the lookup displays an additional screen to add details on the individual such as Gender, Title, Forename and Surname, salutations (both formal and informal).

Partner: Select the name of the partner in charge of this client from the drop-down list. Alternatively, click the Partner link to display the Select Partner window. Select a partner from the list.

Manager: Select the name of the manager from the drop-down list. Alternatively, click the Manager link to display the Select Manager window. Select a manager from the list.

Lead Staff: Select the lead staff from the drop-down list. Alternatively, click the Lead Staff link to display the Select Staff window. Select the lead staff from the list.

Business Type: Select business type from the drop-down list. Alternatively, click the Business Type lookup to display the Business Type window.

Password: Enter the password for the client. System will ask for the Password if you try to edit the client.

Confirm Password: Enter the Password again to confirm and save it in the database.

Tax Year: Select the Tax Year from the drop down list. Initially this will be 2007 or 2008 but each year will be added in annual updates

Tax Client: This will automatically be set to on the add screen but can be taken off on the edit. Tax Clients will be displayed in the Client and Tax Returns Browse with this icon beside them .

To save the client details, Click OK.

Add a New Tax Year

For existing clients, you can add a New Tax Year from the Client and Tax Returns browse. Add Tax Return window appears.

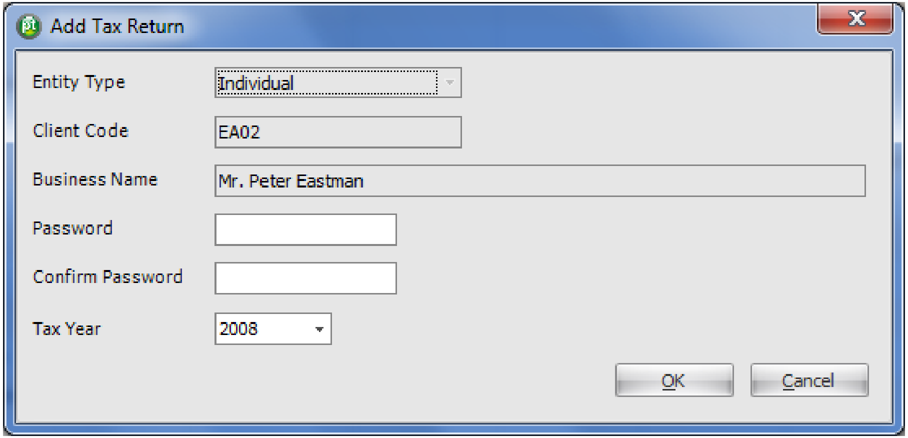


Figure 9

It will display the Entity Type, Client Code and Business name. You can enter Password and Confirm Password to restrict access of the client. Select Tax Year from the drop down menu. Click ok to save the details. A new Tax year will be generated for the client.

ROS Import

The ROS Import option allows you to find and select a clients ROS .CT1 file and import their information into the Relate Corporation Tax database. The first thing to do is to setup your default Path For CT1 Files. To set this up goto Tools >Settings and then select the Tax Details Tab.

Half way down the screen, enter the Path for CT1 Files.

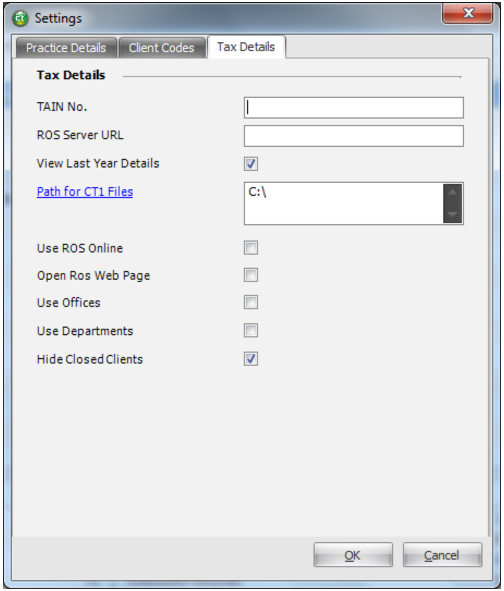


Figure 10

Once this has been setup click File > ROS Import from the main menu or click the ROS Import button from the Clients and Tax Return browse.

The following screen will appear:

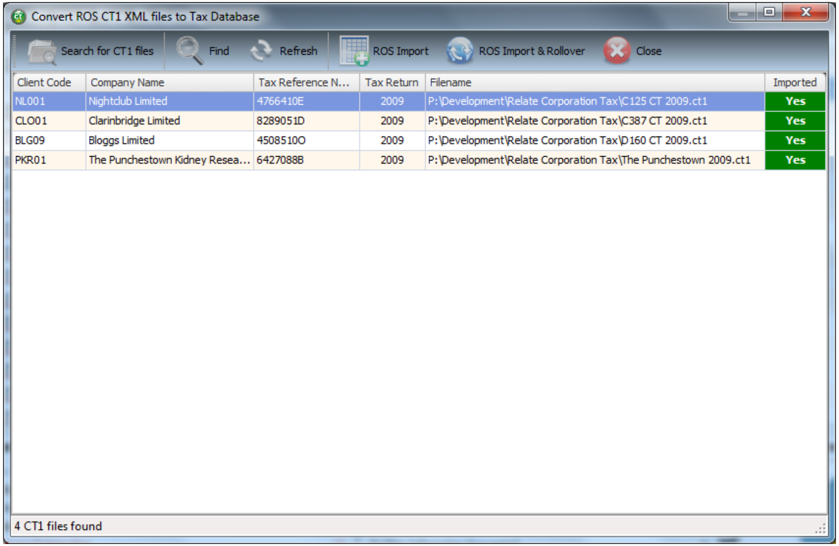


Figure 11

The system will list all of the .CT1 files in the specified folder and its sub-folders. If you have other directories and not one master directory you can click on the “Search for CT1 files” button and select the XML folder path. The list of all xml files automatically appears in the window with imported flag set to ‘No’. Select the file you want to import.

Click **ROS Import** button. Select a Client window appears.

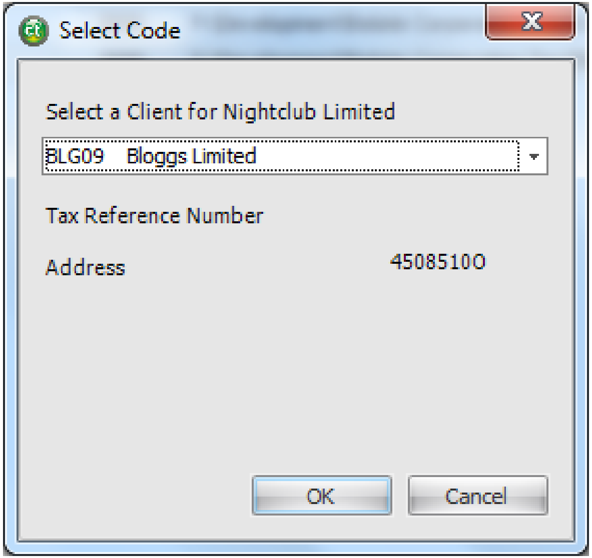


Figure 12

This should default to the appropriate client if the PPS number agrees. If they do not you will need to select the client which the .CT1 file relates to/ Select a client code from the drop down menu. The xml file will be imported into this client. Once you select the client code, the PPS number and address will be displayed. Once the xml file has been completely imported the **imported** status will be set to 'Yes'. Id no Client is selected you will be prompted to enter in some basic client information.

Use the **ROS Import & Rollover** button, to import the XML files and perform a tax year Rollover. This will do exactly the same as the ROS Import button but it will also create a new blank tax year for the clients next tax year. It is a timesaver.

Use **find** tool to search for a client's return.

Use **Refresh** tool to refresh the list of xml files in the import window based upon the path selected.

Rollover

Click the Rollover button on the clients and tax return browse to create a new tax year. When you click the button on an existing tax year the following message will appear. You can thenroll over for just the selected tax return or for all current year tax returns to the new year.

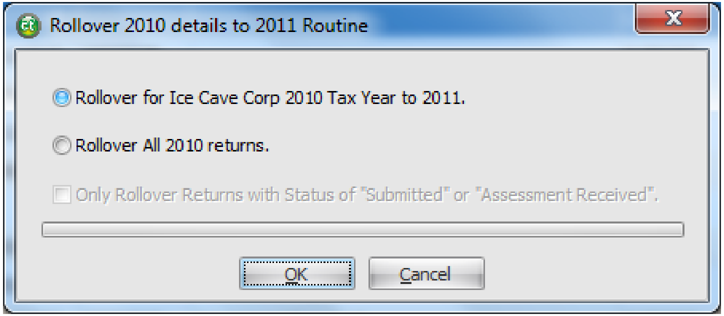


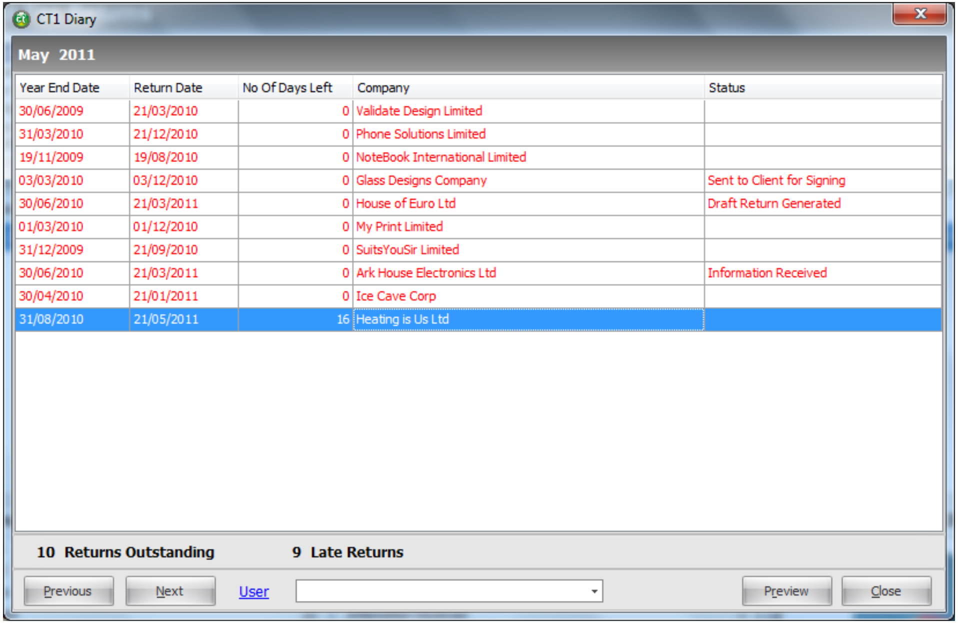
Figure 13

Once the procedure ends, a new tax year will have been generated.

CT Return Diary

This facility will automatically populate with returns that are due for the coming month. The diary will display the client name, the number of days left to the filing date and the current status of the return.

If the filing date or due date has passed the return will be highlighted in red, to indicate the return is late. Returns which are not marked as “Submitted or Assessment Received” will be deemed as outstanding and will continue to show on the diary. To remove returns which are no longer outstanding you must change the status to be “Submitted” or “Assessment Received”.



Year End Date	Return Date	No Of Days Left	Company	Status
30/06/2009	21/03/2010	0	Validate Design Limited	
31/03/2010	21/12/2010	0	Phone Solutions Limited	
19/11/2009	19/08/2010	0	NoteBook International Limited	
03/03/2010	03/12/2010	0	Glass Designs Company	Sent to Client for Signing
30/06/2010	21/03/2011	0	House of Euro Ltd	Draft Return Generated
01/03/2010	01/12/2010	0	My Print Limited	
31/12/2009	21/09/2010	0	SuitsYouSir Limited	
30/06/2010	21/03/2011	0	Ark House Electronics Ltd	Information Received
30/04/2010	21/01/2011	0	Ice Cave Corp	
31/08/2010	21/05/2011	16	Heating is Us Ltd	

The diary screen also contains the following buttons:
PREVIOUS: Gives you the ability to go back to previous months to view returns from that month.

NEXT: Enables you to move forward in months to see what returns are due in the selected month.

PREVIEW: This will present the diary in a report format which can also be printed.

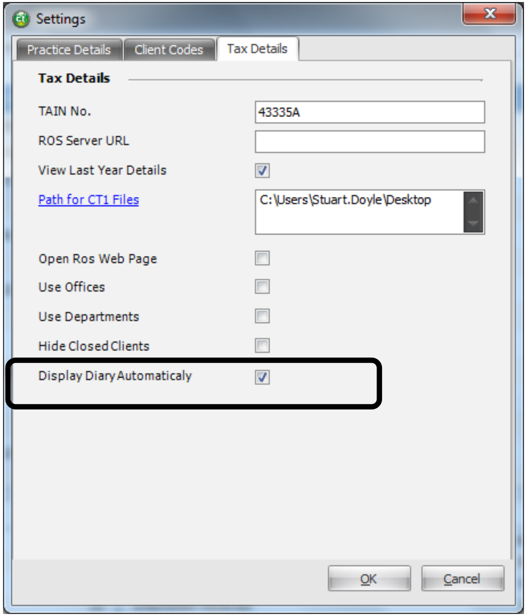
At the bottom of the diary screen there are two totals:

RETURNS OUTSTANDING This is the total number of returns that are still not complete and considered to be at ongoing. This will include both returns that are late and returns that are ongoing and have a upcoming filing date.

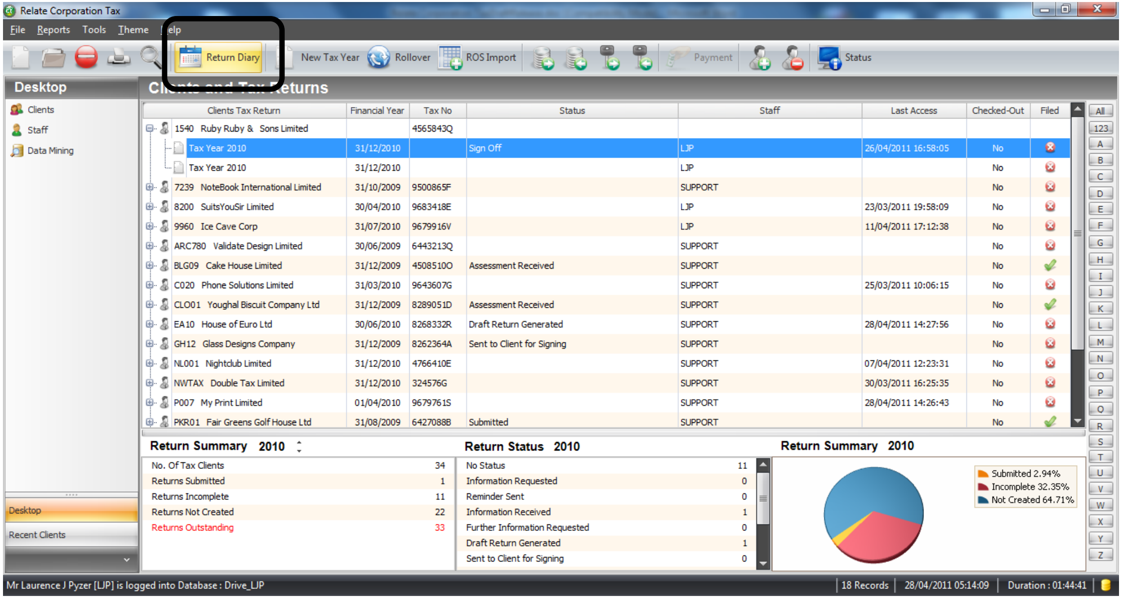
LATE RETURNS: Is an accumulative total of all returns where the return date has passed.

USER: The user option acts like a filter of returns that appear on the diary. It allows you to only see returns which belong to a specific user. In order for this to work correctly each client must have a staff member assigned to them on the client screen. However this is not mandatory and if a staff member is not selected the diary will display all returns due for the selected month.

The diary will appear automatically when the package is opened, this is the default setting for this feature. However it is possible to turn this off within the settings screen as seen below. Simply un-tick the “Display Diary Option”



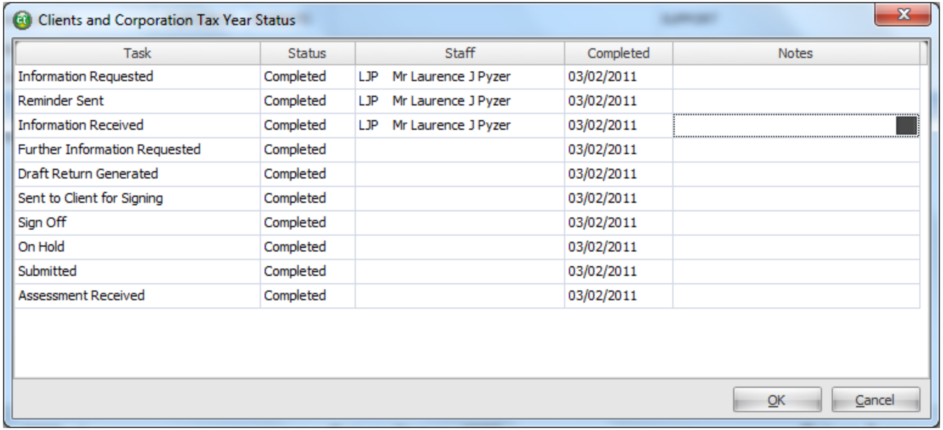
You can view the CT diary at any point and not just when you log into the program by pressing the new “Return Diary” button located on your main client listing screen toolbar as seen below.



Status

To view the Status on a Client Tax return, Click on the Status tool from Toolbar 

. Client and Corporation Tax Year Status window appears as follows.



Task	Status	Staff	Completed	Notes
Information Requested	Completed	LJP Mr Laurence J Pyzer	03/02/2011	
Reminder Sent	Completed	LJP Mr Laurence J Pyzer	03/02/2011	
Information Received	Completed	LJP Mr Laurence J Pyzer	03/02/2011	
Further Information Requested	Completed		03/02/2011	
Draft Return Generated	Completed		03/02/2011	
Sent to Client for Signing	Completed		03/02/2011	
Sign Off	Completed		03/02/2011	
On Hold	Completed		03/02/2011	
Submitted	Completed		03/02/2011	
Assessment Received	Completed		03/02/2011	

Figure 14

The Tax Return Status screen shows the workflow Tasks as listed on the left side of the screen. Tasks can be marked Completed only if the previous Tasks are also marked as Completed. The different status types available are ‘Not Started’, ‘In Progress’ or ‘Completed’. The Staff member responsible for the Task and the Completed date may be selected. A Note may also be entered. The Staff name will automatically default to the user logged in but this may be changed by clicking on the down arrow. Similarly the date will default to today’s date.

Backup/Restore

The backup routine allows the user to backup a single client tax return to a local pc or memory key. This allows you to take details of a client's tax return home to work on. The Backup screen will appear as follows:

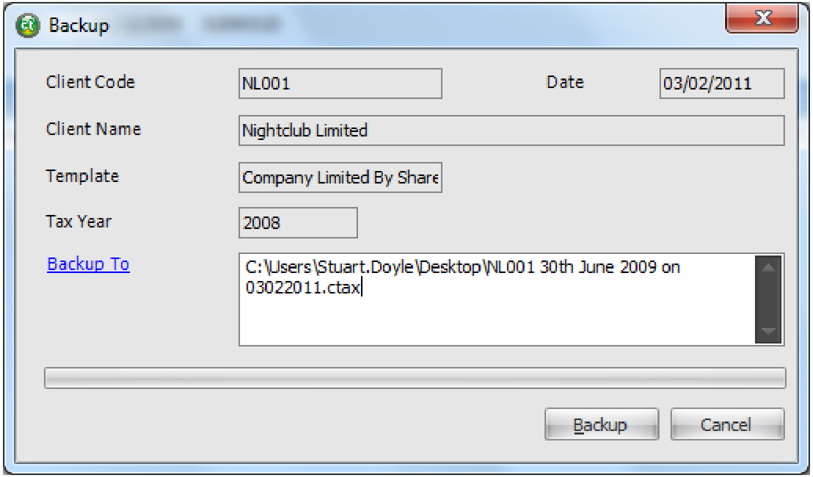


Figure 15

Click Backup and a message will appear "Backup Completed". If you go to explorer you will see a series of backup files with the extension .ctax.

Restore will perform the reverse routine and update the database with the new information.

Check-Out/Check-In

The check-out routine works in the same as the backup routine but the difference is that the clients tax return is now locked on the system so that nobody can change the details until the return is checked back in. The Checkout screen will appear as follows:

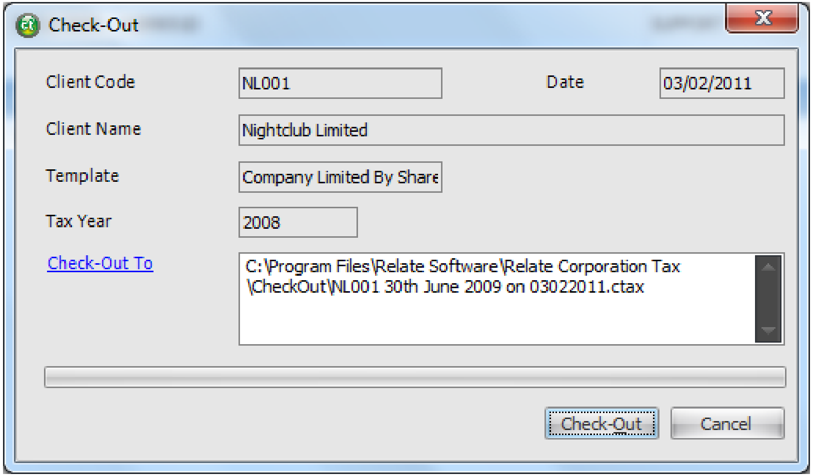


Figure 16

Click the Check-Out button a message will appear “Check-Out Completed”. If you go to explorer you will see a series of checked-out files with the extension .ctax.

The Checked-Out column on the client and tax return screen will have the word “Yes” filled in. The tax return will also change colour from black to red to indicate is has been checked-out.

Check-In will perform the reverse routine and update the database with the new information.

Payment

Select the 

button from the toolbar. The payment window opens.

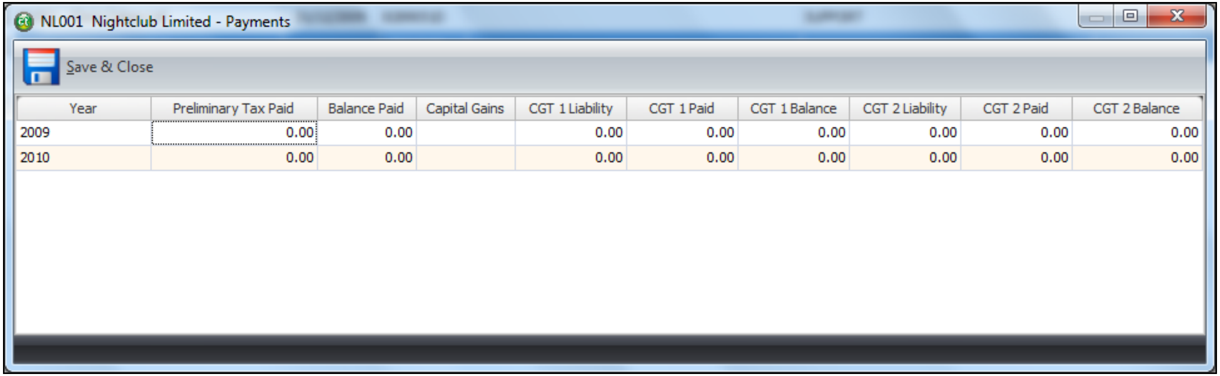


Figure 17

It displays each of the tax years entered for this client and holds the following information, Previous Year Liability, Preliminary Tax Paid, Current Tax Liability, Balance Due, Capital Gains,CGT1 liability ,CGT1 Paid,CGT1 Balance,CG2 Liability, CGT 2 Balance. Enter the amount you have paid as Preliminary Tax, Balance Due will be the difference of Current Tax Liability and Preliminary Tax Paid.

Expand All/Collapse All

As the number of returns on the system hit hundreds of returns it is often helpful to collapse the main client and tax return list. This effectively displays just the client list with the clients most current year displayed. Expand will reverse this and show all clients and all tax returns.

Return Summary Dashboard

The Return Summary screen is updated as you process information. It will tell you how many returns have not been created yet, how many are incomplete. The middle Return Status panel will quickly show you how many of your current year tax returns are at different stages of completion.

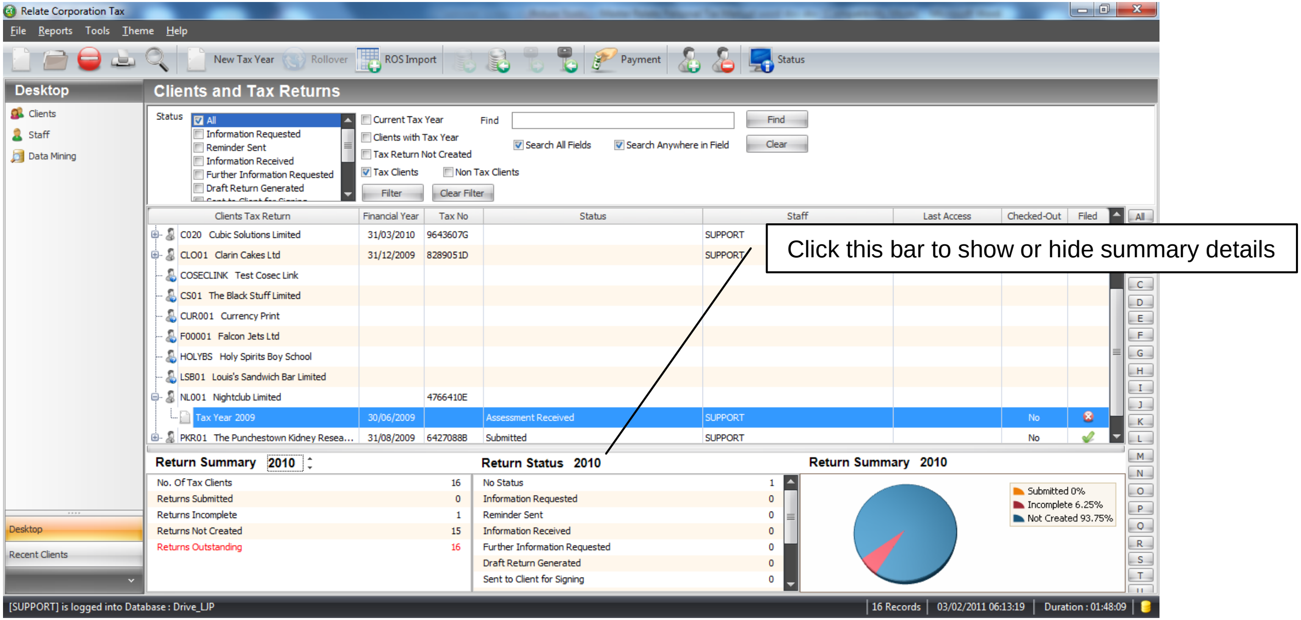


Figure 18

Search

The Fastsearch feature is activated as soon as you begin to type part of the client name while in the clients and tax return browse. If you cannot find the client using the Fastsearch feature click on the magnifying glass button and you can search the full list using all fields.

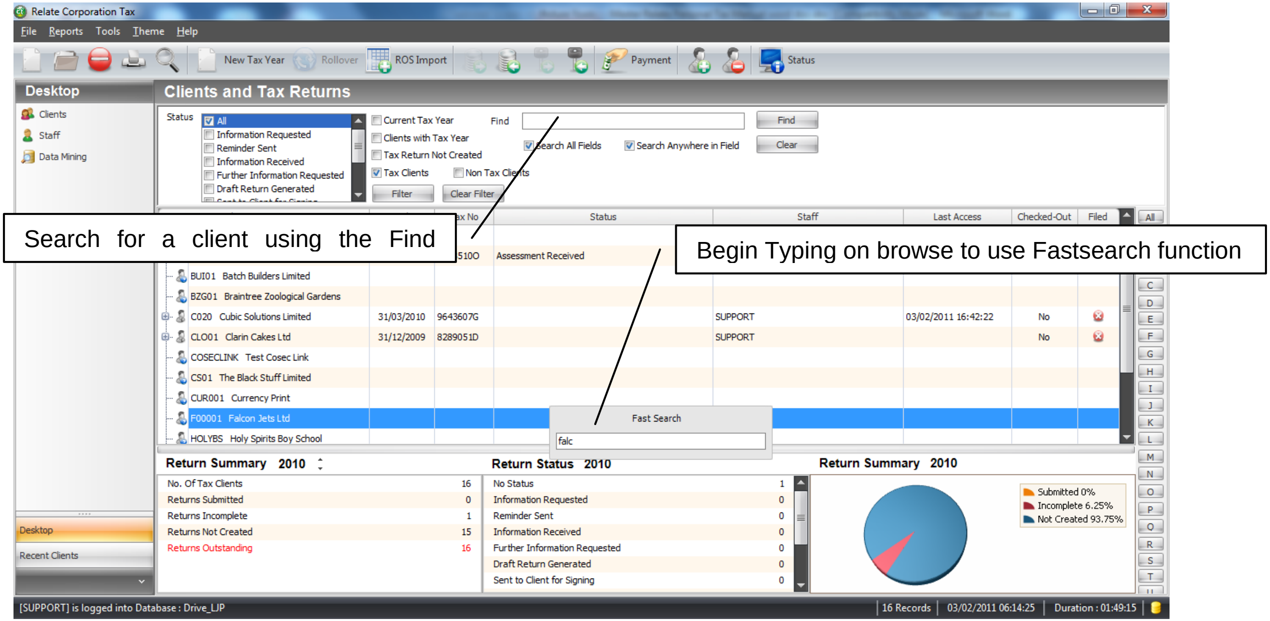


Figure 19

There is also a filter option on the search screen which allows you to further reduce your search criteria.

CORPORATION TAX RETURN CT1

The tax return schedules are made up of the following sections:

Company Details
Trading Results
Irish Rental Income
Irish Investment and Other Income
Foreign Income
Exempt Profits
Capital Gains
Chargeable Assets
Deductions, Reliefs and Credits
Capital Gains (Development Land)
Close Company Surcharge
Recovery of Income Tax
Dividend Withholding Tax
Request for short notice
Property Based Incentive

Each section will have a number of subsections, each of which contains information which must be completed depending upon the complexity of the client's tax return.

Corporation Details

When you add a new tax year or double click onto an existing tax year the following screen will appear:

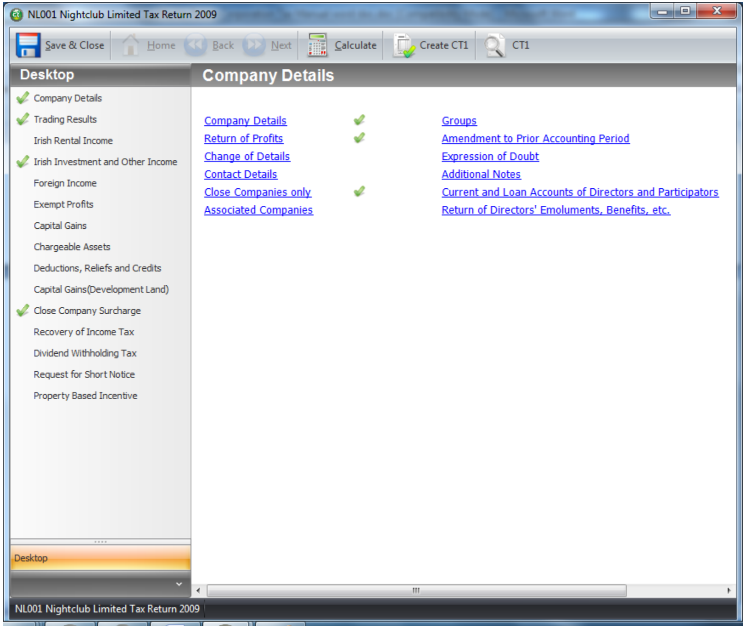


Figure 20

The layout and content of the above pages are very familiar to users of the Revenue Offline application. These have been developed with users of this application in mind. It allows for an easy transition. Simply go through each page by using the Back and Next buttons. If you have converted the data over from an .CT1 file the information will just need to be edited to complete the return.

The following screen shows an example of where sections have been filled in.

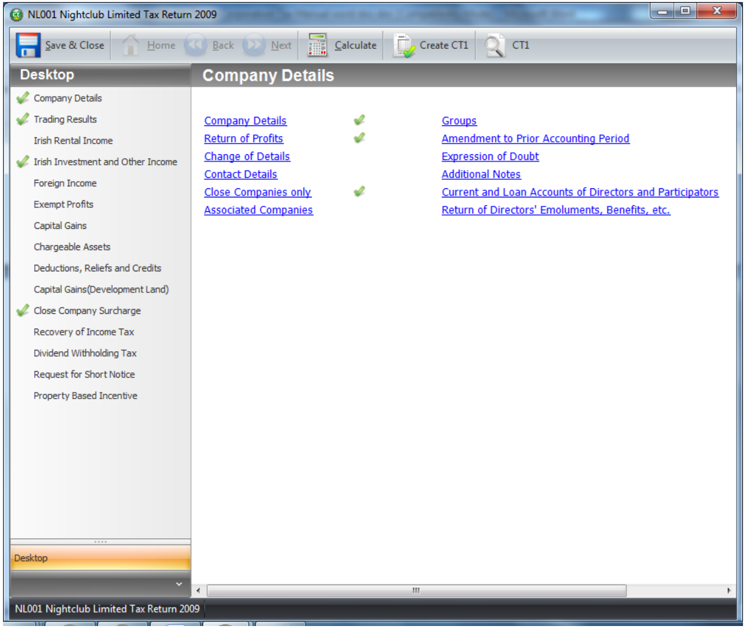


Figure 21

The above screen is highlighting all of the tax return areas that have been filled in for NightClub Ltd. The system has a series of alerts and messages as well as validation errors where information has not been entered properly or completely.

Click on Company Details and the following screen will open. Complete the information requested.

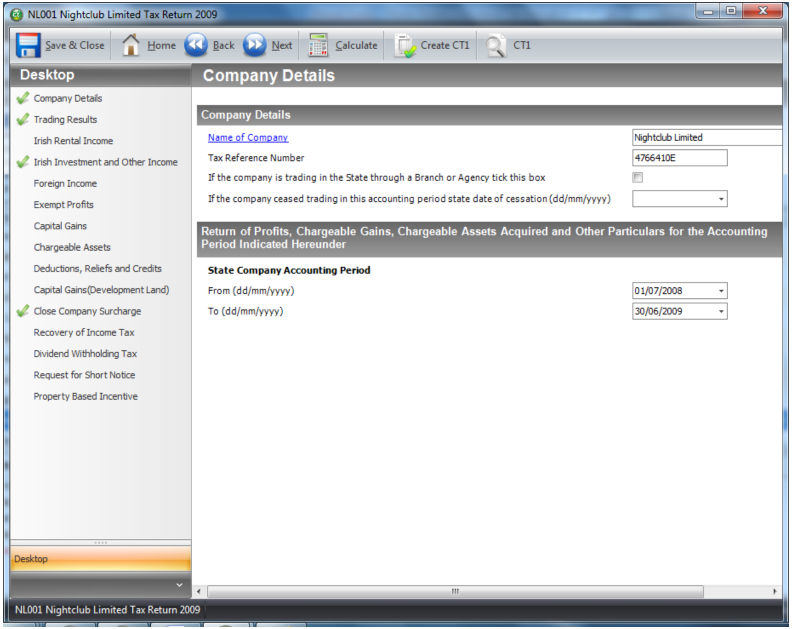


Figure 22

Name of Company

Enter the name of the client. For example, Nightclub Limited

Tax Reference No
This is mandatory information for filling the Tax Form. This is an eight digit unique number in which the first 7 numbers are digits and the last one is an alphabet.

Trading State Tick Box
If the company is trading in the country through a trading branch or agency it must be declared by ticking this box.

Cessation Date
If the company has ceased trading during this tax year then the date can be specified by using the date selection option on this screen.

Note: Continue to complete all the information you deem necessary to complete the Corporation Details section for your client. You can click the Next button to go onto the next sub section. If you click Home it will bring you back to the start of the section you are on.

Trading Results

This section provides details of any income or expenditure from the company's trading for the year . From the Tree view, select Trading results. The Trading Results section opens.

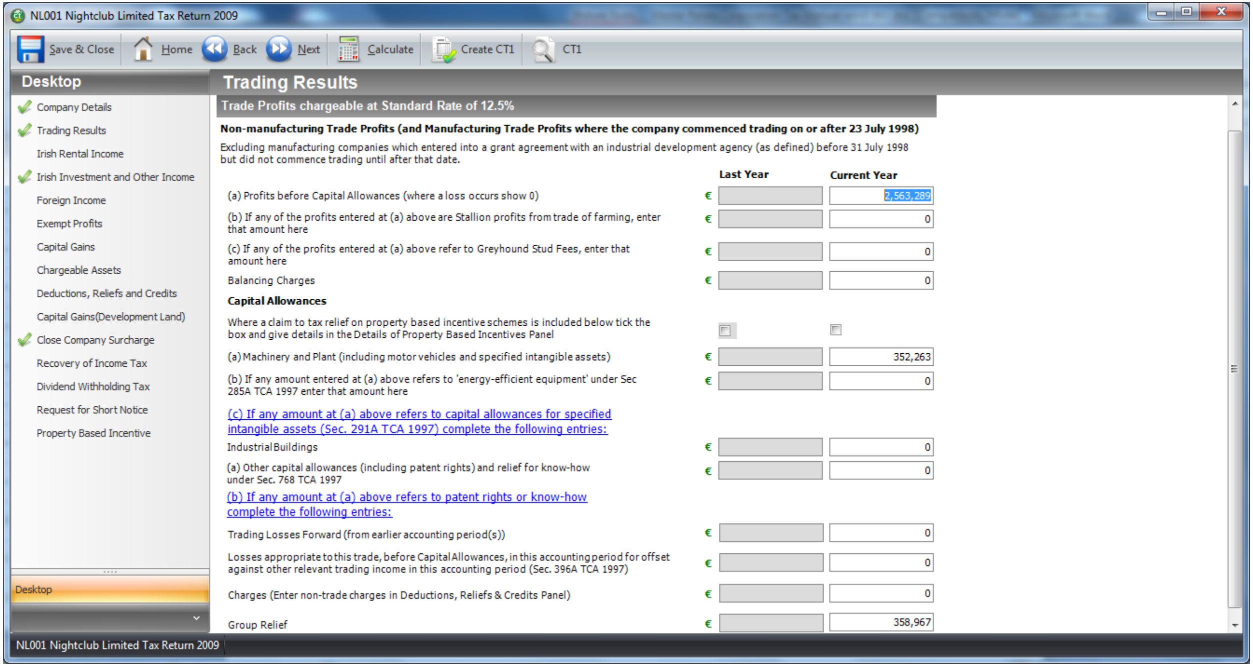


Figure 23

Use the Next Button from the toolbar to navigate your way through the subsections and fill in the various applicable sections.

The only additional information which can come from outside the database is the "Extracts from Accounts"

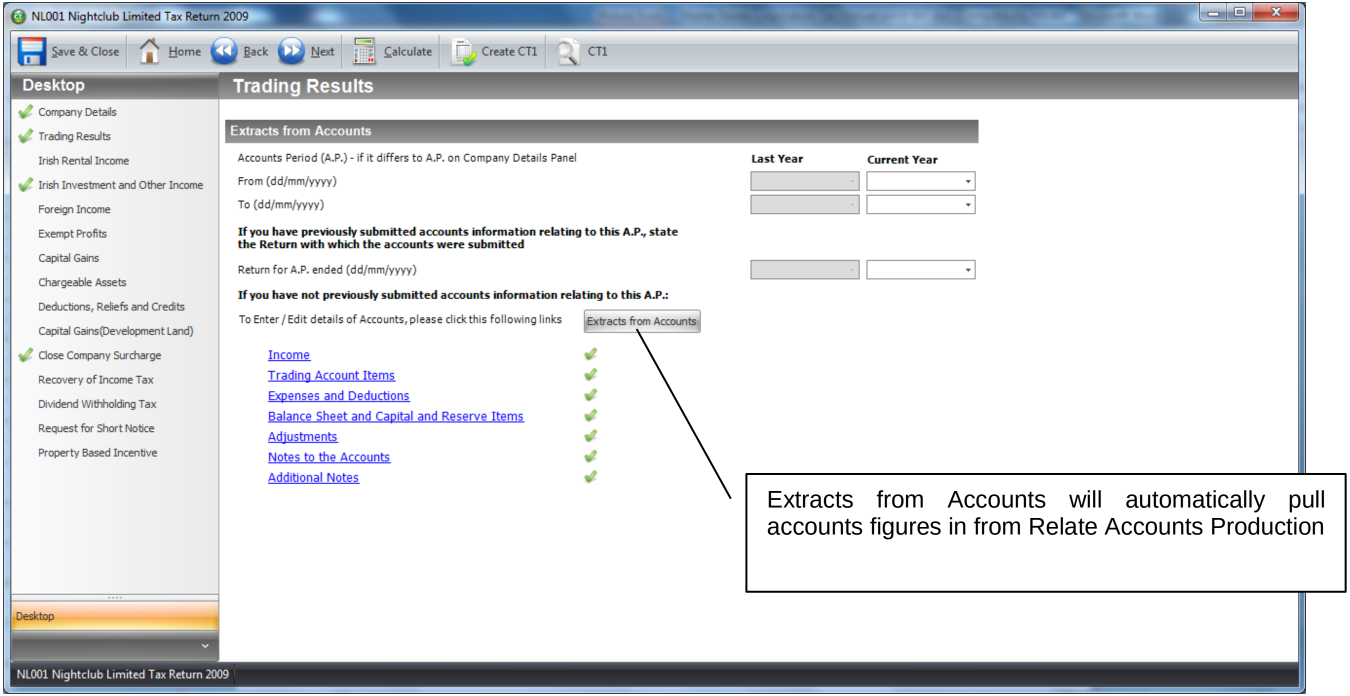


Figure 24

Note: Continue to complete all the information you deem necessary to complete this section for your client. You can click the Next button to go onto the next sub section. If you click Home it will bring you back to the start of the section you are on.

Extracts from Accounts

When the “Extracts from Accounts” Button is pressed the Relate Corporation Tax extracts specific Nominal Reporting Group Values directly from the set of accounts in Relate Accounts production. Below is a list of the nominal reporting groups broken down by section. The “Adjustments” section on page three refers to the “Disallowed for Tax” total on the groups as opposed to the year end figure.

Corporation Tax Item	RAP Nominal Group
Income	
Sales/Receipts/Turnover	TurnTax - GovGrants
Receipts from Government Agencies	GovGrants
Other Income including tax exempt income	OthIncProf
Trading Account Items	
Purchases	CostSalesTax + DirCostsTax
Gross Trading Profits	***Total of Groups above***
Expenses and Deductions	
Salaries/Wages, Staff Costs	EmpeeCost
Sub-Contractors	SubConCost
Consultancy, Professional Fees	LegProf
Motor, Travel and Subsistence	MotExpTax + TravSubsist
Repairs/Renewals	Repairs
Depreciation/Goodwill capital write-off	DepnPrLsAdmin
Provisions including bad debts – positive	BadDebts
If negative state amount here	
Other Expenses (Total)	OthExp + PremCosts + GenAdmin + AdvPromEnt + InterestTax + OthFinChg

Note: The corporation tax package will extract the figures from the set of accounts in Relate Accounts Production once the code of the client is the same in both packages.

Irish Investment and Other Income

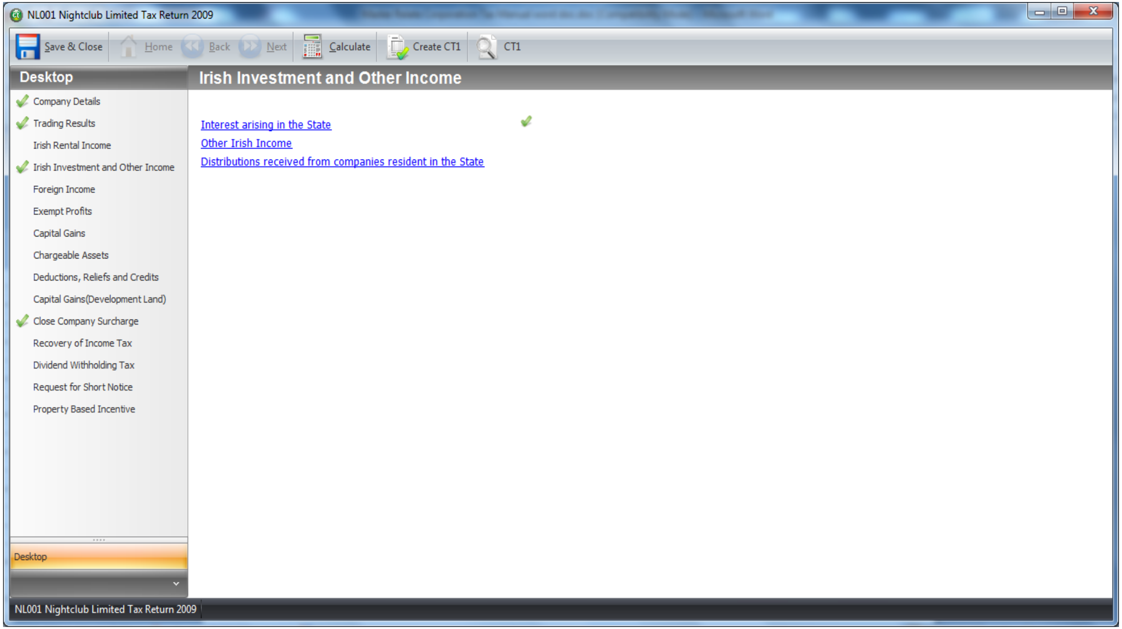


Figure 33

By selecting this section from the tree view you will be presented with this screen with the sections to complete as follows.

Interest Arising In The State

There are two fields in this section that can be filled in accordingly.

- Gross Interest received or credited under deduction of Irish tax.
- Gross Interest received or credited without deduction of Irish tax.

Other Irish Income

There are a number of fields that can be filled in here if applicable to your client ,however there is also a sub section drilldown available in this section.

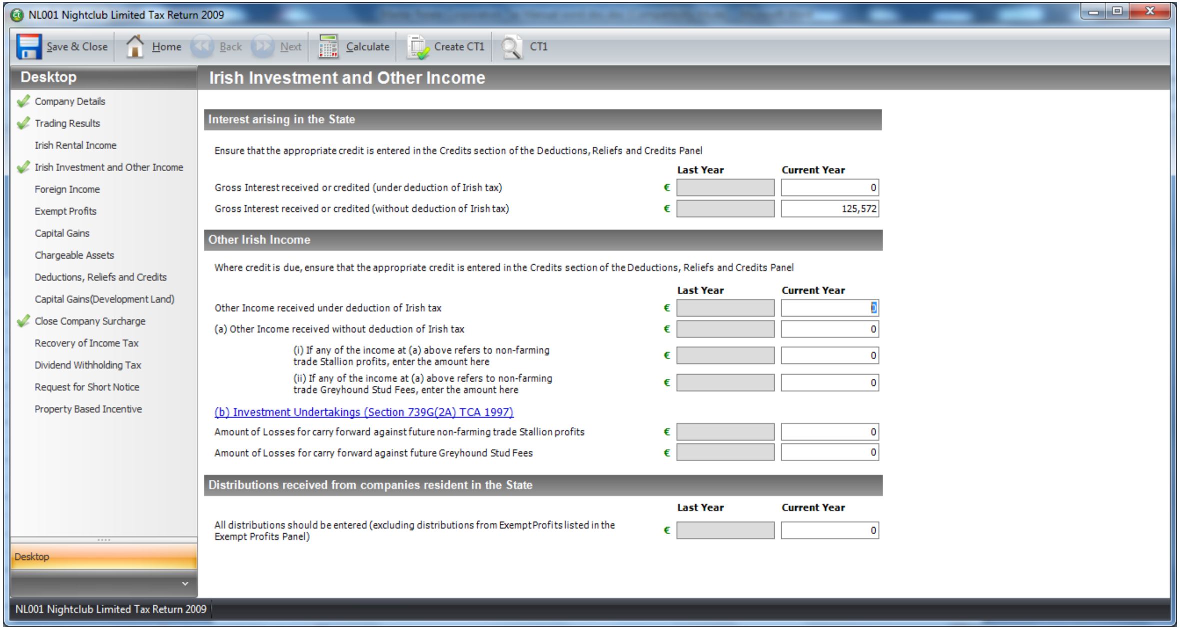


Figure 34

By clicking on the blue hyper link “Investment Undertakings” the following screen will appear.

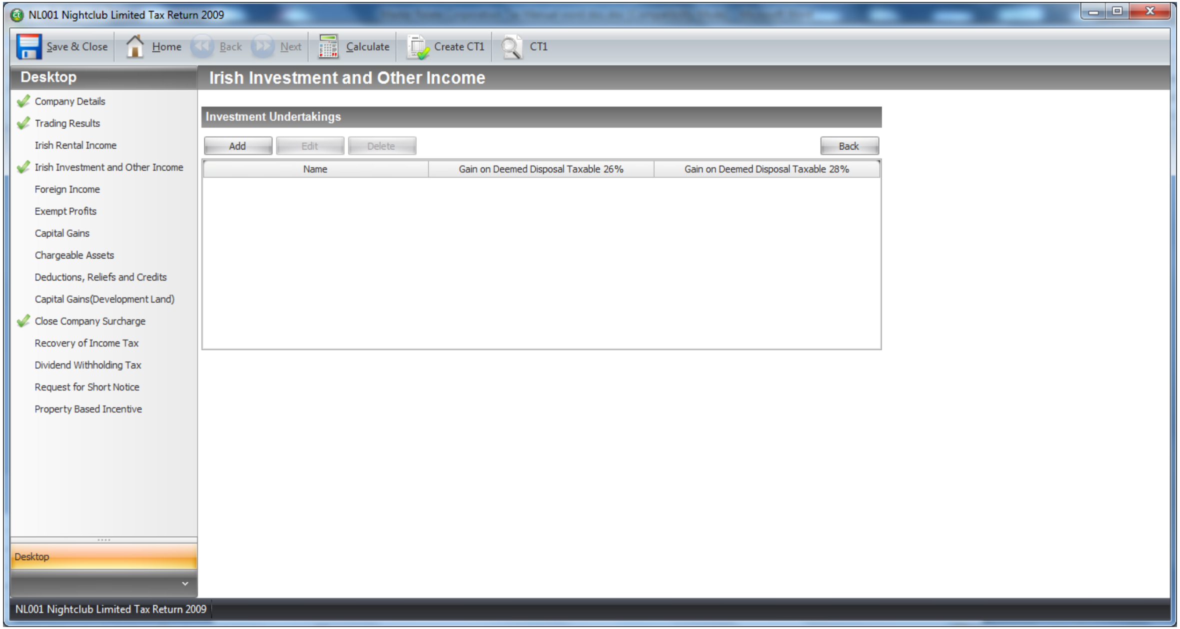
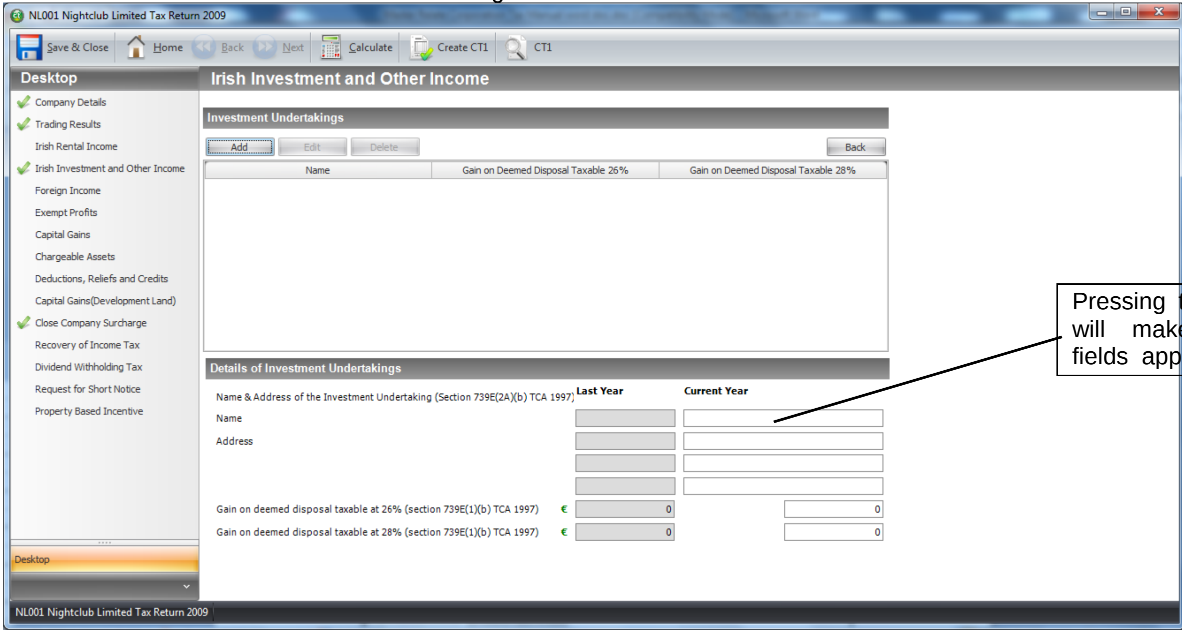


Figure 35

There are 3 options on this screen Add, Edit and Delete. These relate to the details in the grid below them on screen.

Pressing the Add button will make additional fields relating to the investment details. As can be seen on the screen below.



Pressing the Add Button will make the hidden fields appear

Figure 36

Once these details have been entered, pressing the “Add” button again will submit them to the grid.

The below screen shows details within the grid once they have been added.

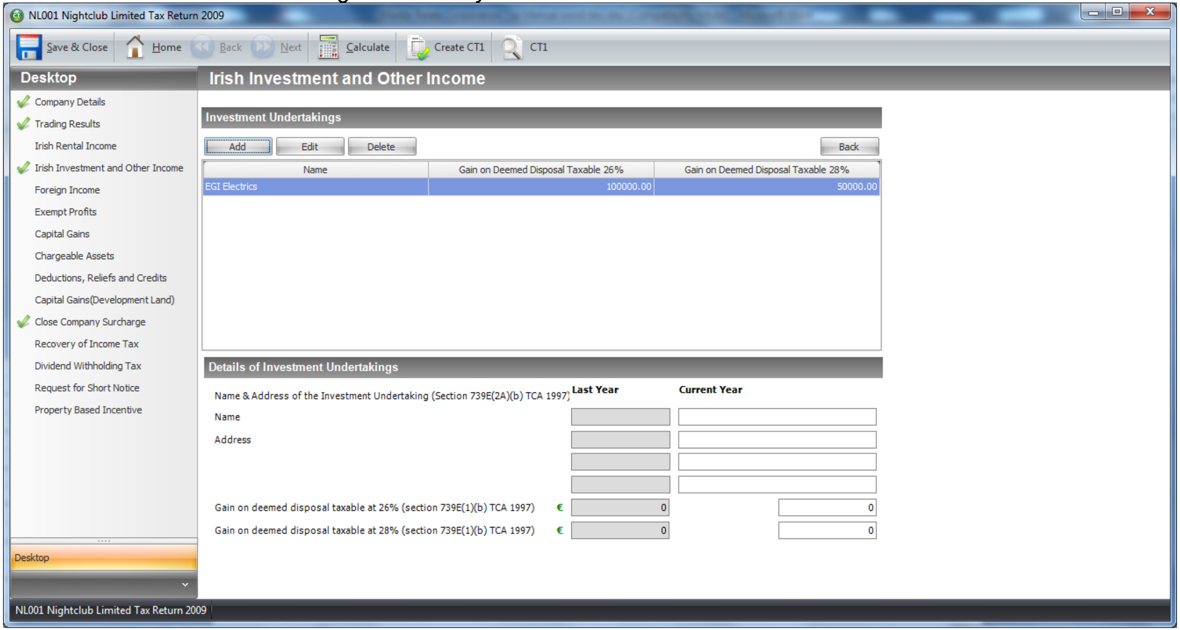


Figure 37

Edit Button
To edit details that have already been entered an submitted to the grid on this screen, pressing the edit button will allow you to change these details. Once changes have been made ,pressing the add button will submit these changes back to the grid again.

Delete Button
To remove an entry from the investments grid, highlight the entry by clicking on it with a left mouse click and then press the delete button. This will remove the selected entry from the grid.

Note: Continue to complete all the information you deem necessary to complete this section for your client. You can click the Next button to go onto the next sub section. If you click Home it will bring you back to the start of the section you are on.

Foreign Income

This section contains 5 sub sections 4 of which contain grids that details can be entered like previously mentioned in the Irish Investment and Other income section.

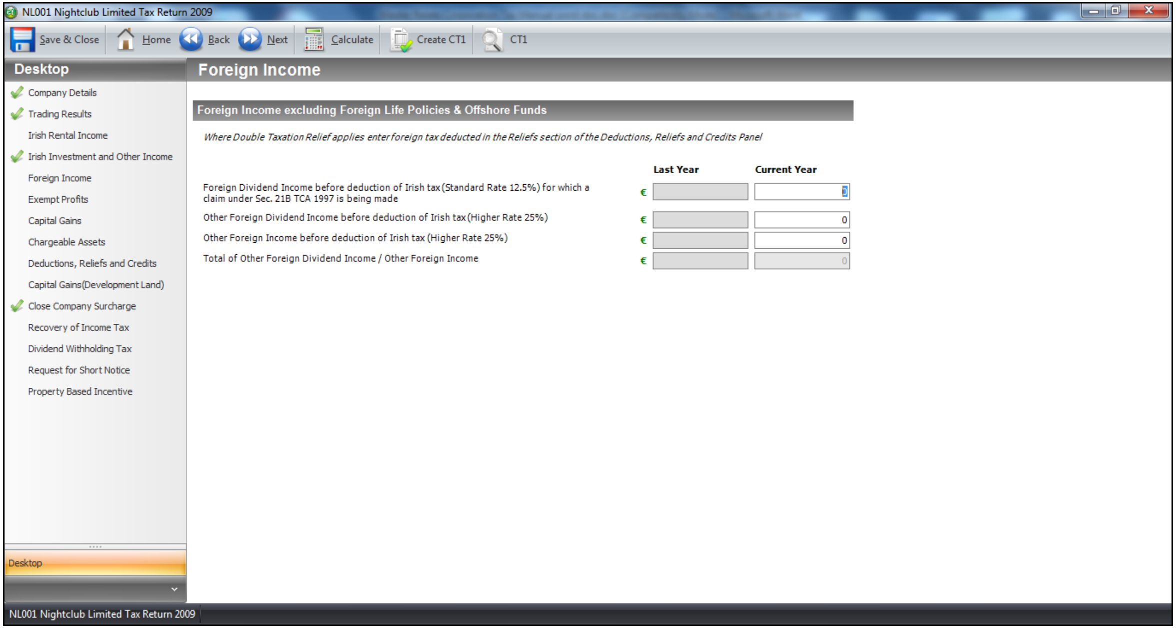


Figure 38

The first section is “Foreign Income excluding Foreign Life Policies & off shore funds “this subsection, simply contains 3 fields where the data can be entered and one total field that will automatically update based on the 3 numeric fields above it. There is no drilldowns or data entry grids in this sub section.

Exempt Profits

There are subsections within this main section. Stallion fees, Woodland fees and Greyhound Stud fees.

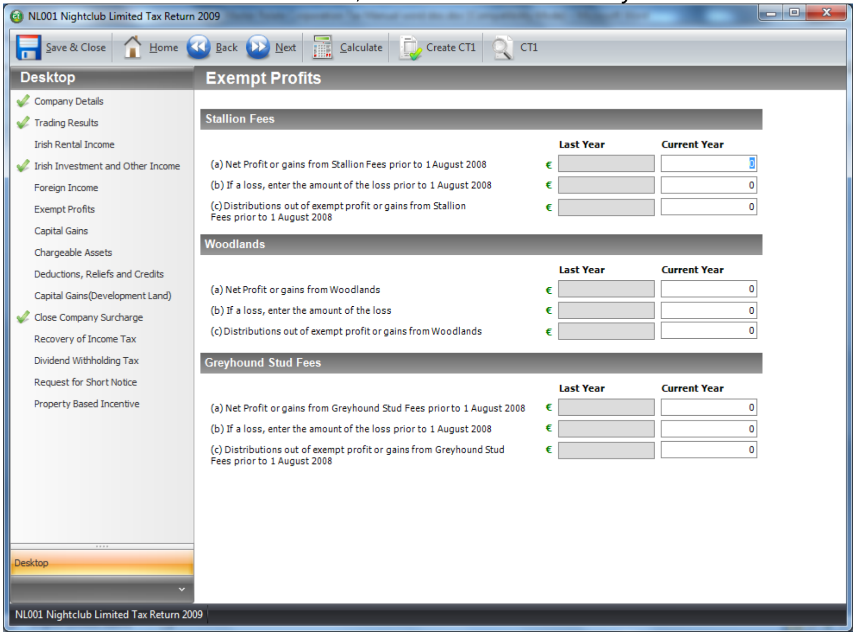


Figure 39

All 3 sections within the Exempt Profits section are similar to each other and contain 3 data entry boxes and no subsections or drilldowns.

Note: Continue to complete all the information you deem necessary to complete this section for your client. You can click the Next button to go onto the next sub section. If you click Home it will bring you back to the start of the section you are on.

Capital Gains

This section outlines any Asset Disposals that your client has undertaken from Shares, Land & Property to Foreign Life Policies.

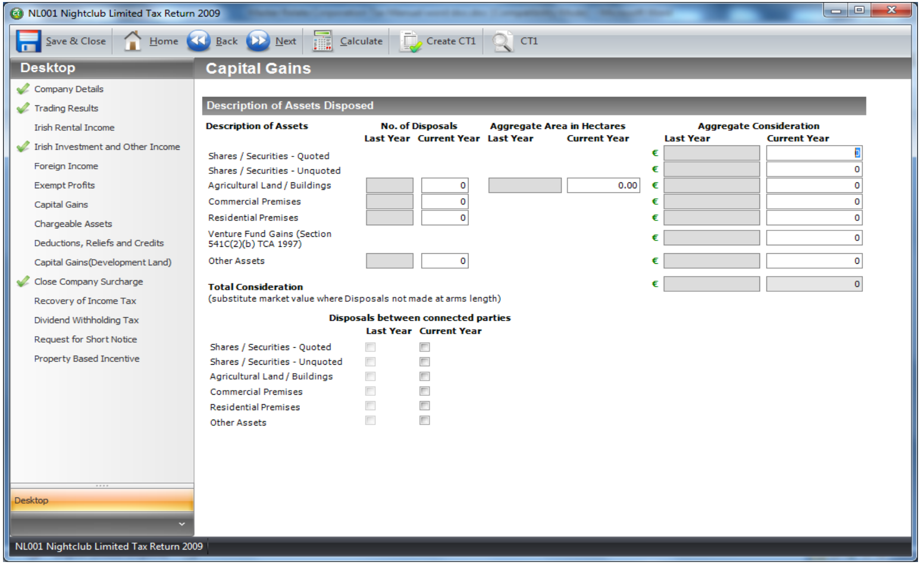


Figure 40

Note: Continue to complete all the information you deem necessary to complete this section for your client. You can click the Next button to go onto the next sub section. If you click Home it will bring you back to the start of the section you are on.

Chargeable Assets

This section covers any assets acquired during the tax period. Simply fill in the information in each section

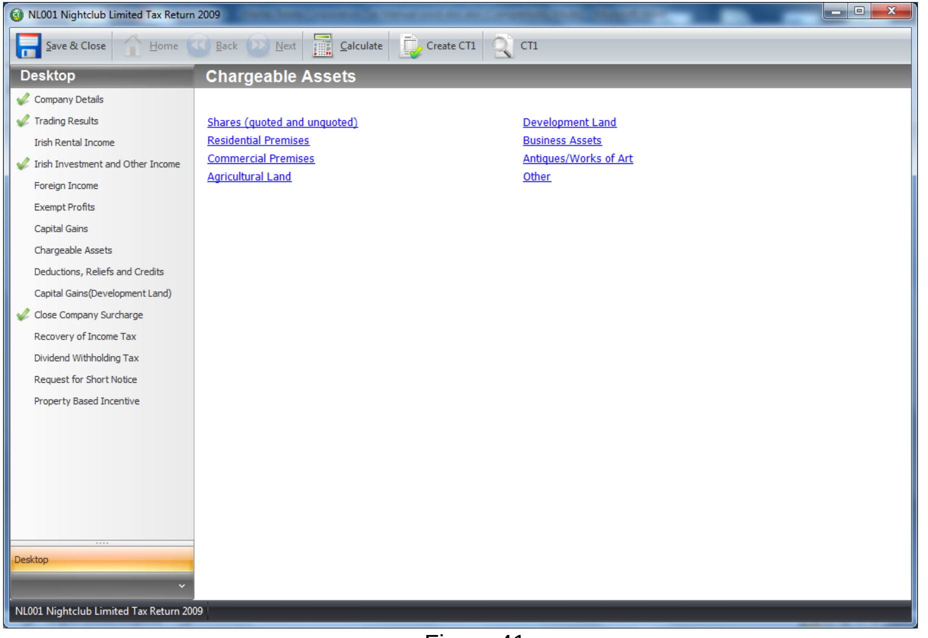


Figure 41

Deductions Reliefs and Credits

This section allows you to fill in details regarding any reliefs or credits due in this tax period.

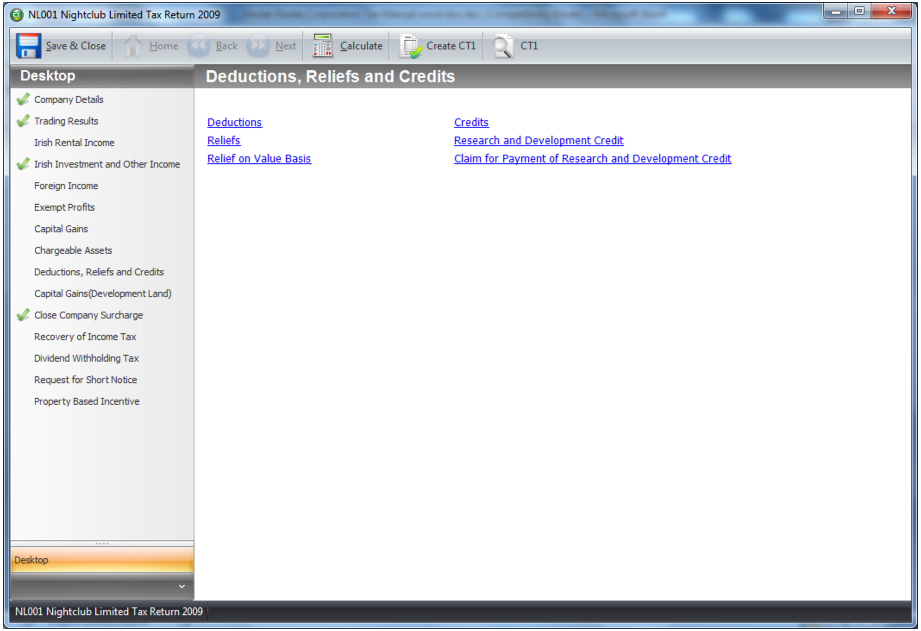


Figure 42

Note: Continue to complete all the information you deem necessary to complete this section for your client. You can click the Next button to go onto the next sub section. If you click Home it will bring you back to the start of the section you are on.

Capital Gains Development Land

This section contains details of any assets disposed of or acquired regarding development land

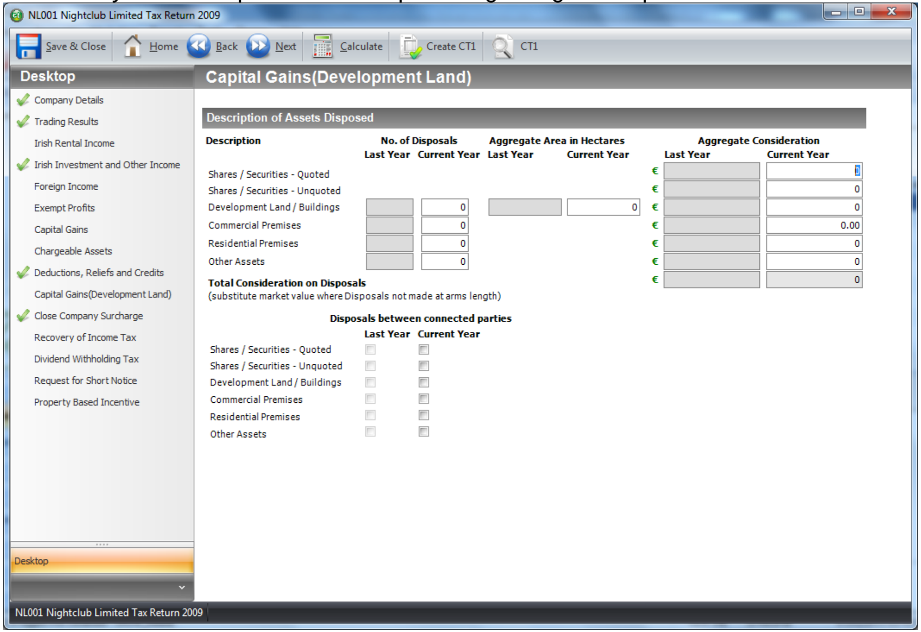


Figure 43

Note: Continue to complete all the information you deem necessary to complete this section for your client. You can click the Next button to go onto the next sub section. If you click Home it will bring you back to the start of the section you are on.

Close Company Surcharge

There is only one screen in this section relating to close companies. This section will apply to most Irish Resident Companies.

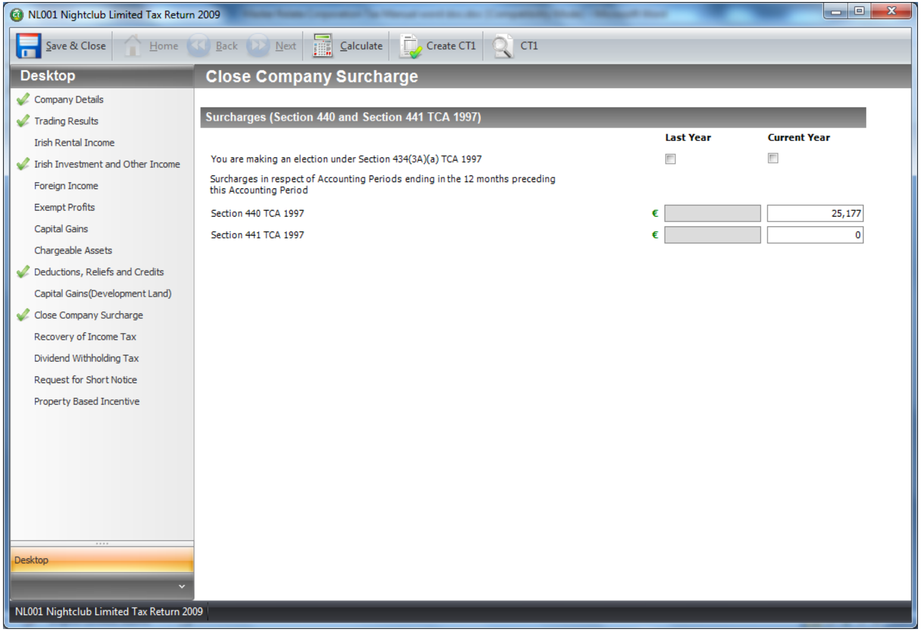


Figure 44

Recovery of Income Tax

There is a single screen for this section. Simply fill in the applicable details and use the desktop tree view to navigate to the next section.

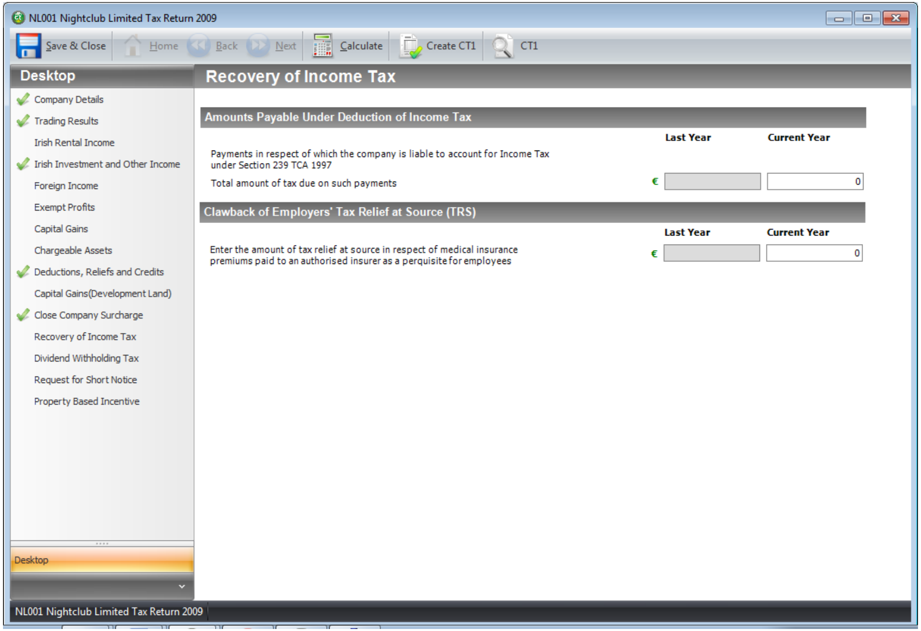


Figure 45

Dividend Withholding Tax

There is a hyperlink on the main screen of this section which when clicked in is a drilldown to enter "Details of a Distrubution made by the company" which can be seen on the screen below.

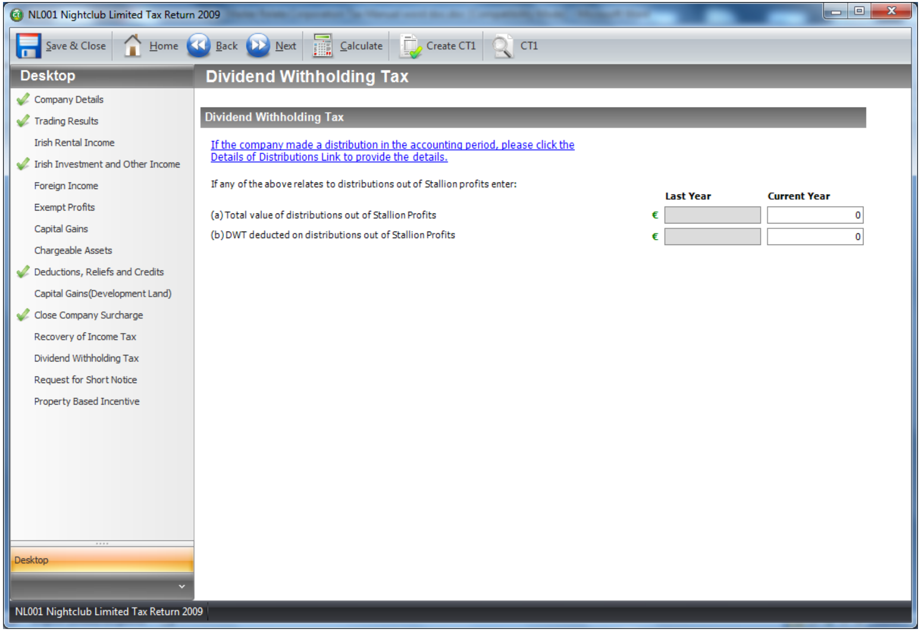


Figure 46

Once the hyper link is clicked it will produce the following screen allowing you to enter details of the distributions made.

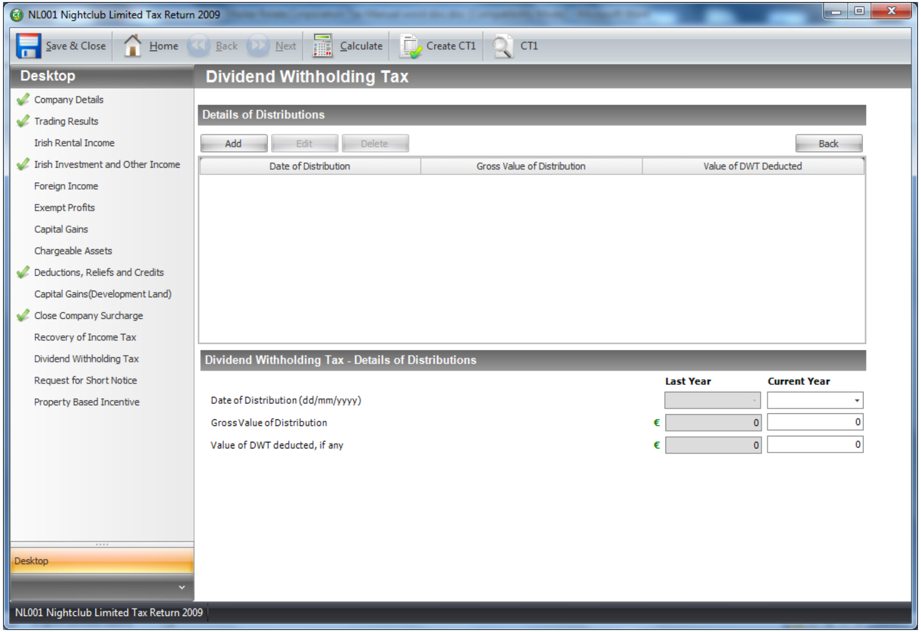


Figure 47

Like in previous sections pressing the add button will allow you to enter the details of the Distribution. Once the details have been entered pressing the Add button again will save the details you have entered.

Note: Pressing the Back button will bring you back to the main Dividend withholding tax screen.

Request for short notice

This section contains only a single tick box where you request a Short Notice of Tax Assessment. This is a shorter form and does not give a breakdown of allowances etc.

Property Based Incentive

This section covers investments in property with specialist interests such as Park & Ride, Seaside Resort and Urban Renewal

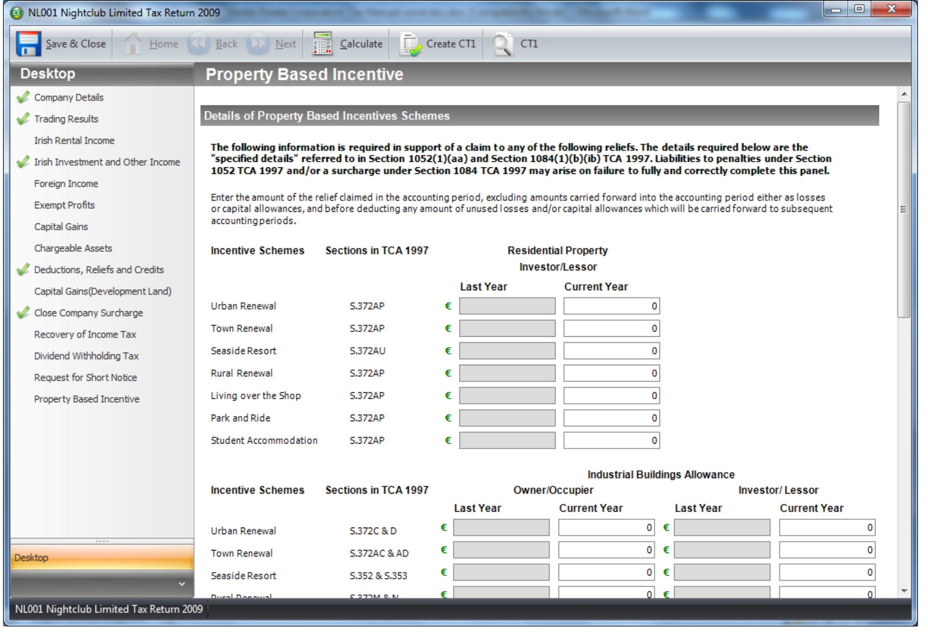


Figure 48

CALCULATION & SUBMISSION

Once you have completed inputting the tax return information and you are happy that you have completed each of the sections and subsections, simply click on the Calculate button on the tax return screen.

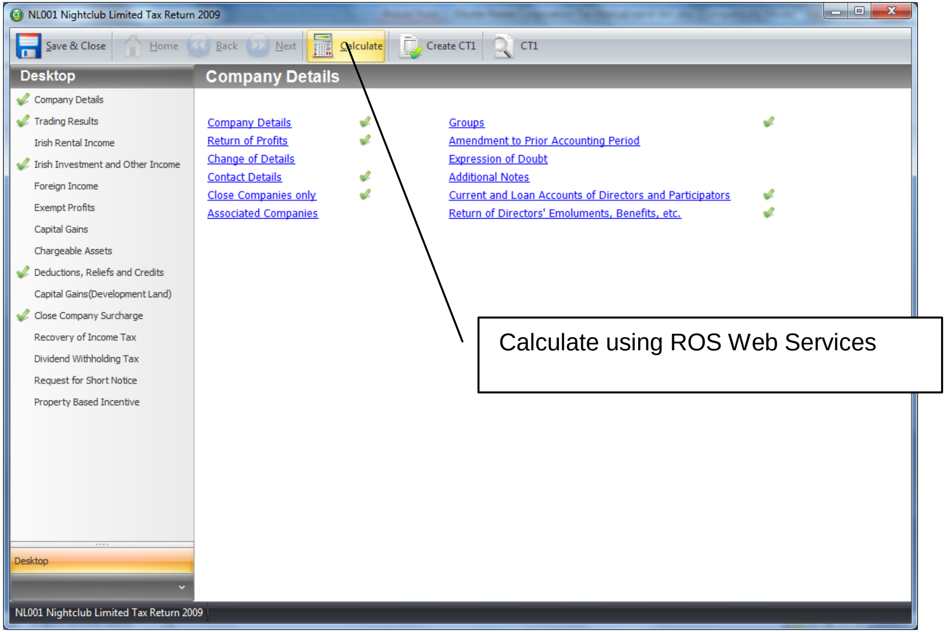


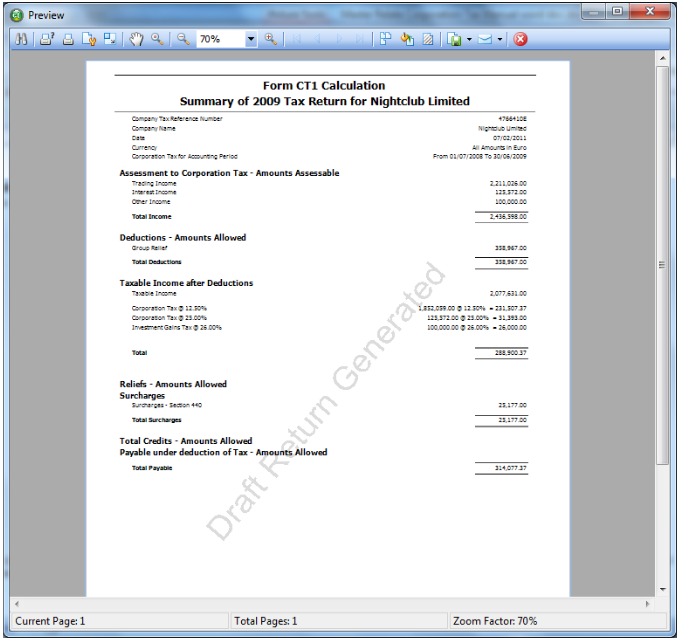
Figure 49

When you click the calculate button Relate Corporation Tax Manager will automatically go onto the internet and go to the Revenues Tax Calculation Engine and return a CT1 Calculation Report. The report is based upon figures returned from Revenue.

The calculation uses the ROS web services to do a draft calculation, they are simply returned to the package so that the user can see what the clients potential tax liability and return will be like.

Calculation Report

The calculation report created looks like the following:



Form CT1 Calculation
Summary of 2009 Tax Return for Nightclub Limited

Company Tax Reference Number	4766410E
Company Name	Nightclub Limited
Date	07/02/2011
Currency	All Amounts in Euro
Corporation Tax for Accounting Period	From 01/07/2008 To 30/06/2009

Assessment to Corporation Tax - Amounts Assessable

Trading Income	2,211,026.00
Interest Income	125,572.00
Other Income	100,000.00
Total Income	2,436,598.00

Deductions - Amounts Allowed

Group Relief	358,967.00
Total Deductions	358,967.00

Taxable Income after Deductions

Taxable Income	2,077,631.00
Corporation Tax @ 12.50%	1,852,059.00 @ 12.50% = 231,507.37
Corporation Tax @ 25.00%	125,572.00 @ 25.00% = 31,393.00
Investment Gains Tax @ 26.00%	100,000.00 @ 26.00% = 26,000.00
Total	288,900.37

Reliefs - Amounts Allowed
Surcharges

Surcharges - Section 440	25,177.00
Total Surcharges	25,177.00

Total Credits - Amounts Allowed
Payable under deduction of Tax - Amounts Allowed

Total Payable	314,077.37

Figure 25

As per the screen above the layout has been formulated to be in line with the Revenue Offline Application but has been improved to ensure that the layout stays on as few pages as necessary and that the fonts have been consistently applied.

Validation Error Report

The validation error report is created when something ahs been entered which cannot be returned to the ROS calculation engine. Self validations help to ensure that returns adhere to the Revenues systems. The validation error report will appear as follows:

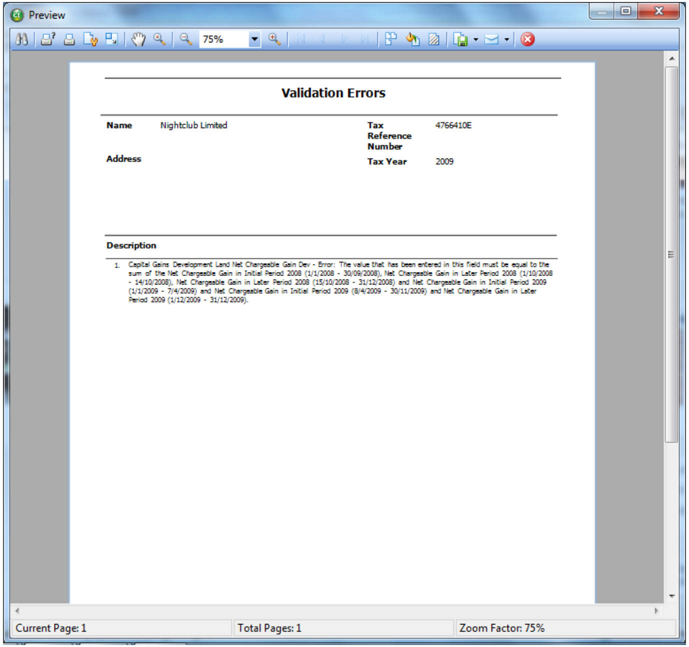


Figure 26

CT1

Once you are happy with the CT1 calculation report you can decide to print the full CT1 form by clicking on the CT1 button on the tax return screen.

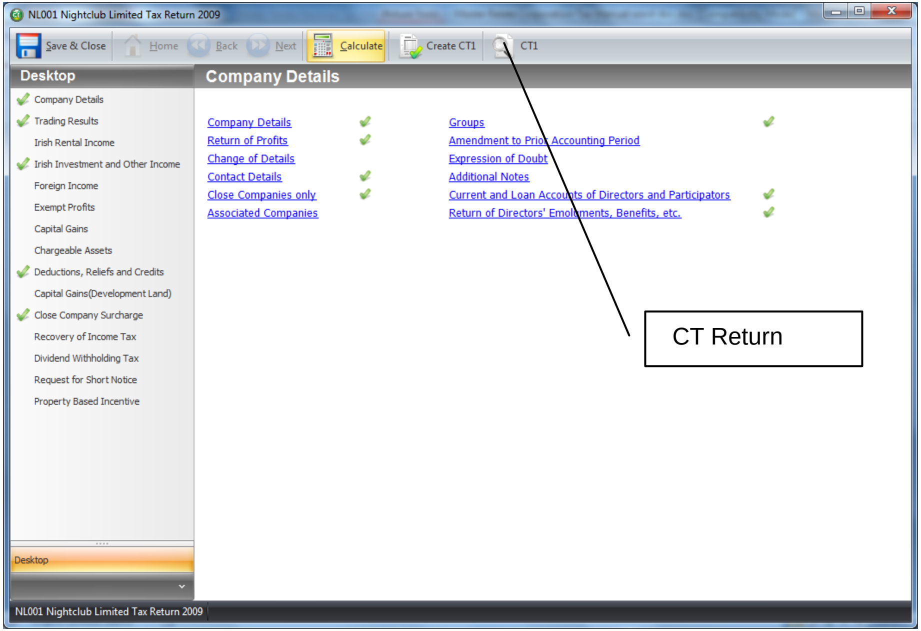
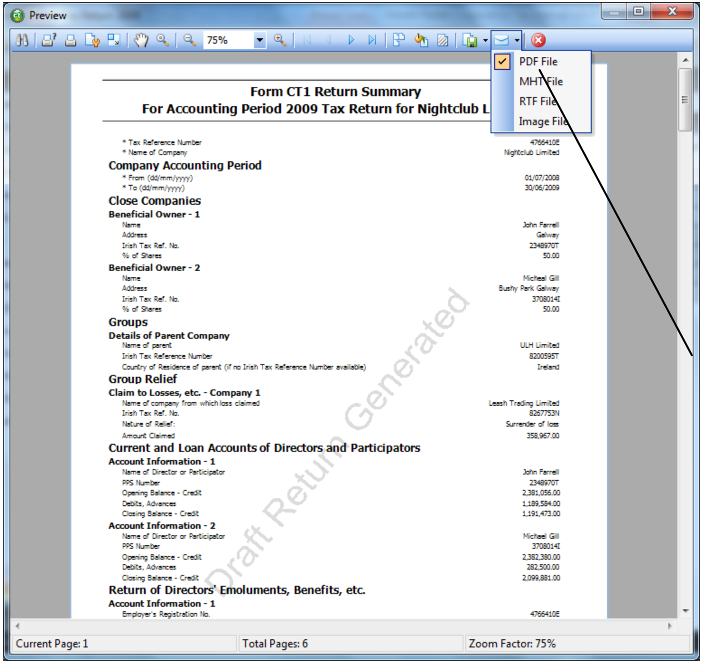


Figure 27

The CT1 Form will look like the following screen and will run to a few pages outlining every section that has been completed as well as sections that are not applicable.



Create PDF CT1 for emailing to your client

Figure 28

The last page has the signing section and declaration which your client needs to sign. There is an option to create an export file to PDF for sending to your client for signing.

Submission

Once you are happy that the client has accepted the tax return and the tax liability, it is time to submit the return. Click the Submit button on the tax return screen.

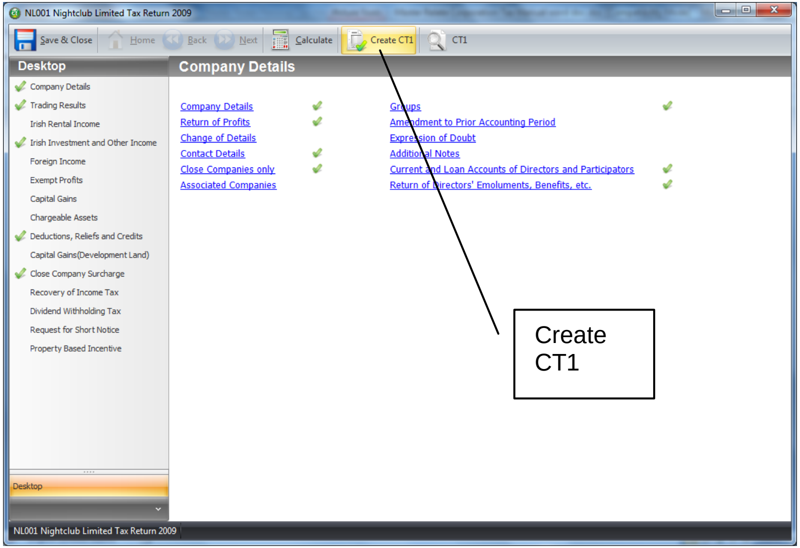


Figure 29

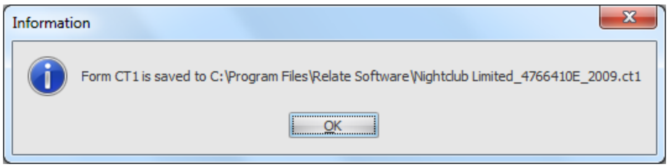


Figure 30

The current version of Relate Corporation Tax Manager will bring up the following message:

The message explains that the software has generated a CT1 xml file in the default ROS CT1 directory. When you click OK the system will automatically launch the ROS login screen as follows:

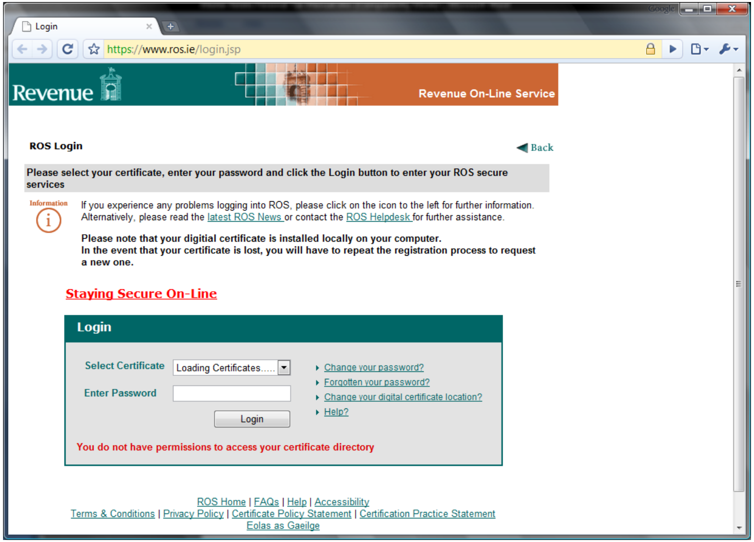


Figure 31

Login as you normally would and upload the return. Relate are working on a direct submission routine from the package itself which will cut this cumbersome part of the process out. This upgrade will be made available to all users as part of their normal licence agreement. At this point you should update the status of you return to submitted.

DATA MINING

Data mining is a tool used to interrogate the tax database of client information to help manage the tax return process. It is also used to target, sell and market the firm's tax services. The data mining routine will give the user the ability to do complicated search and retrieve operations on the client database i.e. create a list of all clients who have a tax liability in excess of €100,000
The user can create as many data queries as they like. To create a datamine click on Data Mining on the navigation bar.

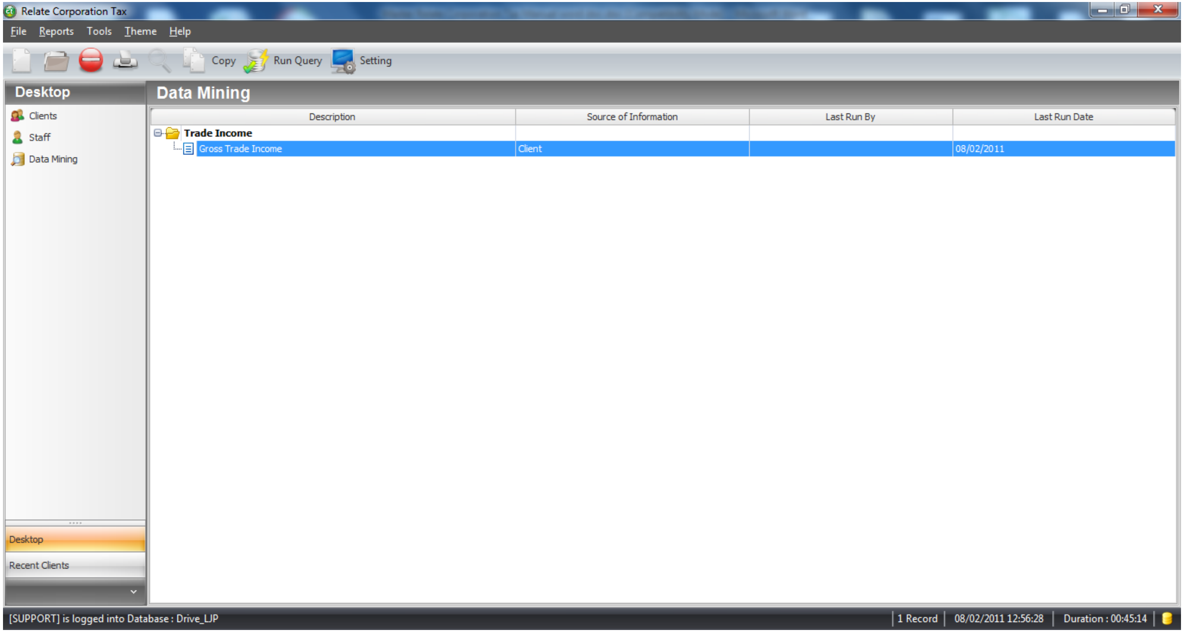


Figure 32

Then click New. The Query window appears showing the Details tab.

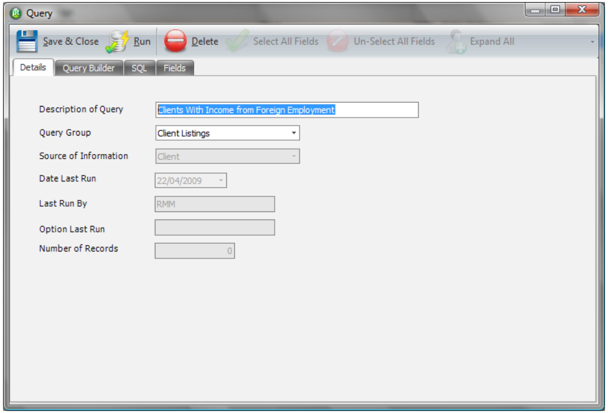


Figure 33

In the Details tab page, you have to specify the kind of query that you want to generate.

Enter the following information:
Description of Query
Query Group - Select the group of the query from the drop-down list. If the group you are looking for is not a part of the list, then you can enter the name of the query group here. It will be added to the list, for you to use the next time.
Source of Information

Click on the Query Builder Tab. The Query Builder window appears showing the following:

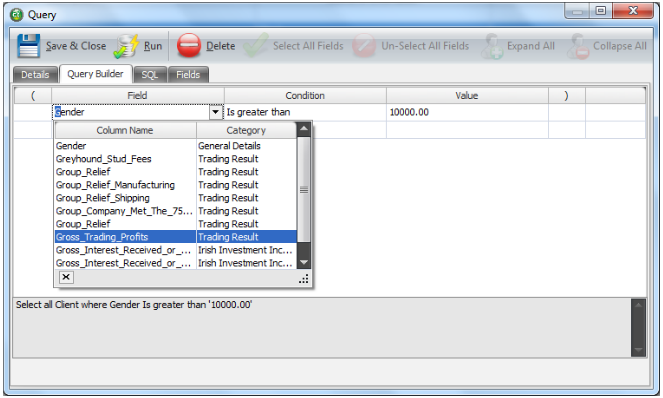


Figure 34

The Query Builder helps you define the information you are looking to retrieve from the database. The query statement appears at the bottom of the screen.

Select the section or field name that you are looking for, from the Field drop-down list. Then select the condition that you want to specify from the Condition drop-down list. Once that has been done, enter the value that you are looking for in the Value box. Select either “and” or “or” depending on whether you want all the conditions that you have specified, to be met or any one.

Multiple lines can be entered here for detailed queries.

Click on the Fields Tab to select or unselect the fields of information you want to appear on your datamine. These fields will be available for mailmerge once the query is “run”.

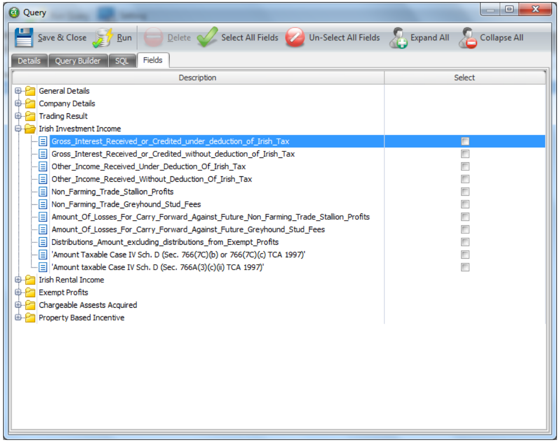


Figure 35

Once you are happy with the created query Click Save & Close to retain your data mining results.

Back on the datamining screen click the Run Query button as in the screen below.

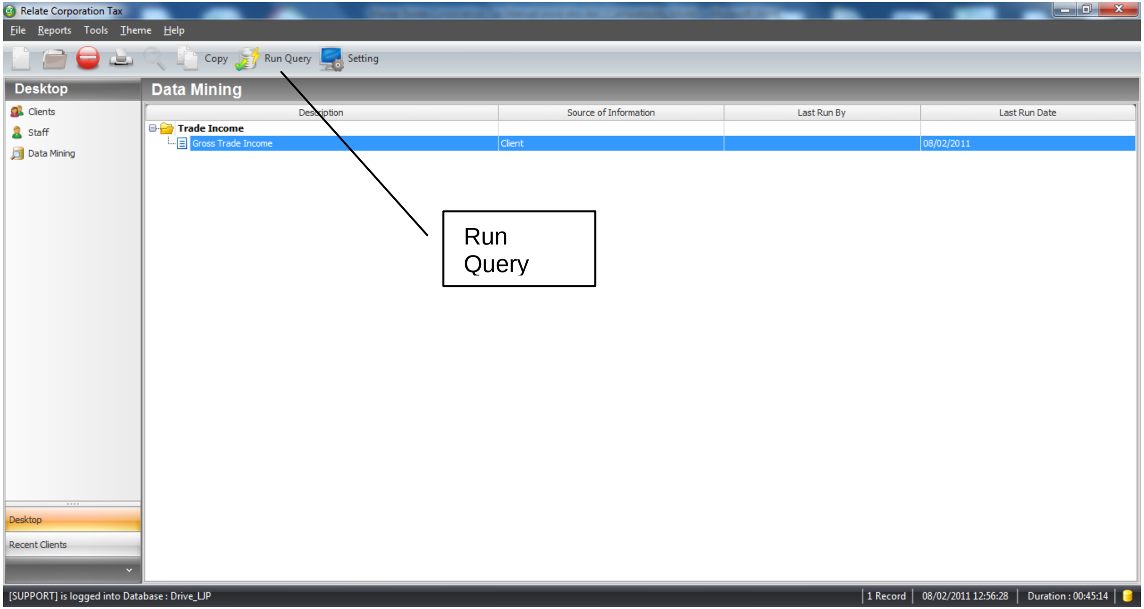


Figure 36

The Query screen will appear as follows: it lists up all the records in the database that fulfill the criteria set in the query builder. The user can now click on the Microsoft Word button and do a standard letter mail merge requesting or offering information to the clients listed. The user can click on the Microsoft Excel button and export the list into a perfectly formatted Excel Spreadsheet for further analysis.

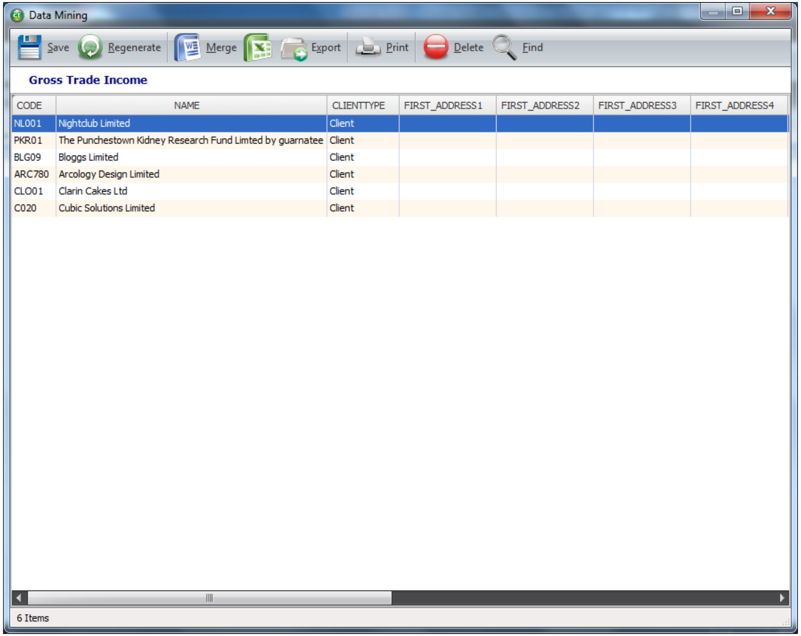


Figure 37

If you are on a network you may want to keep all of your particular saved queries in a directory so that they are available to all staff members. If you click the Settings button on the Data Mining screen you can agree a network path.

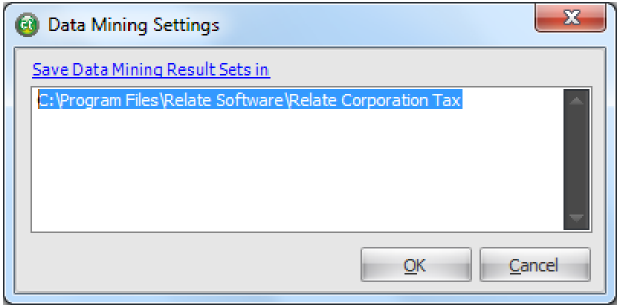


Figure 38

REPORTS

There are two main reports which can be run from the text Reports menu:

Client Status Report
Return Status Report

Client Status Report
The Client StatusReport selection criteria is as per the screen below. Make the relevant selections you require such as give me a list of all clients with a status of “Draft Returns Generated”.

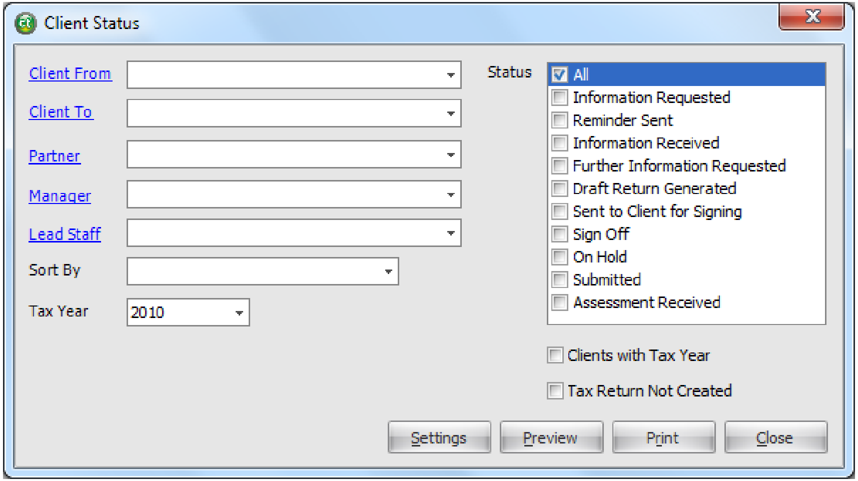


Figure 39

The report will then list all clients with this status along with their other information.

Return Status Report

This report can be used as a summary report of which will give you an overview of how many returns you have at each of the available status. It can also be used to show more detail by selecting the “ Detailed” option. This will enable you to tailer the report to show you the details broken down according to your specified criteria E.G show only the returns associated to a particular staf member.

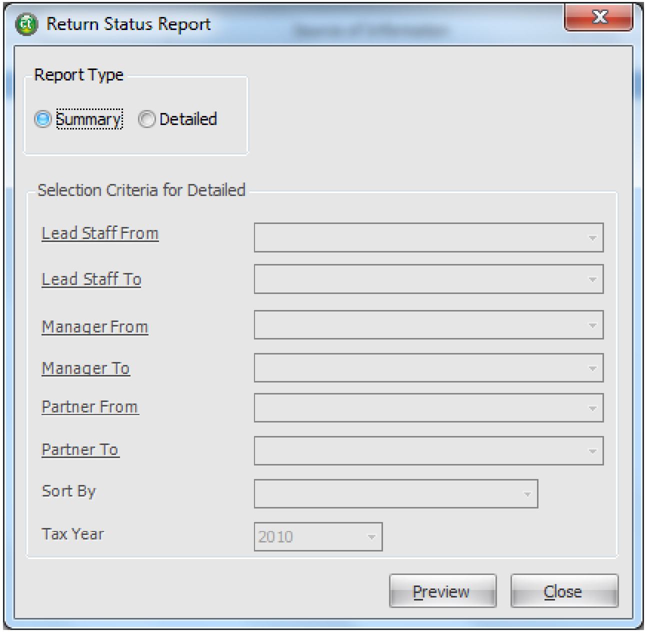


Figure 40

STAFF

If you are a firm who already use ether DRIVE or Relate Accounts Production your staff file will automatically appear in Relate Corporation Tax Manager, as it is the same database which is being used by all three applications.

If you are not an existing user go to the Staff option on the navigation bar and click on New, the following screen will appear:

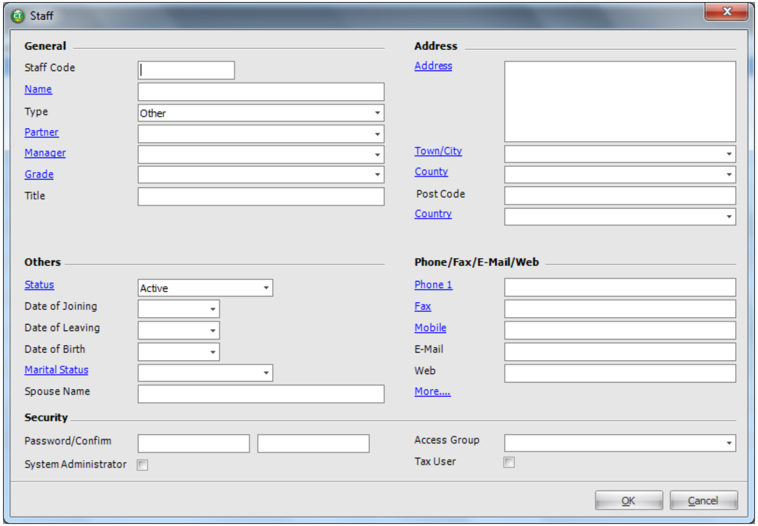


Figure 41

Fill in the relevant information and click OK to save the new staff member.

TOOLS

Settings

From the Tools menu, choose Settings. The Settings window appears. Select **Practice Details tab**.

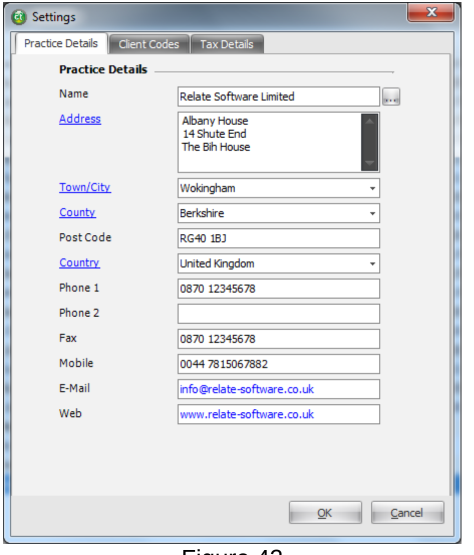


Figure 42

Enter the name of the practice. Enter the contact address along with the contact phone numbers, mobile and fax numbers, e-mail and web address. This information is used as the contact information for the Revenue when queries arise and also for email responses.

Select the **Client Codes tab**.

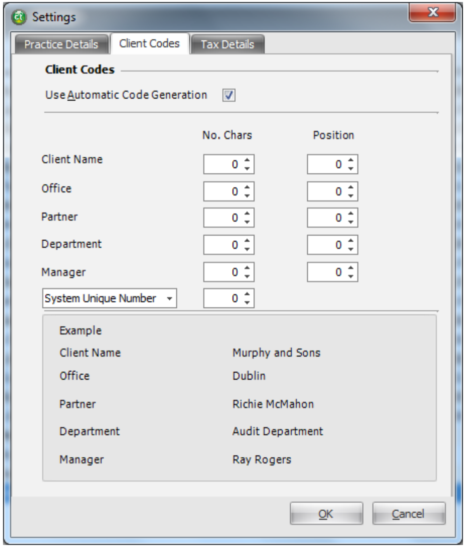


Figure 43

Select the Use Automatic Code Generation check box, if you want the client codes to be automatically generated by the system, when entering Client Details. Each code may be broken up into several segments.

The client code can be based on six criteria: client name, office, partner, department, manager and a unique number. This unique number may be system unique or it may be code unique.

Select **Tax Details Tab**.

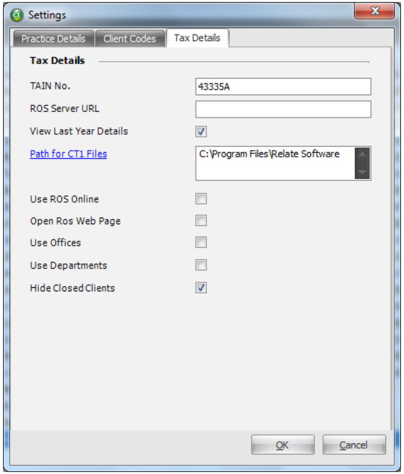


Figure 44

The following information is critical for the proper setup of your tax package:

Enter the TAIN Number of the Practice. This is your official TAIN as issued by ROS.
Enter the ROS Web Server URL here. (The complete CT1 will be posted here automatically at a later release.)
View Last Year Details – (This will show last year's figures alongside the current year for comparison on the schedules)
Path for Saved CT1 Files.
Use Web Services for CT1 Files Use Offices, Departments
Hide Closed Clients

Change Database
The Change Database feature allows the user to work with multiple databases and change the database from within the application. This is very rarely used and is not a free option.

Changing the Database
From the Tools menu, choose Change Database option. The Change Database window appears.

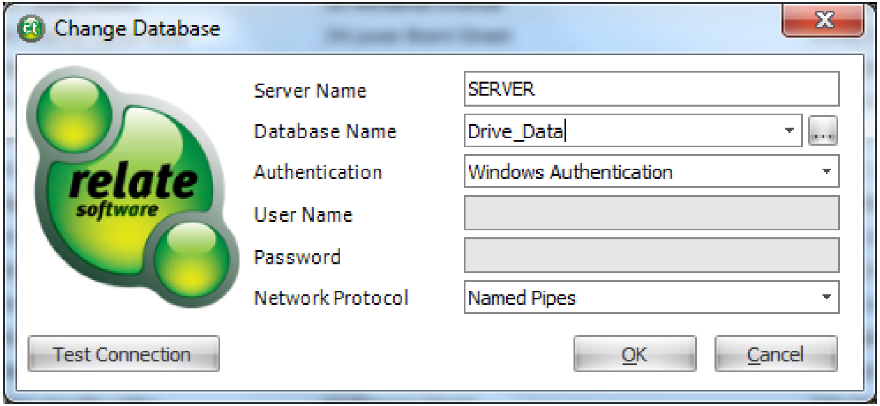


Figure 45

Enter the following details:
Select Server - Enter the server name in which the database you want to change to resides.
Select Database - Select the database you want to change to.
Click ok to save.

Themes

Themes allow the user to change the appearance of the entire application including menus, buttons, backgrounds etc. The default Theme for Corporation Tax is black. Simply select the theme you wish to apply and it will be automatically applied to the application.

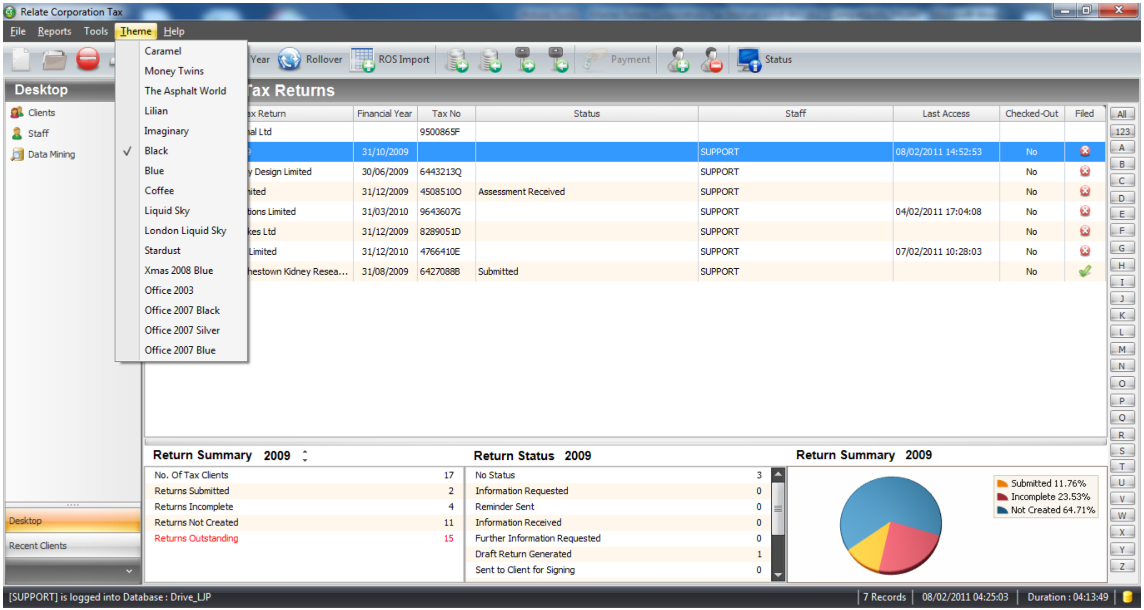


Figure 46