



THE SimpleStep[®] GUIDE TO

STORING TAX RETURNS IN YOUR FILE SYSTEM

taxcalc[®]

TaxCalc uses a database to store client, accounts and tax return data by default. Although this is the preferred method of storage for reasons of security, you can, if you wish, keep the tax returns themselves in a separate location.

This guide will explain how to perform the following four options:

1. Save new tax returns to your file system instead of to the database.
2. See whether a return is saved in your file system or within the database.
3. Link to returns on your file system on another machine.
4. Move existing returns from the database to your file system.

BEFORE WE START

Network users

If you are using the Network version of TaxCalc (with multiple users) then it is advised that you keep the returns within the database itself. This is so that all users can access them from a central database and TaxCalc can prevent users from overwriting each other's data.

Standalone users and users of multiple separate machines

If you are a standalone user or you have multiple machines that are not connected by a network, you may prefer to have separate database installations but keep the returns in a shared location using the options presented here.

**OPTION
1**

Saving a New Return in your File System

Opening the Tax Return window for a client

Select a client from within Client Hub and click on the Open in Tax Return Production option in the left-hand menu.

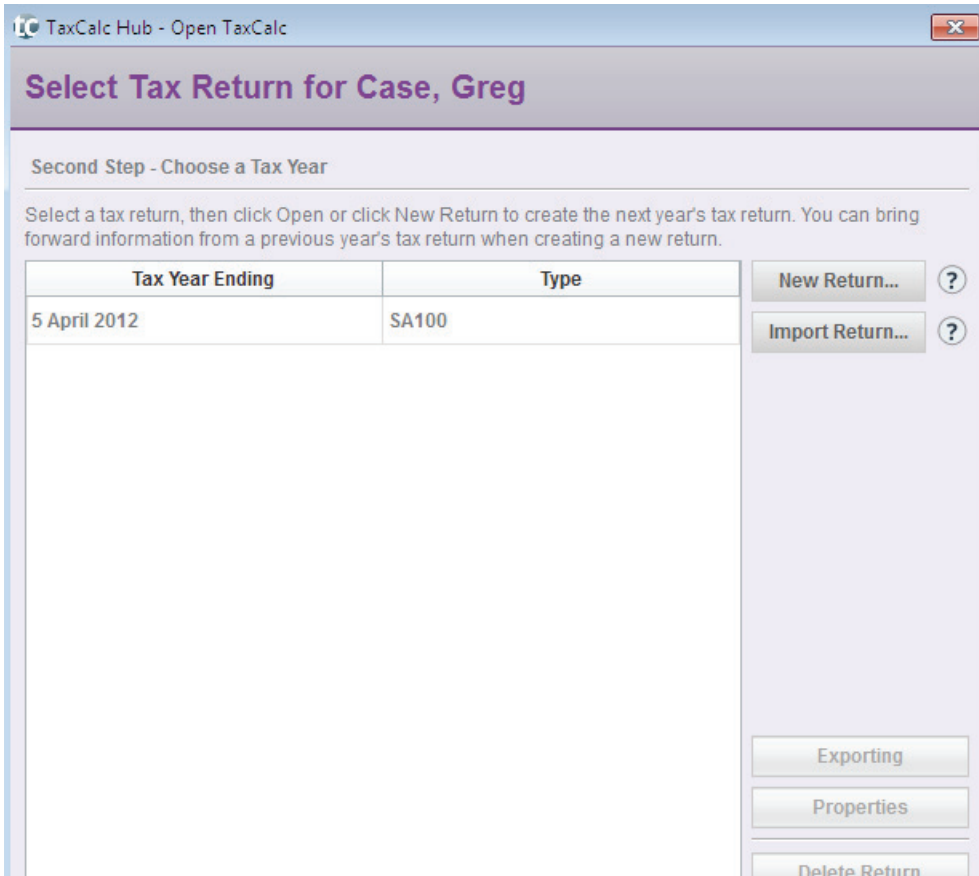
The screenshot shows the 'taxcalc CLIENT HUB' interface. On the left is a sidebar menu with the following options: Create New Client, Import Client, Open in Accounts Production, **Open in Tax Return Production** (highlighted with a mouse cursor), Open in HMRC Forms, Edit Existing Client, Set Accounts Status, Set Tax Work Status, Set Engagement Status, Add AML Status, Archive Client, and Delete Client. Below this is a 'Task Management' section. The main area is titled 'Clients' and features a search bar with a dropdown set to 'All client types', 'Search', and 'Clear' buttons. Below the search bar is a table of clients:

Code	Client Name	Client Type
8888	Trust	Trust
PE001	Perciss, Jurgan	Individual
REF1	Case, Greg	Individual
12345	Limited Company	Limited Company
PO234	Sherlock & Jones	Partnership
9587	Jones, Alan	Individual

Below the table are 'Tax Return Filters' and a 'Hide Tax Details' dropdown. The filters show 'Return type: SelfAssessment' and 'Self Assessment Year: 2014'. At the bottom is a summary table:

	SA100/R40	SA800	SA900
Return not Created	0	2	1
Total Returns Created	1	0	0
Total Filed Returns	0	0	0
Return to File	1	0	0

A 'Refresh' button is located to the right of the summary table.



You will now see the Select Tax Return window.

If you have imported a 2012 return, it will already appear here. Regardless, select **New Return**.

Create New Return

Create New Individual Tax Return

Select the tax year below, then click on Create to create the return
If you have a previous return already then you can choose to bring forward the data from it when you create it.

Type of tax return: SA100 - Individual Tax Return ▼
Tax year ending: 5 April 2014 (2013/2014 return) ▼

You have no previous year returns for this client in the hub so a new return will be created for you using just existing Client Hub data.

Save options

Save file in the database (recommended) Save file in your file system

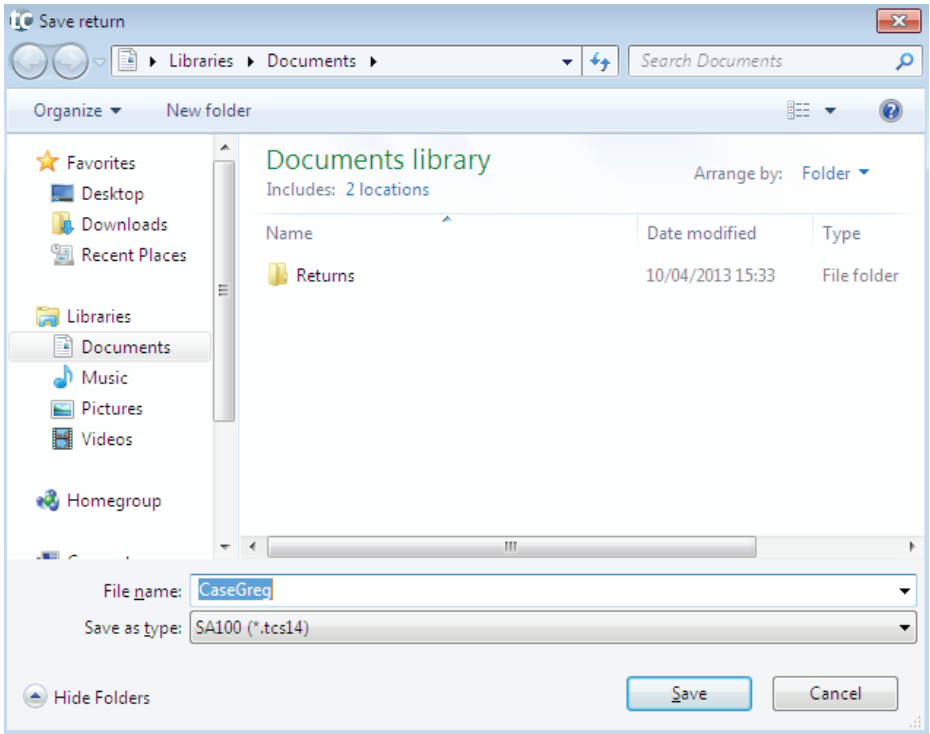
Cancel Create

The Create New Return window will open and you can select the Type of tax return and the Tax year ending (in this case, an SA100 for year ending 5th April 2013).

At the bottom of this screen, you will be given the default option to save the new return within the database (this is the recommended default).

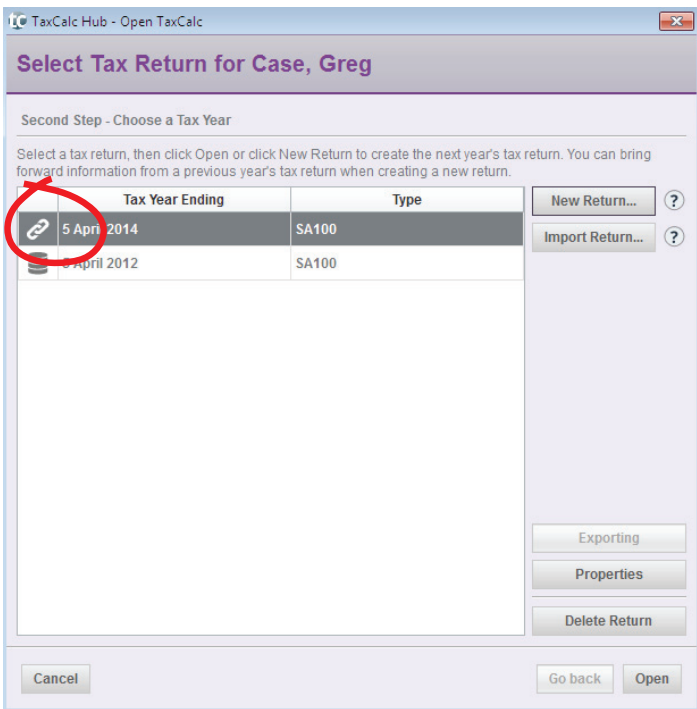
Change this option by clicking on Save in your file system and then select Create.

You will see a standard Save window allowing you to select the location in which to save and name this tax return file.



Once saved, you will be returned to the Select Tax Return screen.

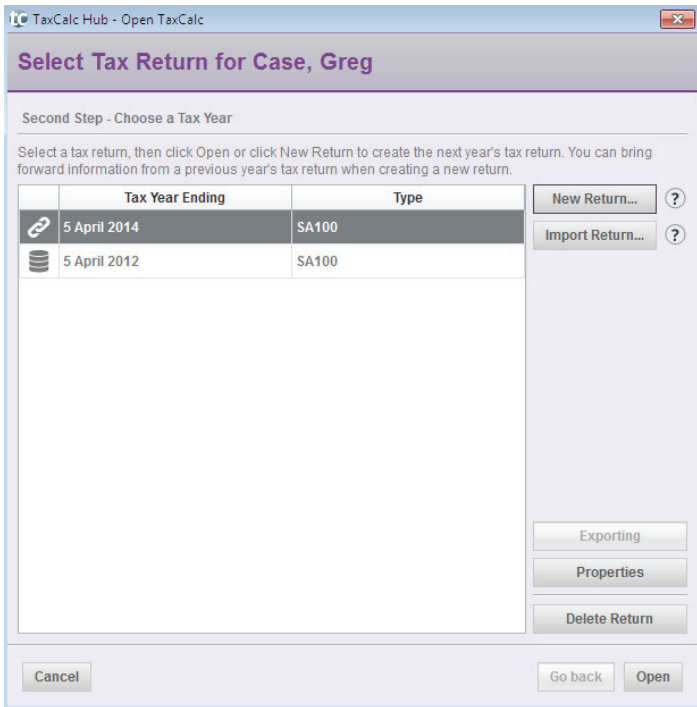
There will now be an entry for the new tax return, which will include a 'link' – this denotes that the file is saved in an external file system location.



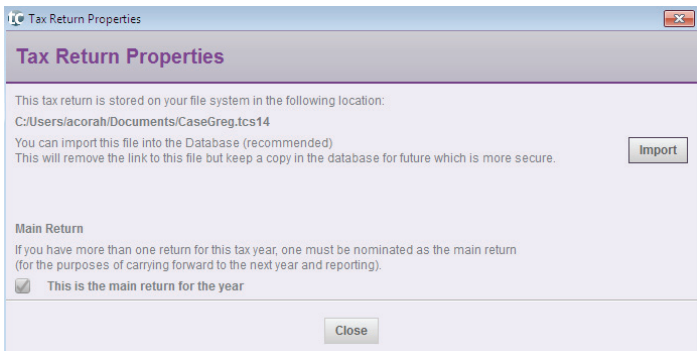
**OPTION
2**

Where is the File Saved?

In the Select Tax Return window, you can view where the file is saved by selecting it and clicking Properties.



This will open the Tax Return Properties window. At the top, the file path leading to the file is displayed.

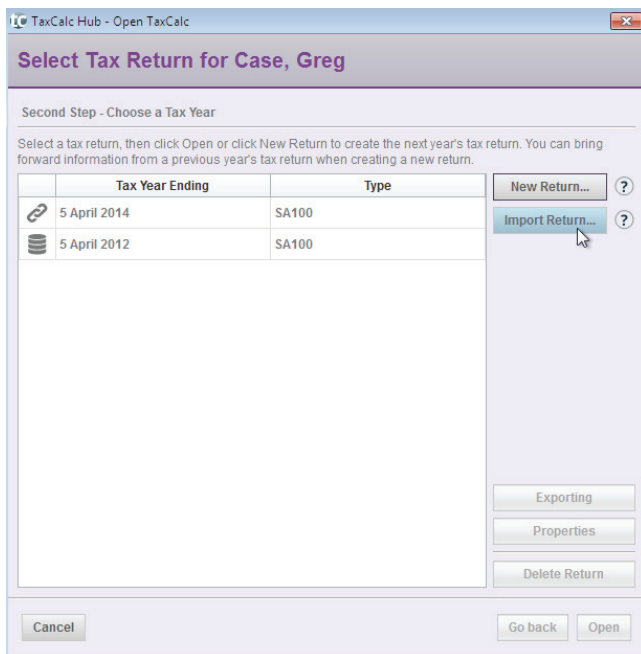


**OPTION
3**

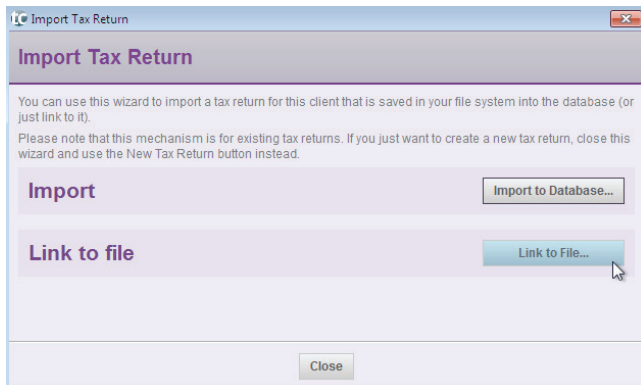
Importing a file on another machine

If the client already exists on the other machine

If the client already exists then you can open the Select Tax Return window (as in Option 1) for a client and click Import Return...

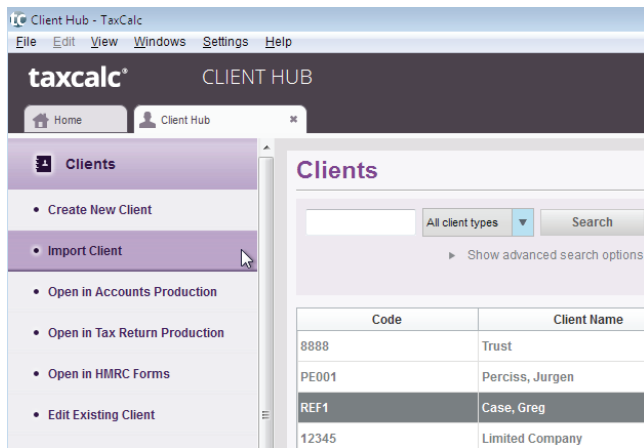


In the Import Tax Return window, you can choose to Link to file. This allows you to locate the return that you earlier saved and link to it from the other machine.

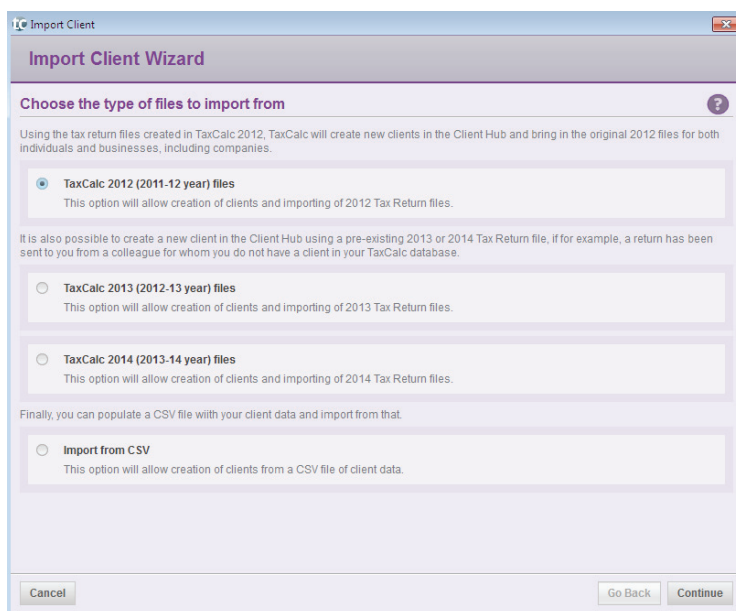


If the client does not yet exist on the other machine

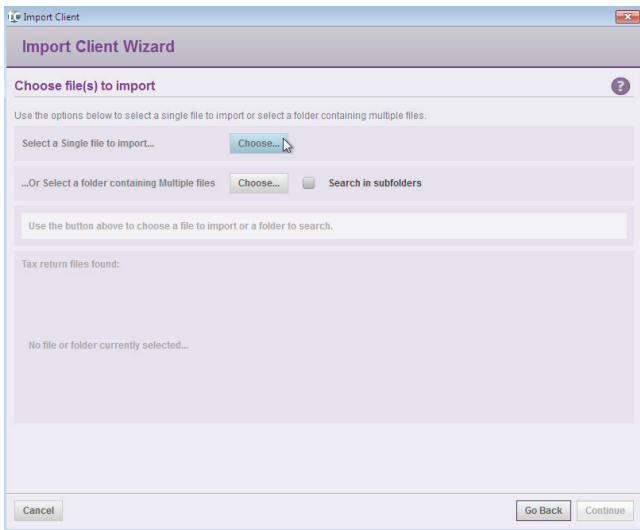
If the client does not yet exist on the other machine then from the main Client Hub tab you can use the Import Client wizard to import the return.



In order to create the client, select the relevant taxreturn year file – the client will be created using that tax return’s information (note that for Corporation Tax returns, either option can be chosen). That client will also be linked to that file.



Next select Choose next to Select a Single File.



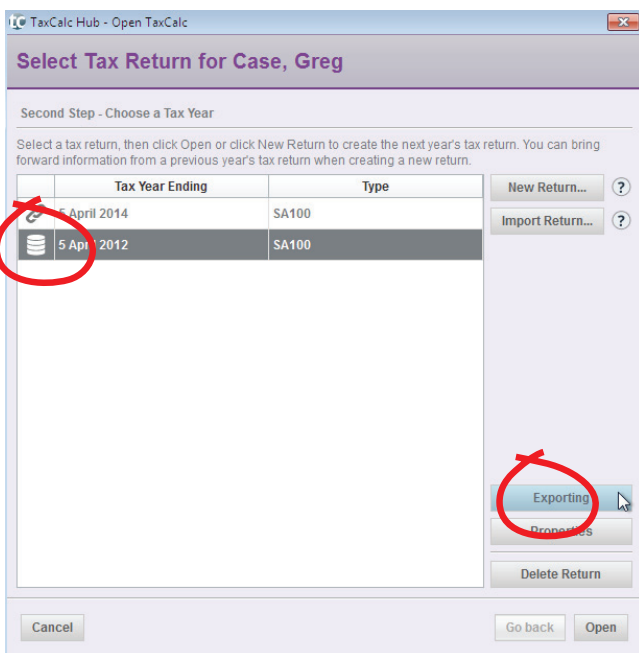
Finally, on the Finish screen, you can choose to keep the file in the same location (rather than import into the database) using Change...

**OPTION
4**

Moving existing returns from the database into your file system

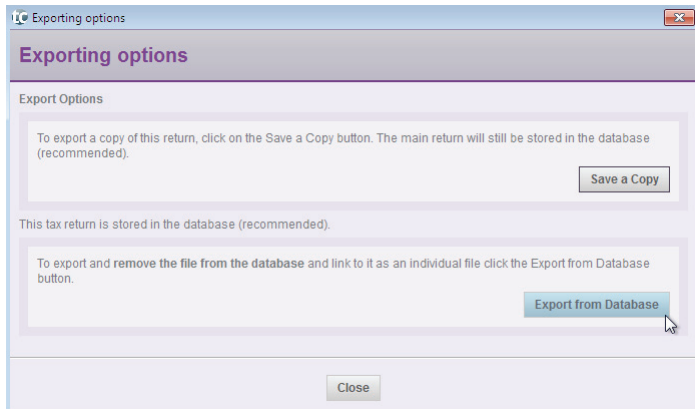
If you have returns that are stored within the database and you would prefer to store them in your file system then open the Select Tax Return window (as in Option 1) for a client.

On this screen, select the chosen return (which is stored within the database) and select Exporting.



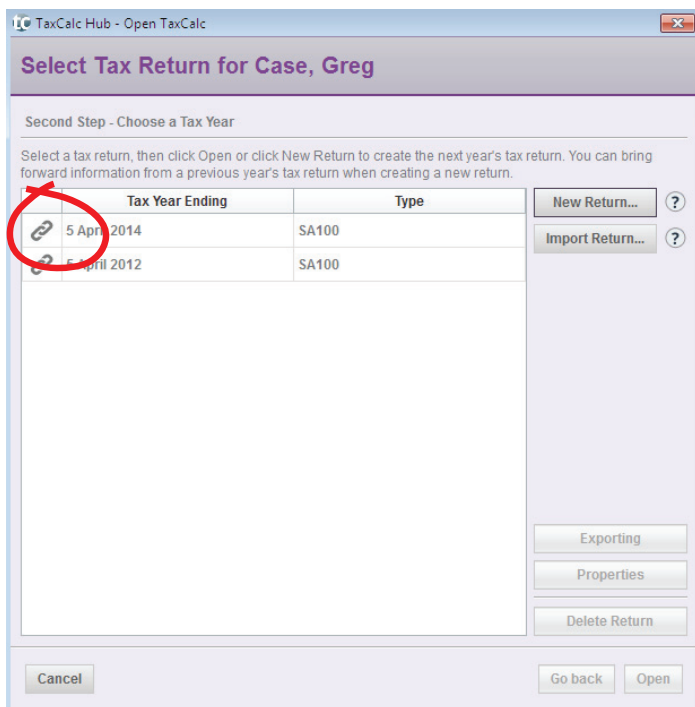
The next window, Tax Return Properties, will allow you (if you wish) to simply **Save a Copy** of the return (for example to email to a colleague on a separate system entirely) whilst keeping the main return file within the database itself.

However, you can also select Export from Database to move the return file from your database into your file system



A Save window will appear allowing you to name the file and choose where you would like to save it.

Once saved, the copy within the database will be removed and instead that file will only be located in the chosen location on your file system.



Help for all TaxCalc products can be found in our Knowledge Base at www.taxcalc.com/support

If you require further assistance please contact our Support Team:

Email: support@taxcalc.com **Phone:** 0845 5190 882

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