

TAXCAT



TRAINING GUIDE 2004

CATSOFT

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PREFACE

This training guide has been prepared to assist the user operate Catsoft's Taxcat for Windows program. The main function of Taxcat is to enable tax agents to lodge tax returns electronically. This guide looks at both the setting up involved with the program, as well as the operation of it.

The earlier chapters focus on installing and setting up. After installation, it is essential that setup be done correctly, so the tax agent can establish a connection to the Electronic Lodgment Service (ELS). Incorrect settings will lead to complications in the lodgment procedure.

The body of the guide looks at the functions and features of Taxcat, e.g. Taxcat Modules, Printing, etc. This section will familiarise the user with lodgment and other procedures within Taxcat. To further assist the user, a Frequently Asked Questions (FAQs) section, as well as a real life example of how to complete an Individual tax return has been included.

Overall, this manual will give the user a better understanding of Taxcat and assist them with the use of the program.

INTRODUCTION

Catsoft's taxation package, Taxcat, was first made available to the public in 1987. It began as a simple DOS program and was used for the first electronic lodgment.

In 1999, the transition from DOS to Windows was made, hence, the introduction of Taxcat for Windows. Since its introduction, Taxcat for Windows has progressed considerably and now rates amongst the top taxation packages.

The main function of Taxcat is to enable tax agents to lodge their tax returns electronically. The program also provides estimates of any tax payable or refundable for the relevant returns.

Currently, Taxcat operates as a 32-bit application on all Windows operating systems. The program has been thoroughly tested, both in house and out, and has been registered for distribution by the Australian Taxation Office (ATO).

SYSTEM REQUIREMENTS

Basic requirements to operate Taxcat are listed below.

(Note: the more powerful your machine, the better the program will perform)

- Pentium based PC – 150MHz or higher
- Minimum 32 MB RAM
- 60MB of free hard disk space
- AUSTPAC approved modem supporting baud rate of 2400 or higher
- MS Windows environment operating system (E.g. Windows 95, 98, XP, NT, etc.)

KEYBOARD PRINCIPLES

Key combinations and text appear in the following format:

NOTATION	MEANING
KeyA + KeyB	A plus sign (+) between keys means you must press them at the same time. E.g. 'CTRL+K' means you press CTRL and hold it down, while you press K.
Menu Selection	The vertical bar () represents the next step in the process. For example, File Open means you select 'File' from the menu and then select 'Open'.
Bold text	Represents headings and shortcuts to access particular items. E.g. the F2 key. By clicking on F2 , you will utilize the shortcut to add a new client.

CHAPTER 1 - INSTALLATION

There are several procedures to install Taxcat onto your system. Installation can be done via disk, e-mail and download from the Internet. This chapter will guide you through each installation procedure.

INSTALLATION BY DISK

On the initial purchase of the package, you will receive the three-disk installation set. In this situation and all other situations where you receive the floppy disks, e.g. official updates, you should follow the instructions below for installation.

Instructions

1. Insert the disk labeled, 'Taxcat – Disk 1' into your floppy drive
2. Once the disk is in the floppy drive, click on the START menu and select RUN
3. In the 'OPEN' field, type in A:\SETUP.EXE and click on OK
4. The Taxcat Installation screen should now appear
5. Specify the main program directory and the data directory

These directories would normally be:

Program: C:\Catsoft\Wtaxcat

Data: C:\Catsoft\Wtaxcat\Data

If you wish to install the program and data elsewhere, change the directory path(s) accordingly

6. Click on CONTINUE
7. When prompted with the 'Overwrite the existing file' message, select YES

INSTALLATION BY E-MAIL

In the situation an upgrade version becomes available, the two-disk set will be e-mailed to you. On acceptance of these files, you should follow the instructions below. These instructions also apply to any version received by e-mail.

Instructions

1. Prepare yourself two formatted floppy disks
2. Go to email #1 and double click on the attachment (DISK1.EXE)
3. In the next screen, select 'OPEN IT'
4. The WINZIP Self Extractor Screen should now appear. In the 'UNZIP to folder' field, type in 'A:\' and click on UNZIP to proceed with extraction
5. Once extraction is complete, label the disk, 'Taxcat - Disk 1 of 2'
6. Proceed to email # 2 and repeat step 2 - 5 to extract Disk 2
7. Once all files have been extracted, insert disk 1 into the floppy drive and run A:\SETUP.EXE within Windows. (START | RUN | A:\SETUP.EXE | OK)
8. The Taxcat Installation screen should now appear
9. Specify the main program directory and the data directory

These directories would normally be:

Program: C:\Catsoft\Wtaxcat

Data: C:\Catsoft\Wtaxcat\Data

If you wish to install the program and data elsewhere, change the directory path(s) accordingly

10. Click on CONTINUE
11. When prompted with the 'Overwrite the existing file' message, select YES

INSTALLATION FROM THE CATSOFT WEBSITE

The latest version of Taxcat is continually available for the user to download from the Catsoft Website. If you wish to download the latest version from the Internet, you should follow the instructions below.

Instructions

1. Contact Catsoft to obtain the website link for the download
2. Within the website, right click on download file: DISK1.EXE
3. Select the option to 'SAVE TARGET AS'
4. A window will then appear. Type in 'C:\DISK1.EXE'
5. Once the file is saved to your C:\ drive, click on the link at the bottom of the page and follow step 2 - 4 above, to save the file for disk 2
6. Once the download is complete, go to the directory where the two files were saved. (This can be done via 'My Computer', 'Windows Explorer', etc.)
7. Double click on DISK1.EXE. The WINZIP Self Extraction screen should appear
8. In the 'UNZIP to folder' field, type in A:\ and then click on UNZIP
9. Repeat Step 6 - 8 to extract disk 2
10. Once all files have been extracted, insert disk 1 into the floppy drive and run A:\SETUP.EXE within Windows. (START | RUN | A:\SETUP.EXE | OK)
11. The Taxcat Installation screen should now appear
12. Specify the main program directory and the data directory

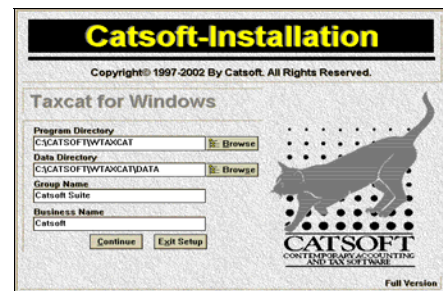
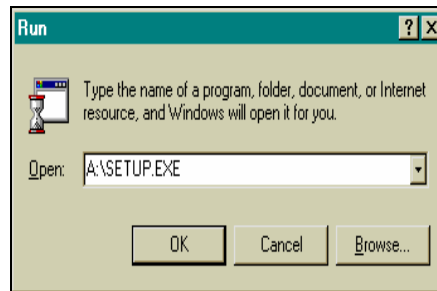
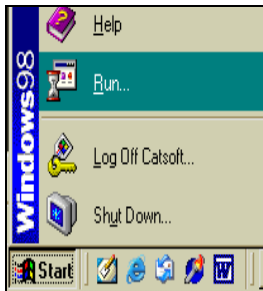
These directories would normally be:

Program: C:\Catsoft\Wtaxcat

Data: C:\Catsoft\Wtaxcat\Data

If you wish to install the program and data elsewhere, change the directory path(s) accordingly

13. Click on CONTINUE
14. When prompted with the 'Overwrite the existing file' message, select YES



**** Note: Ensure no one is using Taxcat during installation. All network users should be logged out of the program until installation is completed****

CHAPTER 2 - GETTING STARTED

It is essential the initial setup be done correctly. Incorrect settings will lead to difficulties with the preparation and lodgment of returns. This chapter will guide you through the fundamentals of setting up within Taxcat.

➤ ELS Setup (Setups | ELS Details)

○ ELS Login

The items within this section must be completed, as they are vital in the lodgment process. These details, below, are a form of identification when the user attempts to connect to the ELS.

HEADING	DESCRIPTION
ELS Approval Number	Approval number for reference only.
Description	Name to refer for the newly entered Approval Number.
Dial-Up Connection	Name to refer for the ISP dial-up connection in MS Windows OS that you have setup to lodge returns.
Dial-Up Username	Enter the dial-up login username in this field.
Dial-Up Password	Enter the dial-up login password in this field.
VPN Username	Enter the ATO provided ATO access code 1 here.
VPN Password	Enter the ATO provided ATO access code 2 here.
ELS Approval Number	To enable ELS transmission enter the ATO provided ELS approval number here.
ELS Current Password	Enter the current applicable password in this field.
ELS New Password	The next password you entered here will automatically replace the current password after 30 days. NB. It must not be the same as the ELS current password.

○ Lodgement Point

Select a lodgement point that is most suitable for you in Lodgement Point (CEG 1). You can then select alternative lodgement points in CEG 2, CEG 3 and CEG 4.

Setup - ELS Communication [using VPN DIS 11]

ELS Login | Lodgement Point

Lodgement Location (CEG Gateway)

Note: - Lodgement point is defaulted base on your ELS approval number;
- Unless advised by the ATO, you should not change the lodgement point.

Lodgement point 1 (CEG 1) 203.202.43.1

Lodgement point 2 (CEG 2) 203.202.43.2

Lodgement point 3 (CEG 3) 203.202.43.3

Lodgement point 4 (CEG 4) 203.202.43.4

Port address 7586

Diagnostics

Note: To view the history of the ELS communication with the ATO, click on the button listed below.

View ELS Communication History

Tax Agent Detail

(Setups | Tax Agent Details)

○ Contact Details

Your tax agent details allow you to lodge returns using the ELS. Both the Contact details and Lodgment details must be completed. Ensure your details are correctly entered into the relevant areas. (See below)

KEY	FUNCTION
F2	Add Tax Agent
F3	Edit
F4	Save
F5	Find
F8	Delete
F9	Print

Lodgment & Templates

Within Lodgment & Templates screen, ensure that:

- The relevant 'Transmission Detail' boxes are ticked - Sign Return, Use ELS System, Transmit by modem and Apply WRE Worksheet, are essential (Defined in table below)
- Your ELS Approval Number corresponds with that in the Communication Setup; and
- You have specified the 'Lodgment Office' (See below)

Front Cover Templates Defaults

The relevant check boxes must be ticked to allow the tax agent to lodge returns electronically.

HEADING	DESCRIPTION
Taxpayer signed tax return	If ticked, Taxcat will recognise that all prepared returns have been signed and are ready for lodgment
Apply ELS lodgment	The prepared return is defaulted to appear in the Send list for lodgment, using the ELS
Modem or Broadband transmission	Tick this if transmitting returns via modem or broadband.
Tax return checklists	Is no longer applicable
Apply WRE Worksheet	Automatically gives the user access to WRE worksheets

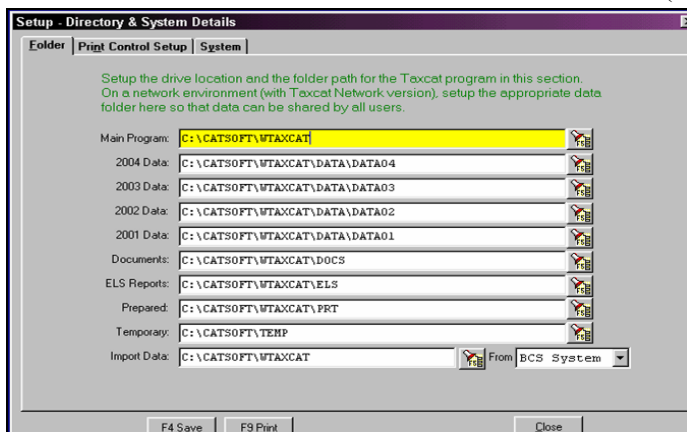
- **Trust Accounts**

This section contains the tax agent’s bank account details for Electronic Funds Transfer (EFT) purposes. Entering your details here will give you the option to default the EFT details within the Front Cover of each tax return(s).

- **Folder & System Details** (Setups | Folder & System Details)

- **Folder Details**

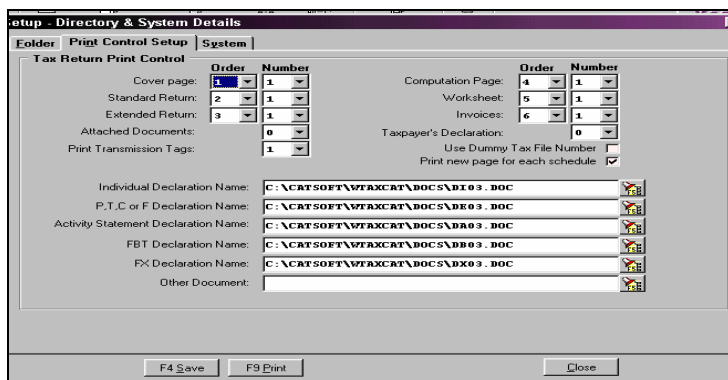
This section displays the directory locations of the program, your data, documents, ELS reports, etc. These directories can be modified within this screen. (As below)



- If you decided to position the program and your data on the network, e.g. T:\ drive, then you would click into the ‘Main Program’ and ‘Data’ (1999-2002) fields, and change the drive letter from C:\ to T:\. This will allow you to easily access the program and your data from the network.

- **Print Control Setup**

The following screen will appear allowing you to customise printing jobs. Within this screen, you have the option to print a taxpayer’s declaration, transmission tags, etc.



- **Print New Page for each schedule**
Ticking this box will print each schedule, within the return, on a new page

HEADING	DESCRIPTION
Cover Page	Prints the front cover of the tax return
Standard Return	Prints the completed tax returns in brief.
Extended Return	More detailed print showing details within each item of the return
Attached Documents	Prints any document in the ‘Other document’ field (E.g. letter, etc)
Transmission Tags	Prints the ELS transmission tags of a return
Computation Page	Prints the Calculations showing Final Tax Payable/Refundable
Worksheet	Prints Primary/Non Primary production worksheet(s) or Schedule(s)
Invoices	Prints the invoice(s) associated with the client
Taxpayer’s Declaration	Prints the declarations within the ‘Individual, P, T, C or F, GST Forms (GA, GB, GI & GR), FBT or FX’ declaration fields

- **System**

HEADING	DESCRIPTION
Apply Test Transmission	If enabled, a default 'Yes' value will be applied to each return transmitted to the ATO. i.e. Tax returns transmitted will be considered as test transmissions only. This setting can be overridden during a <i>Send Returns</i> session.
Apply Password for Taxcat	If enabled, access to Taxcat will be restricted by a password. Insert the desired password in the <i>Password</i> field below.
Password	This field relates to the <i>Apply Password for Taxcat</i> setting. Any value typed into this field will be the password used to activate Taxcat.
Require user login name	This setting activates the user login screen. The login screen required the Taxcat user to enter his or her identity so that any tax return prepared or modified by the user will have the user's identity inserted against that return. The user's identity can be viewed while in the return through <i>Additional Information</i> in the <i>Other Tax Agent Information</i> section.
Bypass front cover TFN	This option allows the user to bypass the TFN field without error. However, please note that the TFN is mandatory for any return lodged with the ATO.
Disable backup warning message	The backup reminder message that appears when the user exits Taxcat, is disabled if this setting is ticked.
Print portrait format for assets depreciation report	This option allows the user to print any assets depreciation report in portrait format. Normally, this report prints in landscape format. NB. In some situations the portrait format may not be appropriate.
Incompatible printer	This option should only be used when Taxcat is not printing properly with the default MS Windows printer driver.
Not allowed to modify validated return	This option prevents the user from modifying a tax return that carries the status of <i>Validated</i> .
Use local hard disk for quicker processing	This option is used where Taxcat is installed to a network drive and network performance is slow. Ticking this option will enable a caching technique to be applied utilizing the local hard disk to speed up certain processes.
Skip Taxcat Error(s) for transmission	This option allows the user to skip any errors in a tax return that prevent Taxcat from picking up the return during the <i>Send Returns</i> session.

➤ **Printer Settings**

(File | Printer Setup)

This screen allows you to personalise your printer and paper settings.

CHAPTER 3 - ELECTRONIC LODGMENT SERVICE

The Electronic Lodgment Service (ELS) was setup to provide tax agents with an alternative to the existing system, whereby returns could only be lodged manually. The introduction of the ELS allowed tax agents to lodge returns and forms electronically, via modem.

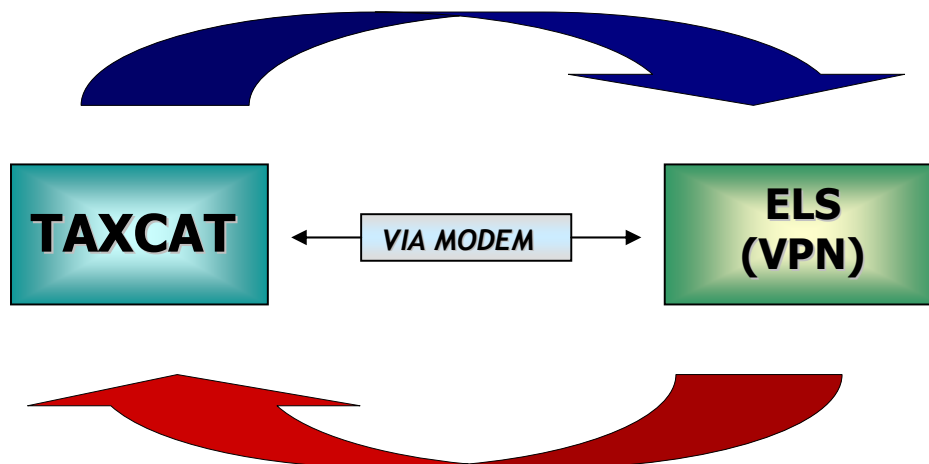
The introduction of the ELS has had many benefits. Some benefits include:

- Immediate access to the ATO (24 hours/365 days a year)
- Electronic lodgment of GST forms and ABN applications (BAS, IAS, etc.)
- Access to a wide range of electronic reports; and
- Faster turnaround than those returns lodged manually

The introduction of the ELS has been successful and its relationship with Taxcat will ensure you immediate access to the ATO.

THE DIAGRAM (BELOW) ILLUSTRATES THE LODGMENT PROCEDURE

TAXCAT USER LODGES TAX RETURN(S) TO AUSTPAC

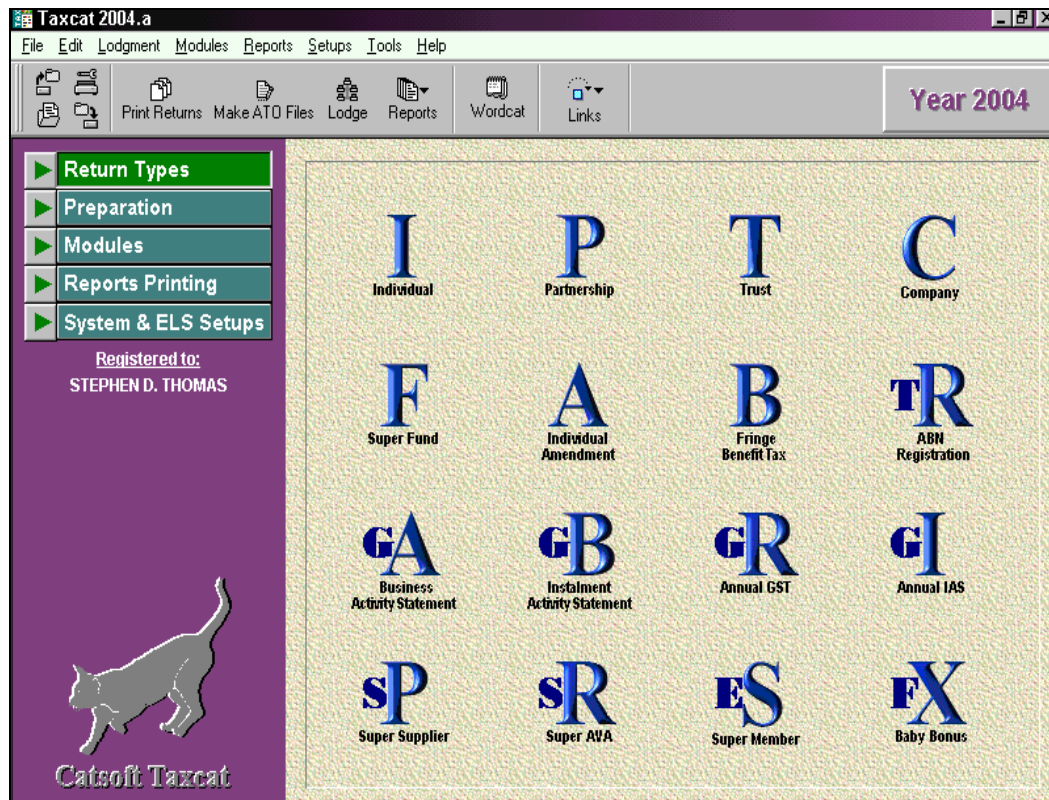


ELS CONFIRMS TAX RETURN(S) HAVE BEEN ACCEPTED/REJECTED

CHAPTER 4 - FORMS WITHIN TAXCAT

The following forms/returns are available within Taxcat. Each form/return has been designed as per the ATO Specifications.

- Individual (I)
- Partnership (P)
- Trust (T)
- Company (C)
- Super Fund (F)
- Individual Amendment (A)
- Fringe Benefits (B)
- ABN Registration (TR)
- Baby Bonus Form (FX)
- Tax Agent Report Request (RR)
- Business Activity Statement (GA)
- Instalment Activity Statement (GB)
- Annual GST Form (GR)
- Annual IAS Form (GI)
- Update Client (CU)
- Client (Correspondence) Preference (CP)
- Super Supplier Data (SP)
- Super Assessment Review (SR)
- Super Member Data (ES)



As shown above, the frequently used forms can be accessed from the main page of Taxcat, e.g. Individual, Partnership, etc. Whereas, the smaller forms in Taxcat, are found within File | Database Maintenance.

In most situations, you should obtain a copy of the relevant ATO Instructions, as they will assist you with the completion of particular forms/returns. Also, look out for any notes within returns/forms, as they will assist with the completion of particular sections.

CHAPTER 5 - PREPARING A RETURN

FRONT COVER

Within the return, the front cover is mandatory and most fields require completion. The ATO is able to identify your client from the front cover details. You must complete the front cover prior to entering the tax return.

Important Notes within the Front Cover:

- You must use a different client code for all returns/forms. I.e. if you have a client for tax and GST purposes, the client code of their tax return must be different to the client code of their BAS Form(s)
- Specify whether the client is an Australian resident for calculation purposes
- Ensure the correct sex and date of birth are entered
- Specify all partners, trustees, public officers, etc. of the entity; and
- Most importantly, the 'Use ELS' and 'Sign Return' boxes are ticked for lodgment purposes.

The screenshot shows the 'Front Cover' form in Taxcat 2002. The client is NATALIE IMBRUGLIA, with Client Code HONDA99 and Tax File Number 200 000 002. The form is for the year 2002. Key options are checked: 'Use ELS', 'Sign return', 'Resident of Australia?', and 'Female'.

KEY	FUNCTION
F1	Tax Agent's Guide
F2	Add a new client
F3	Edit/Modify
F4	Save
F5	Client List
F6	Access the Tax Return
F7	Print
F8	Delete
F9	Calculations
F11	Import Ledgercat Data
F12	Error Report
Ctrl+K	Validate the status
Ctrl+A	Clone Client

MAIN & BUSINESS ITEMS

The details within these sections are used to calculate the estimated tax payable or refundable. The 'Main items' and 'Business Items' are sent to the ATO for assessment. If an item has been incorrectly completed or is incomplete, you will receive a validation error. Taxcat will usually refer you to the problem area, however, in the situation it does not, you can refer to the user guides provided by the ATO.

SCHEDULES

Specific schedules may be required by the ATO. These Schedules must be completed, within the taxpayer's return and sent to the ATO for assessment. On completion of various schedules, Taxcat will transfer the figures into the relevant item(s) within the return. When completing a schedule, it is recommended you refer to the ATO Instructions.

The screenshot shows the 'Schedules' menu with the following items listed:

- Additional Information (A) - (To be sent to ATO)
- Missing PAYG Payment Summary (T) - (To be sent to ATO)
- Family Trust Election (X) - (To be sent to ATO)
- Interposed Entity Election (Y) - (To be sent to ATO)
- Capital Gains Tax Schedule (BK) - (To be sent to ATO)
- Capital Allowances Schedule (BL) - (To be sent to ATO)
- Payment Summary Schedule (PS) - (To be sent to ATO)
- Losses Schedule (BP) - (To be sent to ATO)
- Personal Service Income Schedule (BS) - (To be sent to ATO)
- Rental Schedule (BR) - (To be sent to ATO)

The Schedule listing, left, shows those schedules available for completion within the 2002 Trust return

Note: Some schedules include mandatory fields that must be completed

WORKSHEETS

Worksheets are not sent to the ATO. Worksheets are solely in place to assist the user with data input. Particular items within the worksheets can be transferred into items within the return. Worksheets can be accessed from the main menu in the return (left hand side) and they may be used for those entities involved with livestock and produce trading.

- Figures entered into the Income, Expenses, etc. sections are transferred to the Main Section of the Worksheet
- The user has the option to update the Business Schedule, with the figures in the worksheet(s) (F9)
- The user may create numerous worksheets

Functions:

F9 – Update Business Worksheet: Relevant figures in the worksheet will transfer to the tax return.

The Worksheets section also includes an ‘Agents Notes and Information’ section for the tax agent’s personal use.

CALCULATIONS

Calculations provided by Taxcat are estimates only and are not sent to the ATO. Once the ATO has received and reviewed your return, you will receive the ATO Assessment, which will show the actual amount of tax payable or refundable.

If your client has any PAYG amounts that have been paid upfront, you can include these amounts within your calculations. The **F5-PAYG** option, within the Calculations screen, will allow you to enter any PAYG details and by ticking the ‘Add the total to final tax payable’ box, the PAYG amount will be included in the calculations.

Note: the PAYG information is for calculation purposes only and is not sent to the ATO. The ATO will know from their records of any PAYG amounts.

KEY	FUNCTION
F3	View the Averaging information, if any, within the return
F5	PAYG details (Mentioned above)
F6	View rebates and credits, if any, within the return
F7	Print the calculations

CHAPTER 6 - LODGMENT

The final step in the process is lodgment. Before you can proceed to prepare the return for lodgment, you must ensure that:

- The 'Use ELS' and 'Sign Return' boxes are ticked on the Front Cover of the return
- The 'Suspended' box is not ticked
- The return contains no errors (**F12** – Error Report); and
- The tax agent setup is correct (i.e. ELS Approval Number corresponds with that in Communication Setup, etc.); and

Once the above conditions have been satisfied, you may proceed with lodgment.

LODGMET PROCEDURE

a) **Make the ATO Files** (Lodgment | Make ATO Files)

The first step is to prepare the return for transmission. This is done by:

- i) Clicking on the 'Make ATO File' icon; or
- ii) Clicking on the Lodgment heading on the main menu and selecting Make ATO Files. On the next screen, tick the box of the client you wish to lodge and click on 'Start'.

b) **Send Return(s)** (Lodgment | Send Returns)

Once the ATO files have been made, the status of the return should now read 'Prepared'. To proceed with lodgment, you can click on the 'Send' icon, or click on the Lodgment heading on the main menu and select Send Current Year Tax Returns or Send Prior Year Tax Returns.

The following screen should then appear:

The screenshot shows a window titled "Process - Transmit Returns - Total [5] record(s)". It features a search bar with "All Approval" and "Approval No." dropdowns. Below is a table with columns: Approval No., Agent Code, Client Code, Client Name, and Type. The table contains five rows of data. At the bottom, there are checkboxes for "Automatic Transmit" and "Apply test transmission", along with an "Alternative DTOM" dropdown. Buttons for "Select All", "Clear All", "ELS Setup", "Delete", "Start", and "Close" are at the bottom.

Approval No.	Agent Code	Client Code	Client Name	Type
<input type="checkbox"/> 93045	000	CCT001	CAREY, WAYNE	I
<input type="checkbox"/> 93045	000	EI001	JORDAN, MICHAEL	I
<input type="checkbox"/> 93045	000	HONDA77	BERGER, PATRIK	I
<input type="checkbox"/> 93045	000	HONDA99	IMBRUGLIA, NATALIE	I
<input type="checkbox"/> 93045	000	WC2002	DE LIMA, RONALDO	I

THE 'SEND' SCREEN

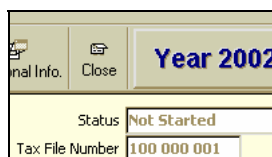
- 1) Place a tick beside the return(s) for lodgment
- 2) The 'Transmission Options', allow you to apply an Automatic and/or Test transmission case
- 3) Click on 'Start' to continue

c) **Reset Return(s)** (Lodgment | Reset Returns)

In some situations you may be required to re-lodge a return. This will require resetting the status of the return. The status can be reset by:

- a) Clicking on Lodgment on the main menu and selecting Reset Return(s); and
- b) Tick the box of the return(s) you wish to reset and click on Start.

This procedure will reset the return's status to 'Not Started'.



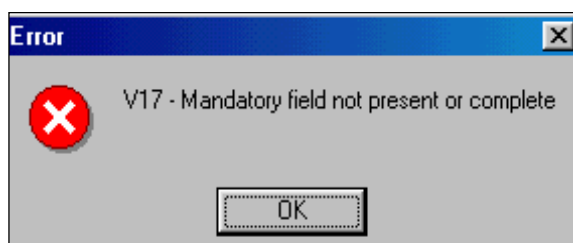
CHAPTER 7 - VALIDATION ERRORS

When a particular item in the return has not been completed or has been completed incorrectly, you will receive a validation error, for example V1640A. These validation errors are implemented as per the ATO specifications. If you receive a validation error, you should refer to the Errors Documents in the WTAXCAT folder. The Errors document defines the validation errors and provides brief suggestions to correct them.

You will realise that there are some validation errors you receive from the ATO but not Taxcat. This is because some validation errors only apply at the ATO gateway on lodgment.

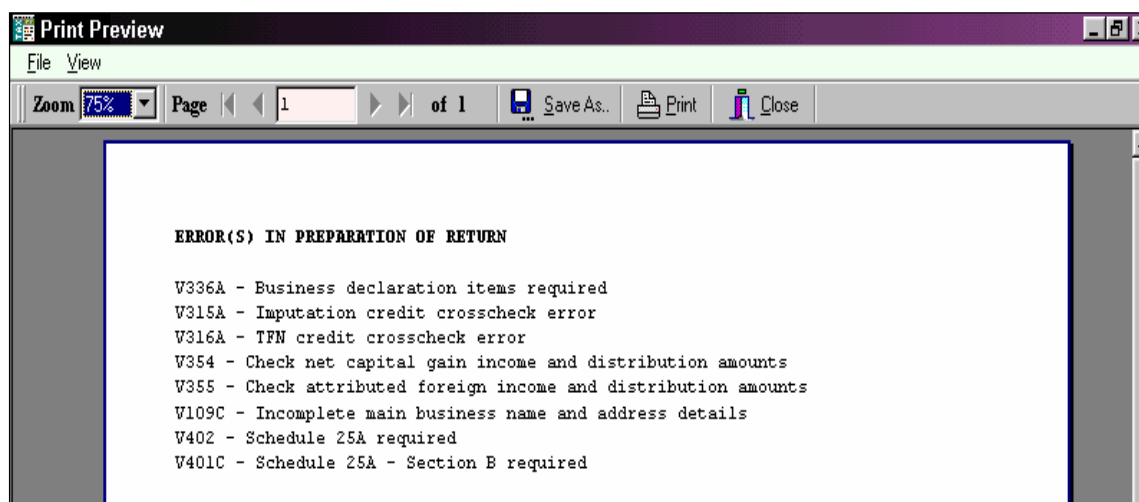
For example, V39-Duplicate File Number. This error message states the return has already been lodged and accepted. Within Taxcat, if the status of a sent return has been reset, it is not possible for the program to recognise that the return had already been sent.

The error messages within Taxcat, will give you a brief description of the problem. In most situations, the error message will guide you to the incomplete or incorrect section. In the situation it does not, refer to the Errors Document. For example, the error message V17 (below), states that a mandatory field has not been completed.



If an error exists within a particular area, the error message will usually appear whilst you are working on that item. However, it is common that an error will not appear until the return is completed. The Error Report, displayed by clicking the **F12** key, will reveal the errors, if any, within the return.

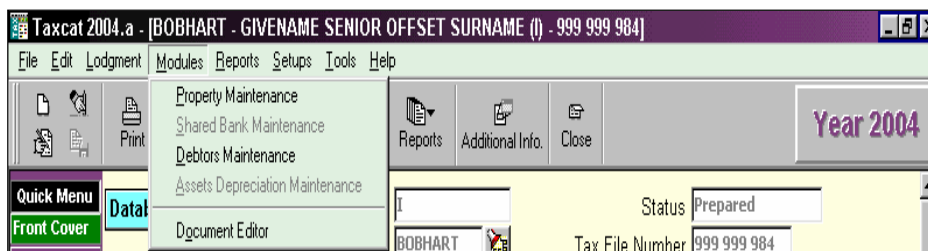
Below is an 'Error Report', printed to screen, within a Company return (**F12**)



CHAPTER 8 - MODULES

i) Taxcat Standard

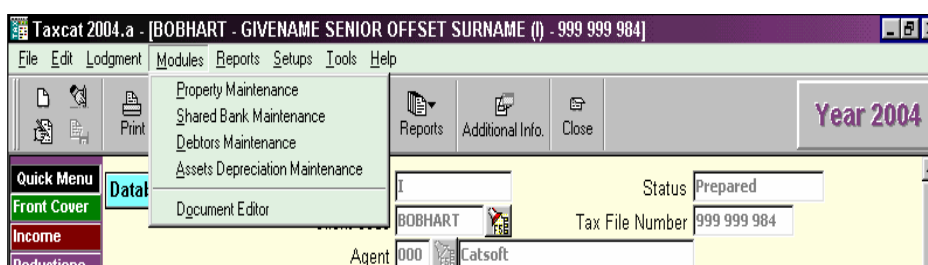
This version restricts the user to three modules. As shown below, all modules are not active.



The 'Shared Bank Maintenance' and 'Assets Maintenance' modules are not available with the Standard version.

ii) Taxcat Advanced

This version provides access to all the modules. As shown below, all modules are now active.



The 'Shared Bank Maintenance' and 'Assets Maintenance' modules are now available to the user. To obtain the 'Advanced' version of Taxcat, contact Catsoft.

TAXCAT MODULES

➤ **Property Maintenance**

- *Allows for the completion of Rental Schedules. Once completed the relevant rental items are transferred to the client's return, via the link created by the client code. The user also has access to the depreciation schedule for rental items, within the Expenses section (F5 - Assets)*

Completing the Rental Schedule

1. *Go into the Rent Item within the tax return, e.g. 2002 Individual Return – Item 20*
2. *Click on **F11 – Property***
3. *You should now be in the Rental Schedule. Click on **F2** to add a new rental item*
4. *Key in all the relevant details, i.e. address, income details, expenses, etc.*
5. *Within the Owner Details section, key in the correct Client Codes of the taxpayers and show the split to be allocated to each owner, e.g. 50/50.*
6. *On completion, press **F4** to save. The relevant information should be transferred to the tax return(s) of the client code(s) specified.*

Note: In some situations, there may be discrepancies between the figures that appear in the Rental Schedule and the figures at the Rent item in the return. This is usually the result of the rounding of odd numbered amounts within the Expenses items, as the Rental Schedule only accepts whole dollar values.

For example: There are 2 owners and one expense item is \$43.00. If the split is 50/50, Taxcat will allocate \$22.00 to each client. As a result, the expense item will be overstated by 50 cents for each client.

To avoid this rounding error, you should try to use even numbered amounts, within individual expense items.

➤ **Shared Bank Maintenance**

- Allows for the maintenance and split of any bank interest items. By specifying the interest amount(s) and the split for each client code (taxpayer), Taxcat will transfer the figures into the returns of the corresponding client code(s).

CODE	NAME	% Split	Interest	Tax w'held
DALGWR	Test	25.0000	625.00	25.00
KANA0404	KANAIVALU	25.0000	625.00	25.00
ROLLI01	CURRENT SURNAME	25.0000	625.00	25.00
ROLLI02	SURNAME	25.0000	625.00	25.00
		100.0000	2500	100.00

KEY	FUNCTION
F2	Add a new record
F3	Edit/Modify
F4	Save
F5	Select Client
F8	Delete record(s)
F9	Print

➤ **Debtors Maintenance**

- A simple billing module that allows for invoicing and maintaining outstanding invoices, debtors, etc. It also provides for the recording of amounts paid. The data within this module can be viewed in report format, within 'Debtors Reports'.

Details	Amount
Fees - 22/05/2004	1540.00

➤ **Assets Maintenance**

- A very useful feature that calculates depreciation. It maintains the assets of the entity and allows use of the pooling methods. The 'Assets List' displays the assets within each asset category, whilst the 'Assets Details' shows the individual asset and its depreciation information.

KEY	FUNCTION
F2	Add new asset
F3	Edit
F4	Save
F5	Find
F7	Transfer assets between asset categories
F8	Delete
F9	Print

Asset List screen

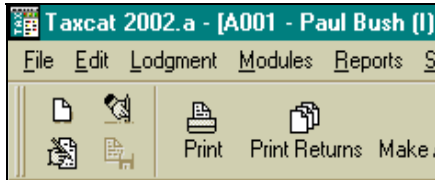
Asset Details Screen

➤ **Documents Maintenance**

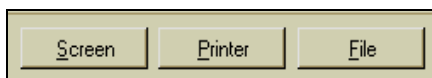
- Taxcat's own word processor. Also known as Wordcat, it allows the user to prepare specialised letters/documents, with the option of using tags within Taxcat.

CHAPTER 9 - PRINTING RETURNS

The 'Print' and 'Print Returns' icons, on the screen, allow the user to print returns. The 'Print Returns' icon can be used to print at all times. Whereas, the 'Print' icon will only print where the return contains no errors (F7).



On selecting 'Print Returns', place a tick beside the client code of the return you wish to print and then select to print to screen, printer or file. 'Print Returns' allows the user to print returns containing errors.



Within Taxcat, you also have the option to print returns in PDF format. You can utilise this feature from the main menu by clicking on File | Print Preview Tax Return (PDF Format).

The PDF print gives you the option to lodge your tax return via paper. I.e. on completion, you can print the return in PDF format and post it to the ATO for assessment.

IMAGE OF A PDF PRINT

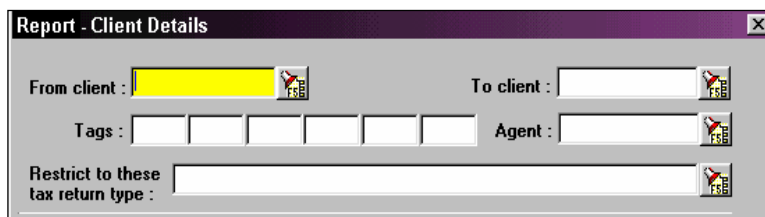
Partnership tax return 2002		Page 1														
1 July 2001 to 30 June 2002		RN: 116802														
<table border="1"> <tr> <td>Date</td> <td>Month</td> <td>Year</td> <td>to</td> <td>Date</td> <td>Month</td> <td>Year</td> </tr> <tr> <td>01</td> <td>07</td> <td>2001</td> <td></td> <td>30</td> <td>06</td> <td>2002</td> </tr> </table>	Date	Month	Year	to	Date	Month	Year	01	07	2001		30	06	2002	Have you attached any other attachments? <input type="text" value="N"/>	
Date	Month	Year	to	Date	Month	Year										
01	07	2001		30	06	2002										
<small>or specify period if part year or approved substitute period</small>																
Notes to assist in the preparation of this tax return are provided in the Partnership and Trust tax return 2002 instructions (the instructions) available from the Australian Taxation Office.		Tax file number (TFN) 999999992														
Name of partnership and Australian Business Number (ABN)	WWE PARTNERSHIP ABN 53000845616															
Previous name of partnership <small>If the partnership name has changed, print it exactly as shown on the last tax return lodged.</small>	WWF PARTNERSHIP															
Current postal address <small>If the address has not changed, print it exactly as shown on the last tax return lodged.</small>	ADD 1 ADD 2 Suburb or town SUBURB State SA Postcode 5000 Country -if not Australia															
Postal address on previous tax return <small>If the address has changed, print your previous address exactly as shown on the last tax return lodged.</small>	ADDRESS 1 ADDRESS 2 Suburb or town SUBURB State Postcode Country -if not Australia USA															

CHAPTER 10 - REPORTS/LETTERS

There are various letters and reports that can be printed within Taxcat.

- **Clients' Detail Report** (Reports | Clients' Details)
 - There are two types of reports available:
 - a) Client Front Cover details – provide users with a selection of front cover items to be displayed
 - b) Client's assessment and lodgement details – provide users with a selection of lodgement and assessment items to be displayed.
- **Client Status Report** (Reports | Client Status)
 - The Client Status report provides up to six types of status for report processing. One status is allowed for each report.
- **Client Tax Return Report** (Reports | Client Tax Return)
 - The Client Tax Return report provides up to six criteria from commonly processed returns. One criterion is allowed for each report.

All three client reports provide users the flexibility to select client report options tailored to their requirements. There are three selection criteria available:



The screenshot shows a dialog box titled "Report - Client Details". It has a purple title bar with a close button. The dialog contains several input fields and buttons:

- "From client": A text field with a yellow background and a small "F5" button to its right.
- "To client": A text field with a small "F5" button to its right.
- "Tags": A row of five empty text boxes.
- "Agent": A text field with a small "F5" button to its right.
- "Restrict to these tax return type": A text field with a small "F5" button to its right.

1. **From client code/ To client code:** select client codes alphanumeric within the range selected. Click on the button beside this field or click F5 to view client list.
2. **Tags:** Allows user to group clients with the same tag.
3. **Restrict type of tax returns:** selection based on form types selected in the next screen. Click on the button beside this field or click F5 to view the form types available.

- **Rental Property Worksheet**
 - Prints a copy of the rental schedule entered into the Property Maintenance module either accessed directly through the Modules menu or accessed indirectly through the rental item in a tax return.
- **Share Bank Worksheet**
 - Prints a list of shared bank account details and breakdowns to each account holder, listing client code, name, percentage split and allocated interest and/or tax withheld.
- **Debtors' Report**
 - This module allows for the batch printing of invoices and other basic debt analysis reports such as the Aged Debtors Report and Monthly Invoices Report. The user may select a restricted range of clients for whom the invoices or the reports are prepared for.

➤ **Client Letters** (Reports | Clients' Letters)

- This module allows for batch printing of documents, with reference to selected database fields, hence customizing each document. The user may select a restricted range of clients for whom the documents are prepared for.

Code	Client Name
<input type="checkbox"/> BOBHART	SURNAME, GIVENAME SENIOR OFFSET
<input type="checkbox"/> COMPO01	COMPANY NAME A, SIMPLE RETURN
<input type="checkbox"/> COMPO02	COMPANY NAME A, LOSS RETURN
<input type="checkbox"/> COMPO03	COMPANY NAME A, OTHER INCOME RETURN
<input type="checkbox"/> COMPO04	COMPANY NAME A, OTHER INCOME
<input type="checkbox"/> COMPO05	COMPANY NAME A, OTHER INCOME
<input type="checkbox"/> COMPO06	COMPANY NAME A, OTHER A

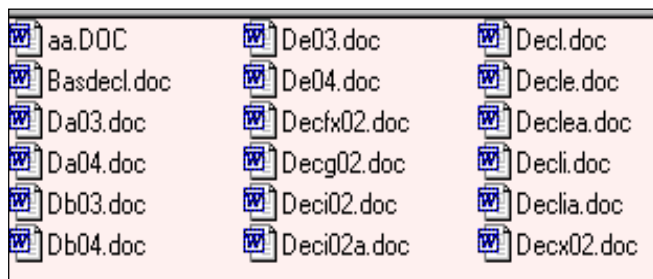
STEP 1

Select the clients to be referenced in those documents. This is achieved by marking a tick next to each client code.



STEP 2

Select the output method.



STEP 3

After Step 2 is completed, a list of documents will appear. Select the document you would like to use by highlighting the file and then click on the OPEN button. The document will be printed for each client in the selected range.

➤ **Sticky Label(s)** (Reports | Sticky Labels)

- This new feature allows the user to print labels that can be used for mailing purposes. There are over 600 different labels available for printing.

➤ **Lodgement Review** (Reports | Lodgement Review)

- The Lodgement Review report provides a quick facility whereby users can view the statistics for all clients that have been lodged or not lodged by specifying the date period. All clients lodged are grouped by Transmitted, Validated and Assessed. The percentages are divided on a month basis.

➤ **ATO Report and Data** (Reports | ATO Report and Data)

- This menu provides a selection of reports transmitted from the ATO via the electronic lodgement system (ELS). There are two groups of reports; the standard transmission reports and the agent request reports (RR).
- The standard transmissions reports are generated by the ATO CEG whenever a lodgement is sent to the ATO. These are the transmission and validation reports.

Report Type/Data from ATO	Description
Validation Reports	This report displays the number of returns sent and received by the ATO and if it was accepted or rejected. Rejected returns will have an explanation of the errors.
Transmission Reports	This report only verifies the number of returns transmitted and received by the ATO's CEG successfully.

The agent request reports (RR) are received when an agent request (RR) form is lodged electronically. There are two groups of reports: Solicited and Unsolicited reports. For solicited reports, a request must be made when a report is required. Unsolicited reports are automatically received if the tax agent has previously requested for unsolicited reports.

Solicited Reports: Client List (OC)
 Client Statistic (OS)
 Activity statement client list reports (OG)

Unsolicited Reports: Due Lodgement
 Reconciliation Statement
 Activity Statement (AS) lodgement report (OL)
 Activity Statement (AS) summary report (OM)

Report Type/ Data from ATO	Description
Client List (OC)	Displays a list of clients and their lodgement status. Due lodgement reports with a 'Not Lodged' status only apply to (I), (P) & (T).
Activity statement client list reports (OG)	Displays a list of clients with GST registration status and their mode of delivery of activity statements.
EFT acknowledgement/error report (OA)	Acknowledges form RR EFT reconciliation statement request received or errors with reconciliation processing.
EFT output reconciliation report (OR)	Reconciliation statement report showing clients and deposits made to their specified bank account.
Client Statistic (OS)	Report showing in percentages the lodgement activity of each client group.
Outgoing BAS statement (OB)	Requested through the (CU) form and provides data to assist in the preparation of the GA form.
Outgoing IAS statement (OI)	Requested through the (CU) form and provides data to assist in the preparation of the GB form.
Activity Statement (AS) lodgement report (OL)	List clients and their lodgement status for the previous six months and also for the annual IAS and GST return.
Activity Statement (AS) summary report (OM)	List all activity statements on a monthly basis for each client.

➤ **Taxcat Setup**

- Taxcat setup report provides a quick facility to view tax agent, folder and system details and ELS setup on the Taxcat program.

CHAPTER 11 - TOOLS

Within the Tools menu, you have access to various functions. This section will give you an insight to the functions available.

1) **Backup/Restore** (Tools | Backup, Restore)

Allows the user to extract and retrieve data. This 'backup' function allows the user to store their data on an external source. This ensures that if your system is corrupted, you still have a backup containing your data. The 'Restore' component allows the user to retrieve their data efficiently.

2) **Delete Data** (Tools | Delete Data)

A simple solution to deleting unwanted information. You simply place a tick in the check boxes of the returns, or make use of the 'Delete Data Option' groups, to delete unnecessary returns.

3) **Rebuild Database / Rebuild Client List**

This option should only be used on the advice of Catsoft. This function will correct any corrupted files within the client's database.

Your database may require rebuilding in some of the situations below:

- You cannot select a return from the list. Only the first return on the list can be selected.
- You have tried everything possible to make the ATO files of a return. However, the return does not appear in the 'Send' list
- Taxcat is requesting a password to access a client's return; and
- Where you have clients missing from the Client List

Prior to performing a Rebuild Database, we strongly recommended you take a backup of your data.

4) **Transfer** (Tools | Transfer)

Allows for the transfer of individual or multiple tax returns, to and from disk.

If there is no network in place, this function can be used to transfer a client's return from one computer to another computer. This is a very user-friendly feature, as the user is not required to backup their entire data, they only transfer the required return(s).

For example: Catsoft Support requests a return, which contains errors, be sent for analysis. The user can use this facility to easily transfer the client's return to disk. Once the files have been transferred, they can then sent to Catsoft via e-mail.

5) **Import Ledgercat Data** (Tools | Import Ledgercat Data)

After the required steps have been taken to prepare Ledgercat data for importation, this selection will import the Ledgercat data into Taxcat.

This user-friendly feature can be utilised where the tax agent maintains the general ledger of the client and also completes their tax return. This selection will transfer the relevant information from the general ledger, into the tax return of the client.

6) **Roll-over – [Clients] / [Properties] / [Shared Bank] / [Debtors]**

Allows for the roll over of prior year tax returns, rental properties, shared bank items and debtors into the current year.

For example: the user wishes to roll over returns from 2001 to 2002. By simply selecting this option, within the 2002 year, the user can filter those returns to be rolled over and then proceed with the procedure.

This facility will save the user time, as they will no longer be required to re-enter existing clients, properties, shared bank and debtor related information.

CHAPTER 12 - WORKED EXAMPLE

An existing client [Client Code BOSS01] provides you with the following:

Your task is to prepare and lodge his 2001-02 tax return.

2001-02 TAX RELATED INFORMATION

Name: Mr Giorgio Versace

Home Address: 23 Liverpool Court
Anfield
VICTORIA 3066

Mailing Address: PO BOX 23
Anfield Post Centre
VICTORIA 3066

D.O.B 20/12/1970
Residency Permanent
Marital Status Single

Income

- Distribution from trust (Non-Primary)	\$ 7500
- Income from shares (Franked) (Imputation Credit - \$2571)	\$ 6000
- Income from employer (Part time) (Taxed element - \$3400)	\$16500
- Income from rent (100% ownership)	\$ 7400
- Personal Services Income	\$12000
- Foreign Pension/Annuity (With UPP component - \$235.00)	\$ 1200
- Interest Income	\$ 120

Deductions

- Motor Vehicle	\$ 700
- Donations	\$ 100
- Cost of tax affairs	\$ 210
- Other work related expenses	\$ 410
- Rental Expenses	\$ 6900

Additional Information

- No private health cover	
- PAYG instalment paid in advance	\$ 2000
- Adopted a 2 year old child on 1/10/2001	

COMPLETING THE RETURN

Step 1

As Mr. Versace's previous year (2001) return already exists, within the 2001-02 year we roll over his prior year return.

Roll-over procedure

- Click on Tools | Roll-over [Clients]
- Select the client code [BOSS01] for both beginning and ending client
- Place a tick in the 'Would you like to roll over information within the client's tax return?' box
- Tick the 'Individual' box from the 'Return Type' list; and
- Click on 'Start'. On completion, click on 'Close'

Step 2

After successfully rolling over, on the main screen, we click on the 'I' (Individual) return.

- To select Giorgio's return, we press **F5** on the keyboard and select BOSS01 from the client list.
- The front cover should now appear. We check the details to ensure they have rolled over correctly.

Step 3

- As his details are the same as last year, no adjustments are required.
- We press **F4** to save. Then we click on **F6** to access 'Main Items'.

Step 4

Within the main items, the menu runs down the left hand side. This menu gives you access to all the sections. To access an entire section, select: for example, 'Go to income section', instead of selecting the individual income item.

From the information Giorgio has given us, we proceed to complete the return (on next page)

Step 5

On completing the return, we click on **F12** for an error report. This report will show the errors, if any, within the return. In Giorgio's return there are no errors. It is ready for lodgment.

Step 6

To lodge the return, we follow the procedure below:

1. Within the return, we click on 'Make ATO Files'
2. Place a tick in the box of BOSS01
3. Click on 'Start'.
4. When finished, the message 'ATO Files have been made' will appear
5. We then click on 'Send'
6. In the 'Send' screen, we tick the box for BOSS01 and 'Automatic Transmission' and click on 'Start'

Step 7

Once lodged, we will receive the ATO reports. The reports will show whether the return has been accepted or rejected. If rejected, we will refer to the validation report to view the errors within the return. Any errors must be corrected before we attempt to re-lodge the return. If accepted, Giorgio's return has been successfully lodged.

Finally, we print a copy of the return, for Giorgio, showing his estimated tax payable or refundable.

2001 – 02 INDIVIDUAL TAX RETURN - GIORGIO VERSACE

- In the INCOME section, we enter the following:

Item 1 - Income from employer	\$16500
**(Tax Withheld - \$ 3400)	
Item 10 - Interest Income	\$ 120
Item 11 - Income from shares (Franked)	\$ 6000
**(Imputation Credit - \$ 2571)	
** Will be deducted within the calculations	
Total Income from item 1 – 11	\$22620

- In the DEDUCTIONS section, we enter the following:

Item D1 - Motor Vehicle Expenses	\$ 700
Item D5 - Other work related expenses	\$ 410
Item D9 - Donations	\$ 100
Item D11 - Cost of managing tax affairs	\$ 210
Total Deductions from D1 – D11	\$ 1420

- In the MEDICARE section, we enter the following:

Item M2 - As Giorgio is not eligible to pay the surcharge, we enter 365 at 'Number of Days not liable for surcharge'

- In the Supplementary Income section, we enter the following:

Item 12 - Distribution from trust (Non-Primary)	\$ 7500
Item 13 - Complete item P1 in the Business Schedule (Other PSI)	\$12000
(Figure should transfer from the schedule to item 13)	
Item 19 - Foreign Pension/Annuity (with UPP component)	\$ 1200
Item 20 - Complete the Rental Schedule: - Gross rent	\$ 7400
- Rental expenses	(\$ 6900)
Net Rent	\$ 500
Total Supplementary Income from item 12 – 20	\$21200

- In the Supplementary Deduction section, we enter the following:

Item D13 - Deductible component of UPP pension/annuity	\$ 235
Total Supplementary Deductions from item D12 – D15	\$ 235

- As Giorgio adopted a child in after 1 July 2001, he is eligible for the Baby Bonus.

To claim the Baby Bonus, we go into Schedules | First Child Tax Rebate (FS)

Within the schedule, we specify the following:

- Base Year 2001
- Base Year Taxable Income \$60000 (from last year's tax return)
- Base Year Gross Tax \$ 8000
- Child's details Given name, surname, D.O.B etc,
- Date you became legally responsible 01/10/2001
- Variation to the claim - Number of days 273 days (01/10/2001 to 30/06/2002)

- We now proceed to include the PAYG amount. This is done within the Calculations (F9).
- Within the Calculations, we click on F5-PAYG, enter in the \$2000 and place a tick in the 'add the total to final tax payable', then click on Save. The return is now complete.

GIORGIO VERSACE'S 2001 – 02 TAX RETURN CALCULATIONS

Tax computation estimate - N.B. These calculations are ESTIMATES only.	
Total Taxable Income	44736
Including Capital Gains	0
Tax Free Threshold	6000
First Child Rebate	304.44
Imputation Credits	2571.00
Credits and Refundable offsets	6275.44
Additional Information	
Agent Estimate/Variation	0.00
Total SFSS Debt (if any)	0
Total HECS Debt (if any)	0
PAYG Amount	2000
Tax Payable	9800.80
Less Gross Tax Payable	9800.80
Tax Offsets	0.00
Net Tax Payable	9800.80
Plus Medicare Levy	671.04
HECS & SLS Contribution	0.00
Total Tax Liability	10471.84
Foreign Tax Credits	0.00
Tax Deducted/Withheld	6275.44
Tax withheld-no ABN quoted	0.00
Tax withheld-labour hire etc	0.00
Tax To Pay (Refund)	2196.40

F3 Avg. Info.
F5 PAYG
F6 Rebates & Credits
F7 Print
F4 Save
Close

The calculations screen shows the following:

Taxable Income	\$ <u>44736.00</u>
Tax payable on this amount	\$ 9800.80
Add:	
+ Medicare Levy	\$ 671.04
	\$ 10471.84
Less:	
- Tax Deducted/Withheld	\$ 6275.44
PAYG Amount	\$ 2000.00
	\$ 2196.40
Estimated Tax Payable	\$ 2196.40

- Giorgio Versace's estimated final tax payable is \$2,196.40

CHAPTER 13 - FREQUENTLY ASKED QUESTIONS

(i) What is the correct procedure to roll-over prior year clients?

We recommend you roll-over your clients using the Roll-over Clients function, within the Tools menu in Taxcat. (Tools | Roll-over Clients)

(ii) I made the ATO Files for a client. However, the client does not appear in the Send list. Why?

If your client does not appear in the Send list, check the following:

- a) The return contains no errors. Clicking on **F12** will print the error report. This report will show the errors, if any, within the return.
- b) On the Front Cover, the Use ELS & Sign Return boxes should be ticked and the Suspended box should NOT be ticked.
- c) The tax agent number you are using has been set up correctly
I.e. Tax Agent Details correspond with ELS Setup details
- d) You are lodging from the correct year of the return. I.e. if the return was prepared for 2001, you should be lodging within the 2001 year.

If you have checked all of the above and still cannot lodge, reset the return (Lodgment | Reset Return) and then proceed to 'Make ATO Files' again.

After resetting, if the return still does not appear in the Send list, contact Catsoft.

(iii) I do not have any passwords for my clients. However, the program asks me for a password when I attempt to access my client's return. What do I do?

In this situation, you are required to rebuild the database. Within the rebuild database screen, you must place a tick in the 'Remove Clients Password' box and then click on Start.
(Tools | Rebuild Database)

After rebuilding the database, if you are still being asked for a password, contact Catsoft.

****We recommend you back-up your data prior to rebuilding the database in all circumstances****

(iv) Within the Super Fund return, I am completing the Capital Gains Tax Schedule and the discount on my gain is calculating at 50%, rather than 33%. Why is this?

If you have not answered 'Yes' to item 6 (in the return), then your discount will calculate at 50%.

Note: There are several fund types which are entitled to the 50% discount

(v) I have not received my Update disks. What seems to be the problem?

On average, Catsoft mail two sets of update disks per year.

If you have not received your disks, check the following:

- Your licence has not expired; and
- Your mailing details have been updated with Catsoft's records

(vi) What is the difference between an Update and a Fix?

Official updates are mailed to clients, approximately twice yearly. In the meantime, Catsoft may create fix version(s).

(vii) Who receives the fix version(s)?

If you discover a bug within Taxcat, we will fix your problem and e-mail you a fix version.

(viii) I have a new client for whom I need to complete an Amendment Return. However, I did not lodge their original return. Is this possible? If so, how?

You can complete an Amendment return for a new client. Refer to the instructions below:

INSTRUCTIONS

- a) Firstly, you must go into the Individual (I) return and add a new client (**F2**)
- b) Within the 'I' return, you are only required to complete the Front Cover details
- c) Once completed, the return status must be changed to 'Validated'. This will allow the program to recognise the taxpayer's original return has already been lodged and accepted by the ATO.
- d) To validate the return, simply: (a) press **F3** to modify (b) hold down the **Ctrl** key and press the letter '**K**'; and (c) **F4** to save.
- e) Once the return status reads 'Validated', you may now complete the Amendment Return.

(ix) Are there any returns I cannot amend electronically?

Only the Individual return can be amended electronically. However, within the Individual return, you cannot amend the:

- a) Front Cover details (except date of birth)
- b) Family Schedule
- c) Capital Gains Tax Schedule; and
- d) Capital Allowances Schedule

(x) Since I installed Taxcat 2002, my individual declaration does not print the year of return and my client's Electronic Fund Transfer (EFT) details? Why? How can I print these details?

Taxcat's declarations are designed as per ATO specifications. As a result, the default declaration in your system does not pick up the year of the return and the EFT details.

Alternatively, there is a declaration, called DECLI.DOC, which prints the year of return and the EFT details. You can select this declaration by going into the Print Control Setup, clicking on the **F5** button in the Individual Declaration field and then selecting decli.doc from the document list.

(xi) What is the correct procedure to lodging RR and CU forms?

On completion of the form, click on **F9** to print the form to screen. Printing the form to screen prepares it for transmission. You then close the form and click on 'Send' within the main page of Taxcat. The form should now appear on your transmission list.

(xii) If I experience difficulties completing a return or schedule, what should I do?

If you experience difficulties completing a particular return or schedule, we recommend you contact the ATO and obtain the specific instructions to complete that return or schedule. The ATO instructions are very helpful and will provide you with valuable information to complete your tax return. Catsoft Support staff does not provide tax advice.

(xiii) I no longer wish to continue using Taxcat. Do I need to contact Catsoft?

If you wish to cancel your licence, as per the licence agreement, you are required to provide Catsoft with a cancellation letter and also return all disks, manuals and other items, which are the property of Catsoft.

(xiv) Currently, Taxcat is on a stand-alone computer, but now I wish to put it onto a network. What do I do?

Firstly, you must contact Catsoft and arrange for the purchase of the multi-user package. Catsoft will then provide you with instructions.

(xv) If I am asked by Catsoft Support to e-mail them a return, how do I transfer the return?

The most convenient way to transfer a client's return is by using the 'transfer clients to disk' function within Taxcat. Refer to the instructions below.

INSTRUCTIONS

- 1) Click on Tools | Transfer
- 2) Select 'Transfer to disk'
- 3) Place a tick in the box of the return(s) you wish to transfer; and
- 4) Click on Start

(xvi) Within the individual return, the Medicare Levy is not calculating. Why?

The only field that will prevent the Medicare Levy from calculating is the 'residency' field. If you have placed a tick in the 'Resident of Australia' field, on the Front Cover of the return, the Medicare Levy will calculate for an eligible taxpayer.

****For the eligibility of a taxpayer with a spouse, refer to the Family Income Thresholds****

(xvii) Within the Individual return, the Medicare Levy Surcharge is calculating when it should not. Why?

The Medicare Levy Surcharge is calculated according to the figures at M2- Medicare Levy Surcharge. Check that this item has been completed correctly.

(xviii) The status of my return was 'Validated', but has now changed to 'Not Started/Prepared'. How can I change it back to 'Validated'?

To change the Status of a return to Validated, follow the instructions below:

INSTRUCTIONS

- a) Within the Front Cover of the return, press **F3** to Modify
- b) While in edit mode, hold down the **Ctrl** button and press '**K**' on your keyboard
- c) Your status should now read 'Validated'.
- d) Press **F4** to Save

(xix) When I lodge a client's return, I am receiving a V39-Duplicate File Number error. Why?

As per the ATO specifications, the V39 error states that the return you are attempting to lodge has already been lodged and accepted for that year. In this situation, contact the ATO.

CHAPTER 14 - SUPPORT / CONTACT US

If you have a support query, please do not hesitate to contact us.

Telephone support is available 9.00am - 5.30pm EST Monday - Friday, excluding Public holidays.

Catsoft TPG
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VICTORIA 3051

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*** Catsoft support staff are only trained to assist clients with software related enquiries. Support staff are not trained to provide taxation advice, hence, cannot assist with the completion of tax returns or forms ***

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