# **Oval Accounting – Tax Return Types Training Module**

Version: 0.1

Date: 17th December 2020

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| The purpose of this document is to provide training guidance for the Tax Return Types feature within Oval Accounting. It should be used in conjunction with Oval Accounting.  |

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## Change History

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| --- | --- | --- |
| Version | Date | Changes |
| 0.1 | 17th December 2020 | Initial Document |
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# Introduction

The purpose of this document is to provide training for the Tax Return Types feature within Oval Administration.

Use cases will be used to depict the scenario.

## Use Case 1

### Create a Tax Return Type

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| --- | --- | --- |
| Step Number  | Steps  | Expected Outcome  |
| 1 | Within Oval Administration, click on the Tax Return Types tab.  | Tax Return Types tab selected.  |
| 2 | Click on the New button.  | New Tax Return Type popup displayed.  |
| 3 | Enter the Tax Return Type Name (e.g., VAT Return). | Tax Return Type name entered.  |
| 4 | Enter the Tax Authority the tax return needs to be submitted to (e.g., HMRC for UK).  | Tax authority entered.  |
| 5 | Tick the ‘Is Cash Basis?’ checkbox if you want the Tax Return Outputs generated from the payment transactions. (If false, invoice transactions are used).  | Is Cash Basis? Checkbox ticked or unticked.  |
| 6 | Click on Save.  | Tax Return Type created.  |

## Use Case 2

### Add Tax Return Type Outputs

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| --- | --- | --- |
| Step Number  | Steps  | Expected Outcome  |
| 1 | Using the Tax Return Type created in use case 1, click on the New Tax Return Type Outputs button.  | New Tax Return Type Output popup displayed.  |
| 2 | From here you can select the record type, output calculation or tax rate aggregation.  | Record type selected.  |
| 3 | Click on Next. | New Tax Return Type Output popup displayed.  |
| 4 | Enter Tax Return Type Output Name.  | Tax Return Output Name entered.  |
| 5 | Select the Is Active? Checkbox.  | Is Active? Checkbox ticked.  |
| 6 | Enter the display order.  | Display order entered.  |
| 7 | Enter a description.  | Description entered. |
| 8 | Click on save.  | Tax Return Type Output created. |

Use Case 3

### Add Tax Obligations

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| --- | --- | --- |
| Step Number  | Steps  | Expected Outcome  |
| 1 | Using the Tax Return Type created in use case 1, click on the New Tax Obligations. | New Tax Obligations popup displayed.  |
| 2 | Enter the Tax Obligation Name. (e.g., Quarter 1 2021).  | Tax Obligation Name entered.  |
| 3 | Enter the Company Entity the tax obligation applies to.  | Company Entity entered.  |
| 4 | Set the Start date.  | Start date set. |
| 5 | Set the End date. | End date set. |
| 6 | Set the Due date.  | Due date set. |
| 7 | Click on Save.  | New Tax Obligation setup. |