# **Oval Accounting – Tax Returns 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 Returns 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 Returns feature within Oval Accounting.

Use cases will be used to depict the scenario.

## Use Case 1

### Create a Tax Return

|  |  |  |
| --- | --- | --- |
| Step Number | Steps | Expected Outcome |
| 1 | Within Oval Accounting, click on the Tax Returns tab. | Tax Returns tab selected. |
| 2 | Click on the New button. | New Tax Return popup displayed. |
| 3 | Enter the Tax Return Name. | Tax Return Name entered. |
| 4 | Enter the Company Entity the Tax Return relates to. | Company Entity entered. |
| 5 | Search for the Tax Return Type to be used. | Tax Return Type entered. |
| 6 | Search for the Tax Obligation to be used. | Tax Obligation entered. |
| 7 | Where appropriate search for the document template to use. | Document template entered (e.g., For VAT returns) |
| 8 | Click on Save. | Tax Return Created. |