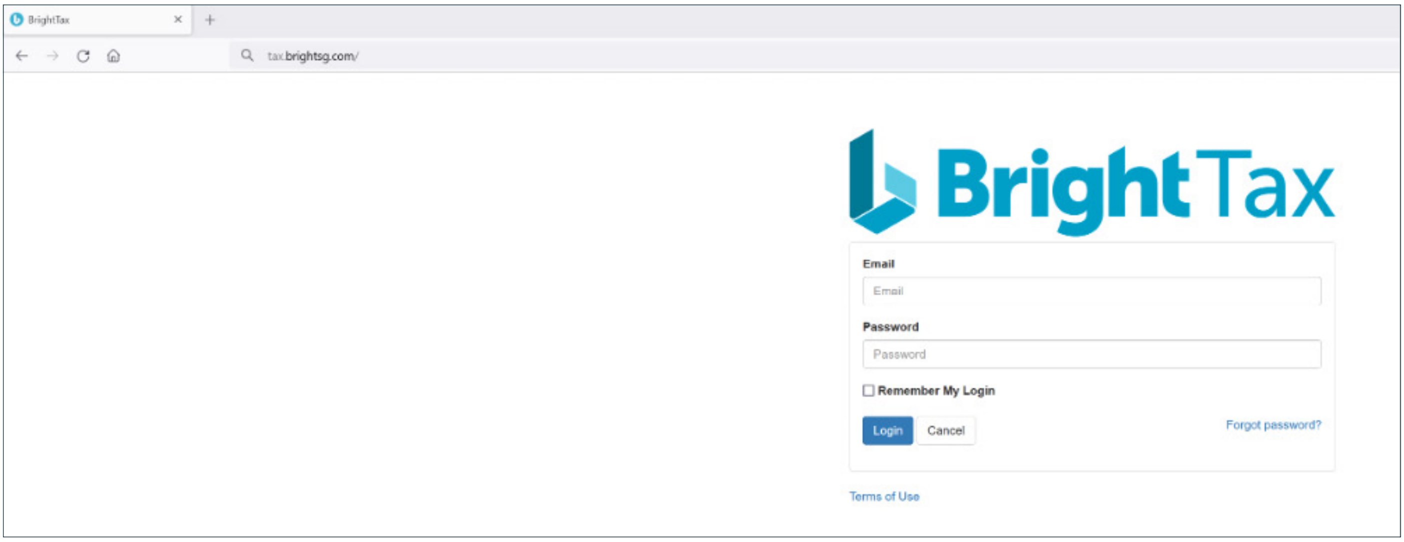
Bright

BrightTax Getting Started Guide

Logging In

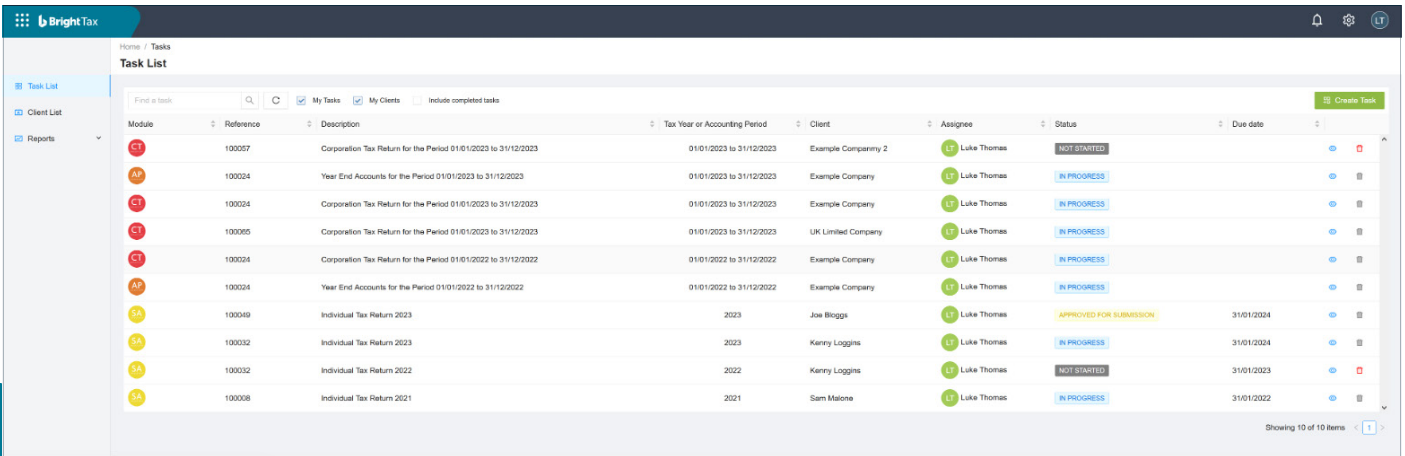
To access BrightTax, please go to tax.brightsg.com and enter in your email address and password to sign in.

If you have forgotten your password, you can use the forgotten password option to receive it via email.



Dashboard

The Dashboard is the first screen you will see when you log in. This is where you can see your ongoing and completed tasks. You also have options to create tasks, clients, reports and access your settings.



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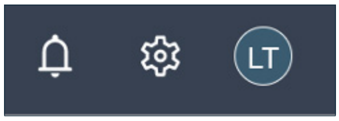
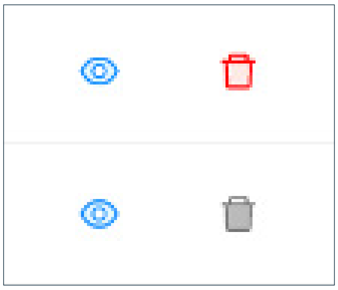
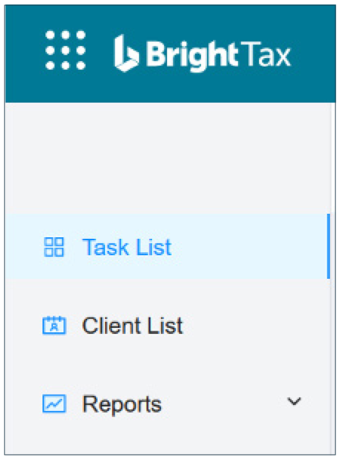
The notification bell will indicate any notifications. The cog allows you to access the settings page. The user ID shows the initials of the user you are logged in as and allows you to edit your profile and sign out.





The eye icon allows you to open and view any task. The bin icon allows you to delete discarded or not started task. **Please note** if the bin icon is grey, then the task has been started and can't be deleted until it's been discarded.

The BrightTax icon will take you back to the Task List when selected. This will appear on every page you visit. The menu options below will change based on the page you are on. For the Dashboard, you can view the Task List, Client List and clicking reports will show you any reports available.



Settings

Users / User List / [Create User]

From here, you can create additional users and set their permission and what admin options they have.

Company Information / Licence Details

From here, you can see total users and how many returns have been submitted. More importantly, you can view the licence types and expiry dates.

Account Information / HMRC Filing Details & Companies House Details

From here, you will need to fill in your Gateway details and Companies House details.

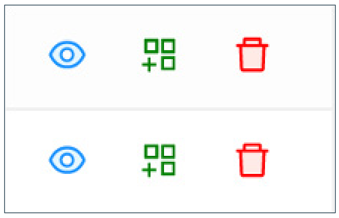
Creating a Client

After selecting Client List from the Dashboard, you can view any clients that have already been created.

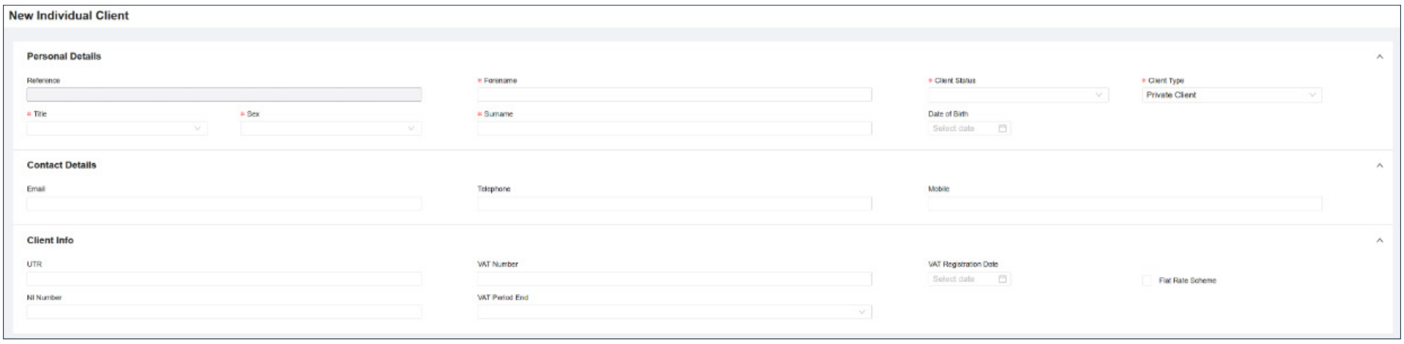
This toggle on the top left allows you to flip between Individuals and Organisations.

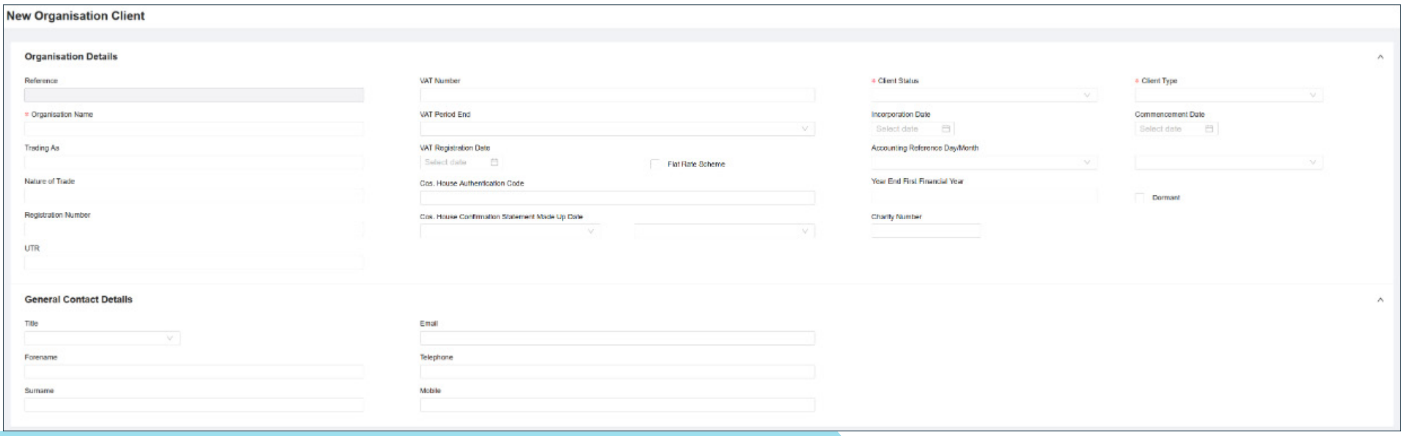
Once you have selected Individual or Organisation, you can then click on the [Create Client] button on the top right to start creating a client.

Alongside each client are three icons. The eye icon allows you to view the client record. The create icon allows you to create a task for that client. The bin icon allows you to delete a client record.



The screen will vary based on which type of client you are creating, and here you can fill in as much information as you have. If needed, you can revisit this page to add further detail if needed. **Please note** you **must** fill in the fields with the red stars before you can save.





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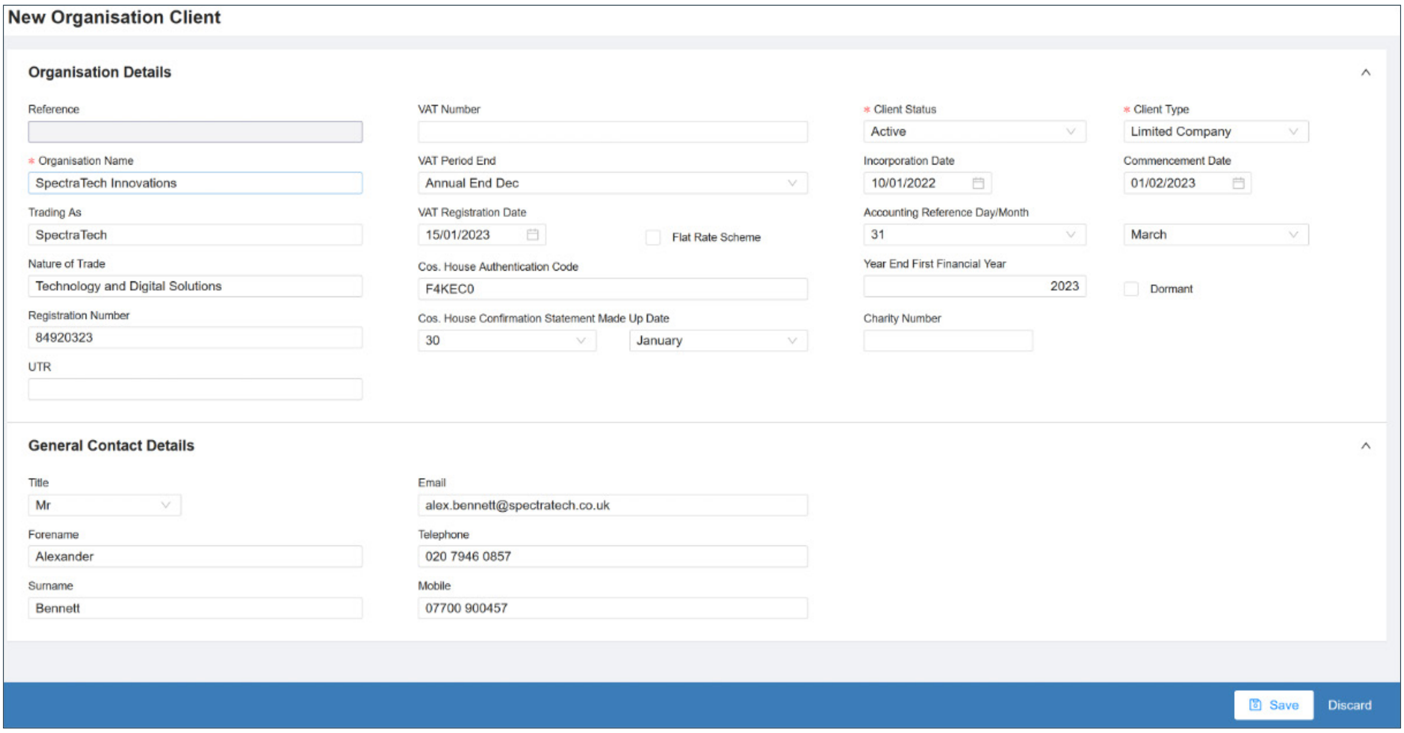
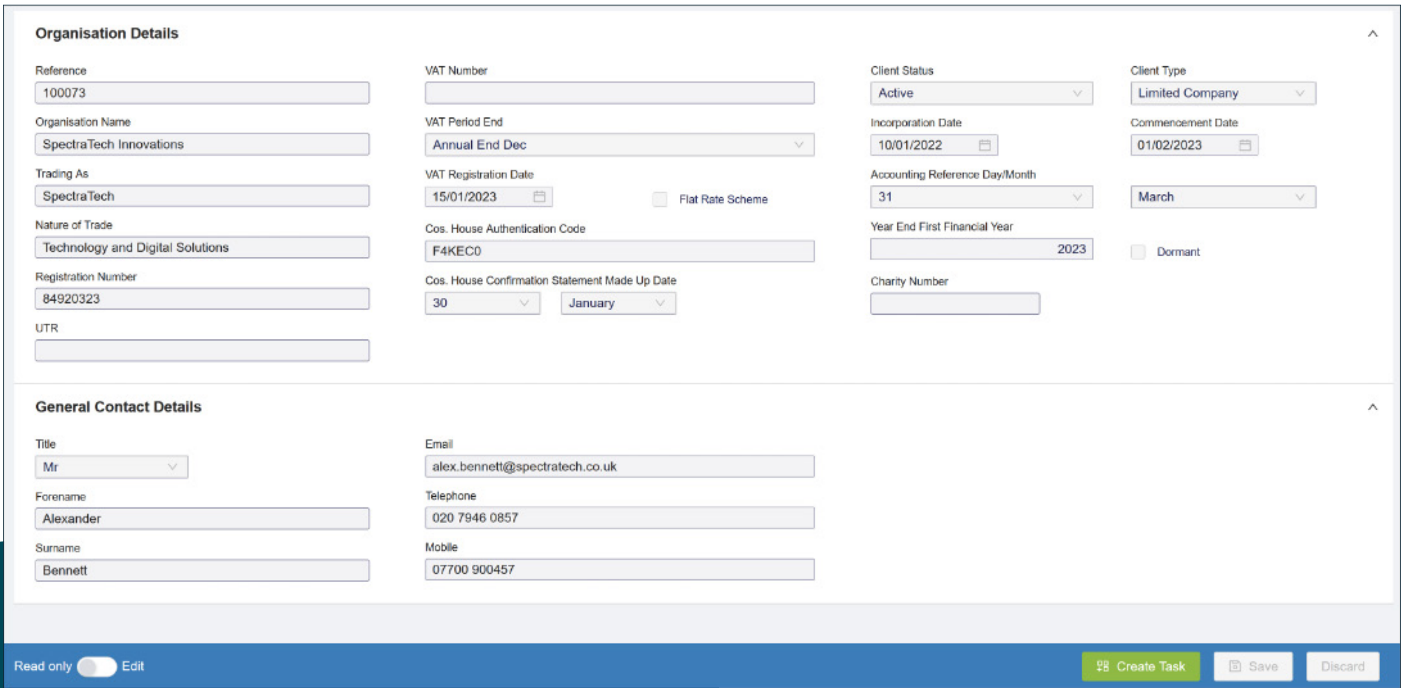
After filling in all the information, you can then click on either the [Save] or [Discard] button on the bottom right.



After creating the client, you can see the fields have gone from white to grey. This means the page is in read-only mode. On the bottom left you can see a toggle to switch back to edit mode. You can use this option if you wish to make any edits to the client record.

The [Create Task] button will now be available to you. Selecting this will start the process of creating a task for the client you are currently viewing.



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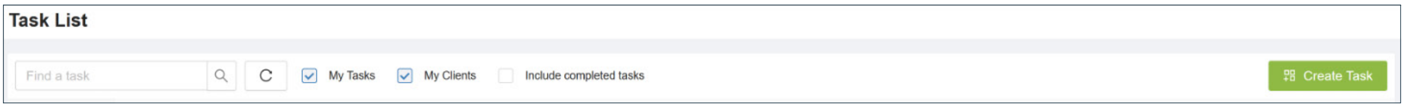
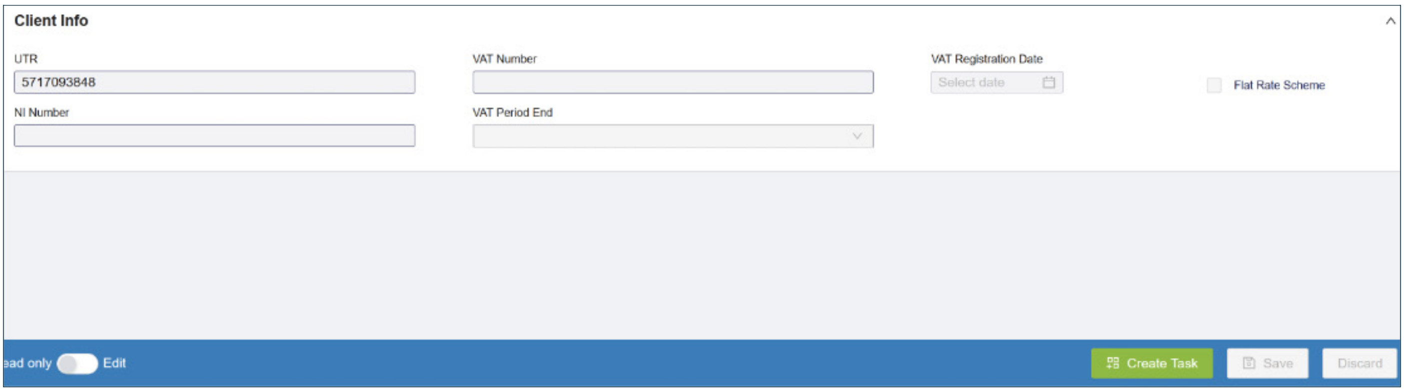
Creating a task

There are a couple of ways to start creating a task:



From the Dashboard – Task List view you can select the [Create Task] button from the top right.

From the Dashboard - Client List view there is a create task icon next to each client record.

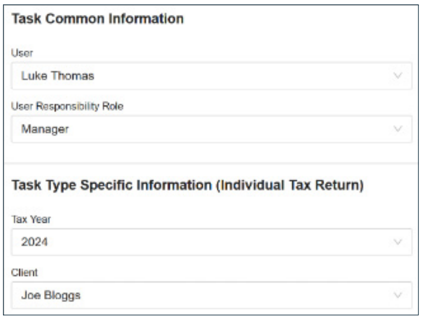


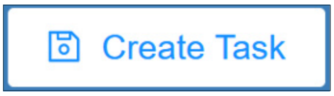
From the view client detail screen, when in read-only mode you can select the [Create Task] button on the bottom right-hand corner of the screen.

Creating an Individual Tax Return

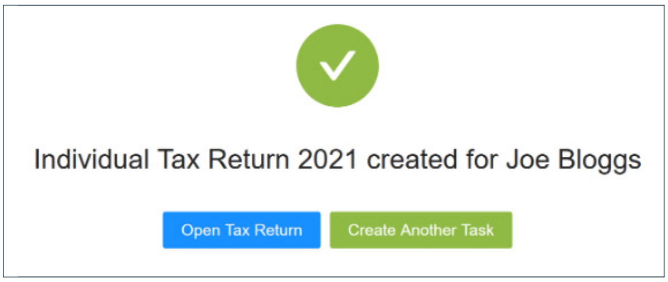
To start an ITR, click on the [Create Task] button > Individual Tax Return.

Change the Tax Year if needed, choose the client, click on [Create Task].





Then select the [Open Tax Return] button.

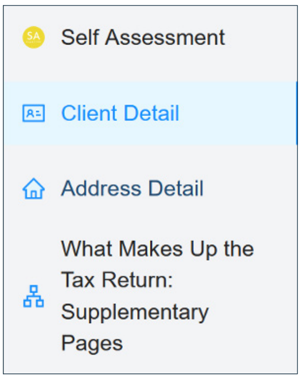


Once you have started the ITR, it will open in read-only mode. This allows you to view the return without the ability to make any changes.

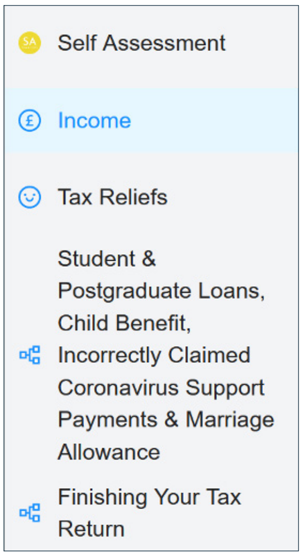
You will need to switch to edit mode via the toggle on the bottom left-hand side. Any fields that are grey can't be filled in.

The tabs along the top are for the Summary, SA100, SA110 and Submission History. When you go onto each tab, the menu along the left will change.

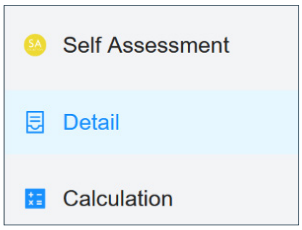
Summary



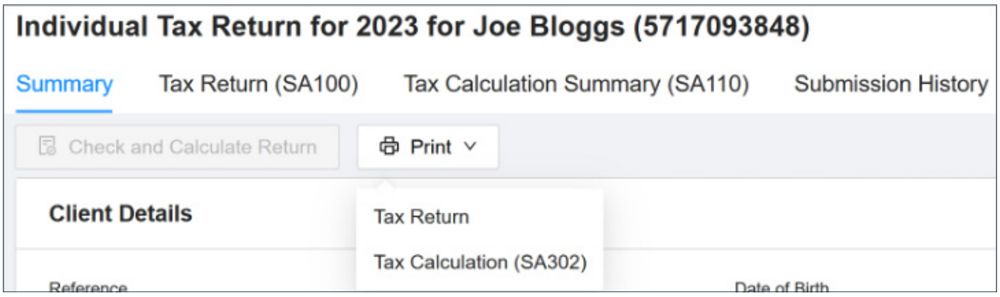
Tax Return (SA100)

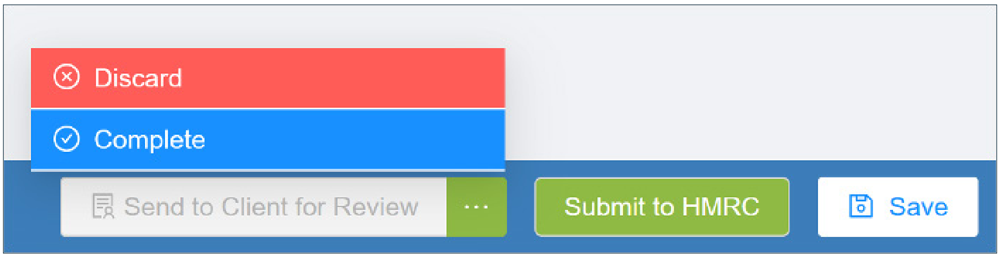


Tax Calculation Summary (SA100)



The Tax Return and Tax Calculation (SA302) can both be printed via the Print option.



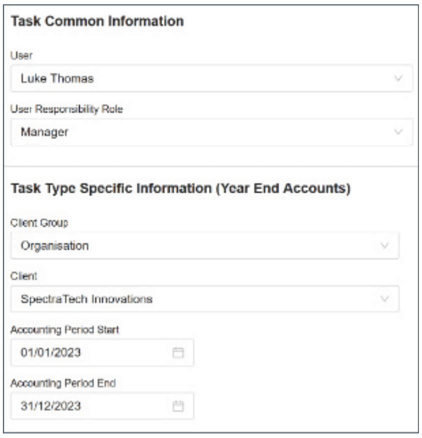


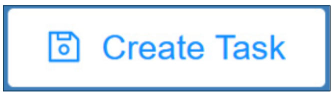
The return can also be sent to the client for approval, marked as complete, submitted to HMRC or Discarded via the menu along the bottom right.

Creating Year End Accounts

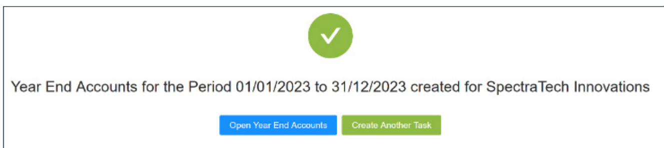
To start a set of Year End Accounts, click on the [Create Task] button > Year End Accounts.

Change the Tax Year if needed, choose the client, click on the [Create Task] button.





Then click the [Open Year End Accounts] button.



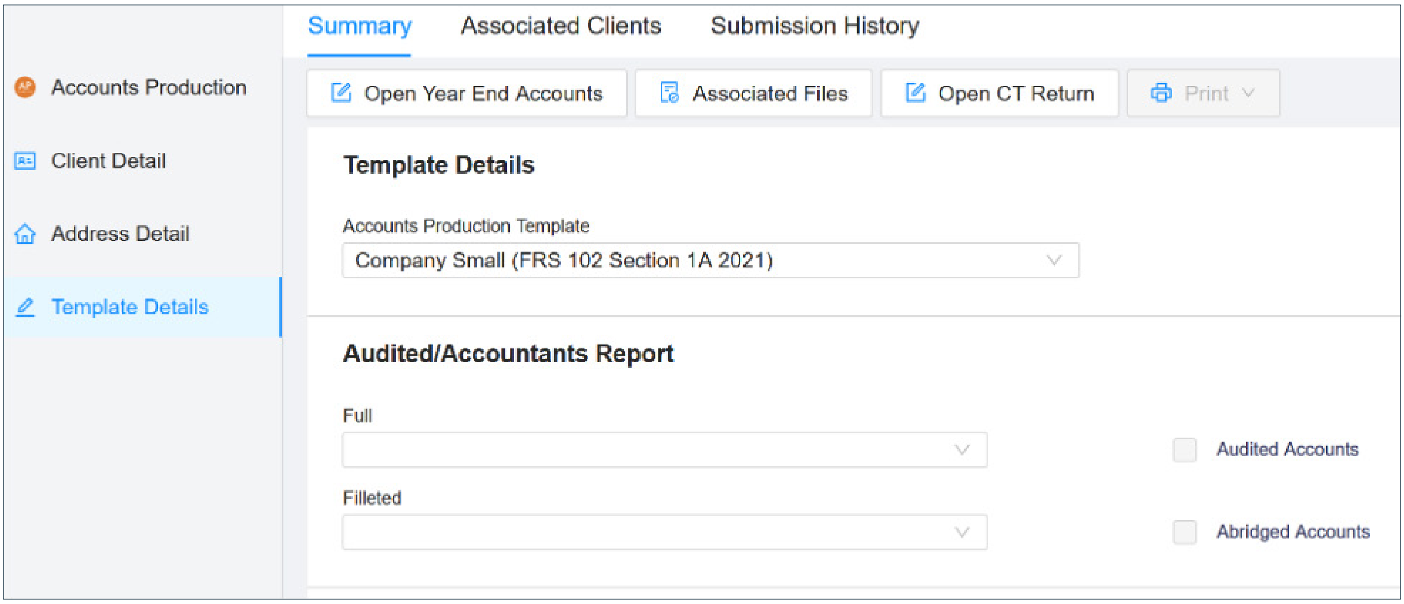
Once you have started the AP Task, it will open in read-only mode. This allows you to view the return without the ability to make any changes.

You will need to switch to edit mode via the toggle on the bottom left-hand side. Any fields that are grey can't be filled in.

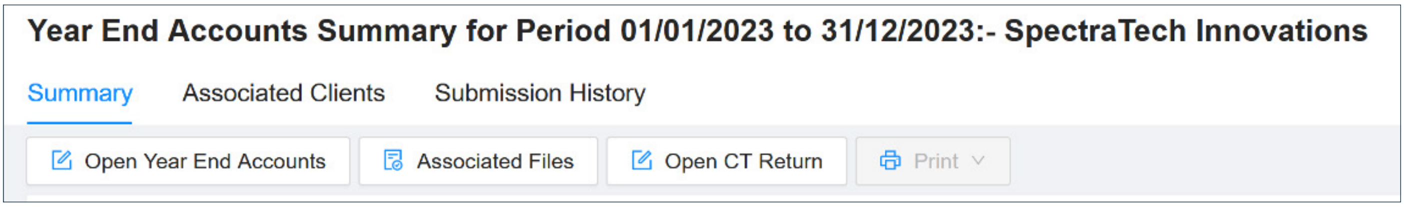
The tabs along the top are for the Summary, Associated Clients and Submission History.

The Summary tab is the only one which utilises the left-hand menu. From here, you can assign an address via Address Detail and assign the Accounts Production Template via Template Details.

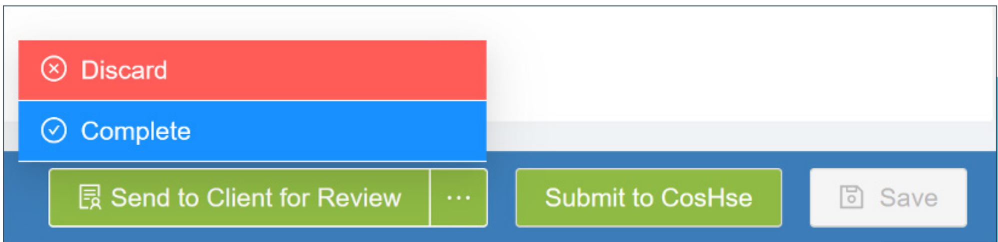
Template Details is important as you will need to assign a template before you can start the Year End Accounts.



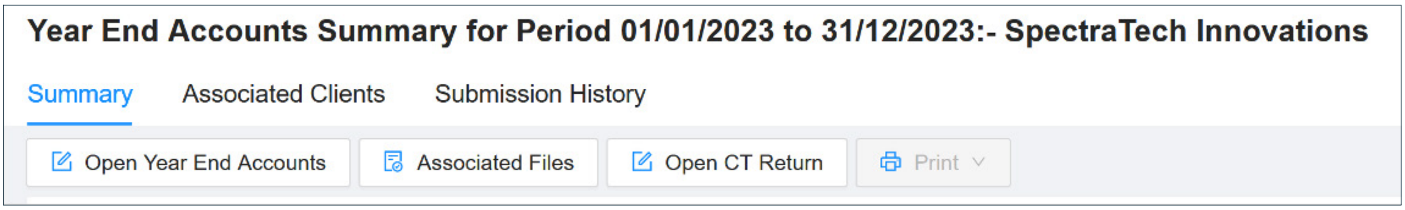
After assigning a template, you can then click on the [Open Year End Accounts] button to start.



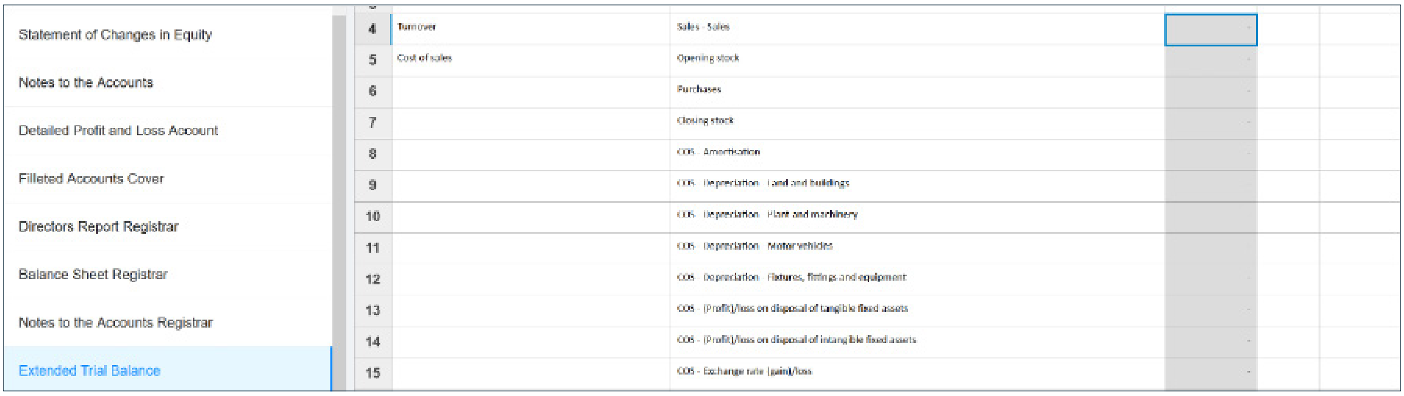
The Accounts can be sent to the client for approval, marked as complete, submitted to Companies House or Discarded via the menu along the bottom right.



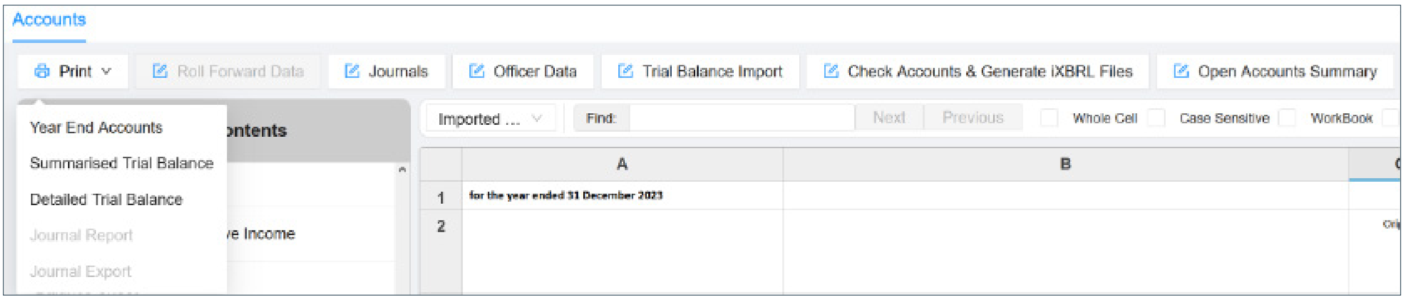
After assigning a template, you can then click on the [Open Year End Accounts] button to start.

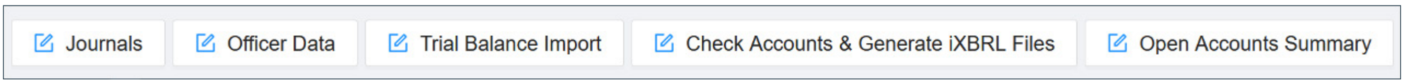


Pages can be selected via the table of contents on the left, any fields that can be edited appear as grey.

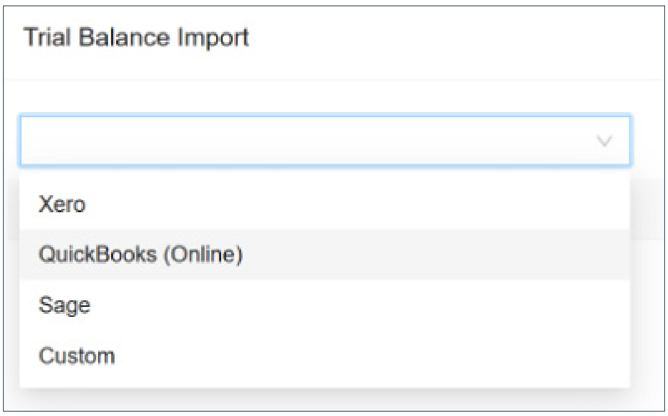


Reports can be printed via the print menu on the Year End Accounts or on the Year End Accounts summary.



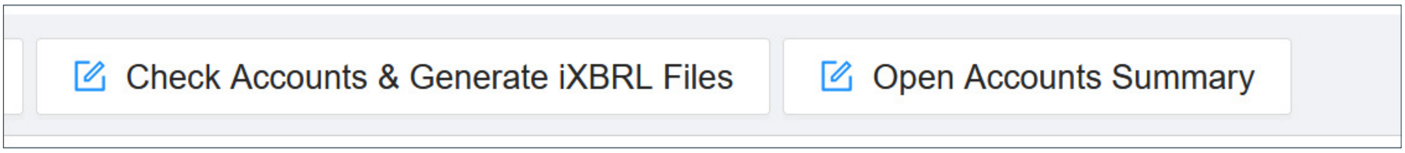


The [Trial Balance Import] button allows you to select the from Xero, Quickbooks, Sage or Custom/CSV to import the TB. **Please note** a template for the CSV option can be supplied if needed.

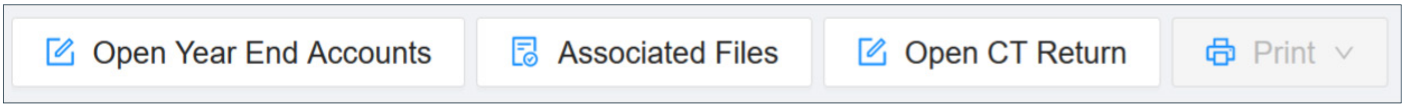


Journals allows you to add adjustments using ledgers and accounts via debit and credit.

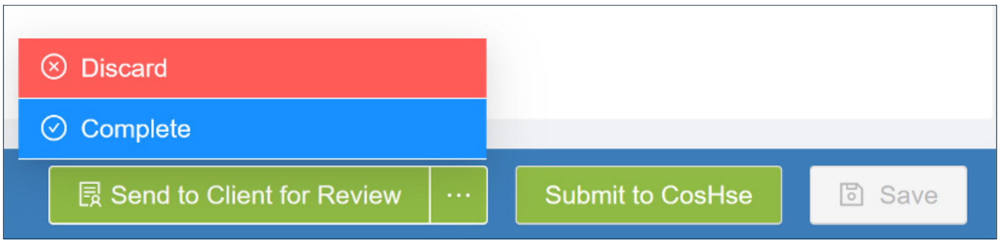
Once the Accounts are populated, you can check and generate the iXBRL files.



You can click on the [Open CT Return] button to let you open the CT Return directly.



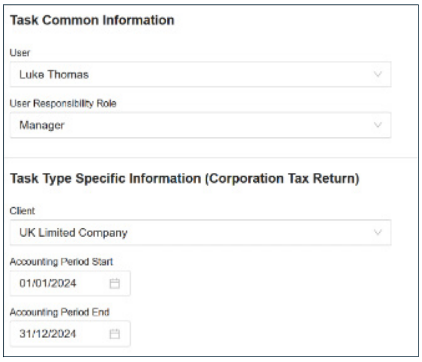
The YEA can then be sent to the client for approval, marked as complete, submitted to Companies House or Discarded via the menu along the bottom right.

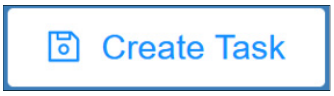


Creating a Corporation Tax Return

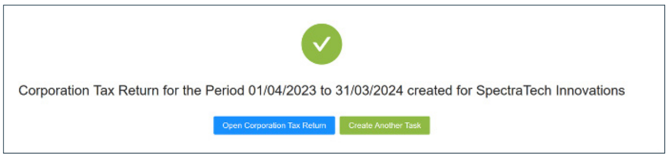
To start a Corporation Tax Return, click on the [Create Task] button > Corporation Tax Return.

Change the Tax Year if needed, choose the client, click on the [Create Task] button.





Then select the [Open Corporation Tax Return] button.



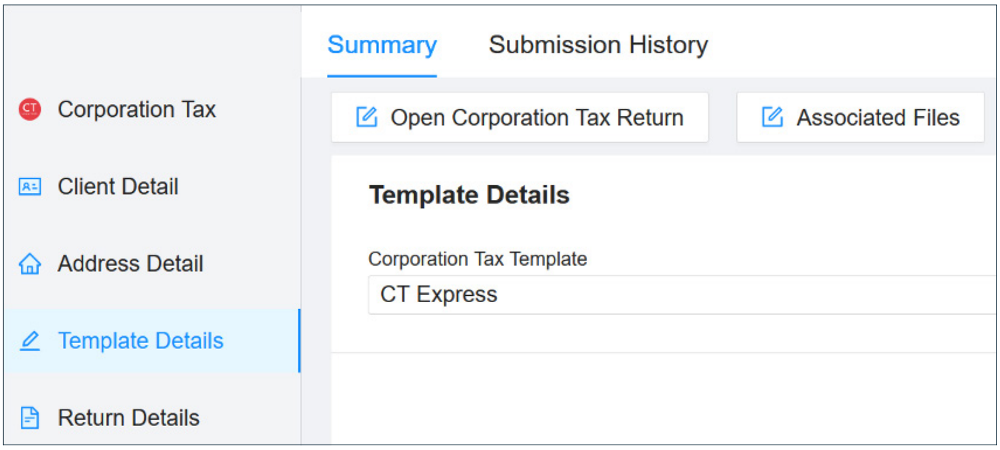
Once you have started the CT Task, it will open in read-only mode. This allows you to view the return without the ability to make any changes.

You will need to switch to edit mode via the toggle on the bottom left-hand side. Any fields that are grey can't be filled in.

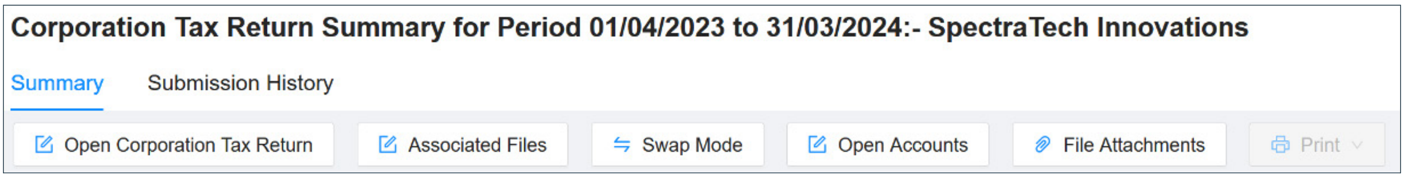
The tabs along the top are for the Summary and Submission History. The Summary tab is the only one which utilises the left-hand menu.

From here, you can assign an address via Address Detail and assign the Corporation Tax Template via Template Details.

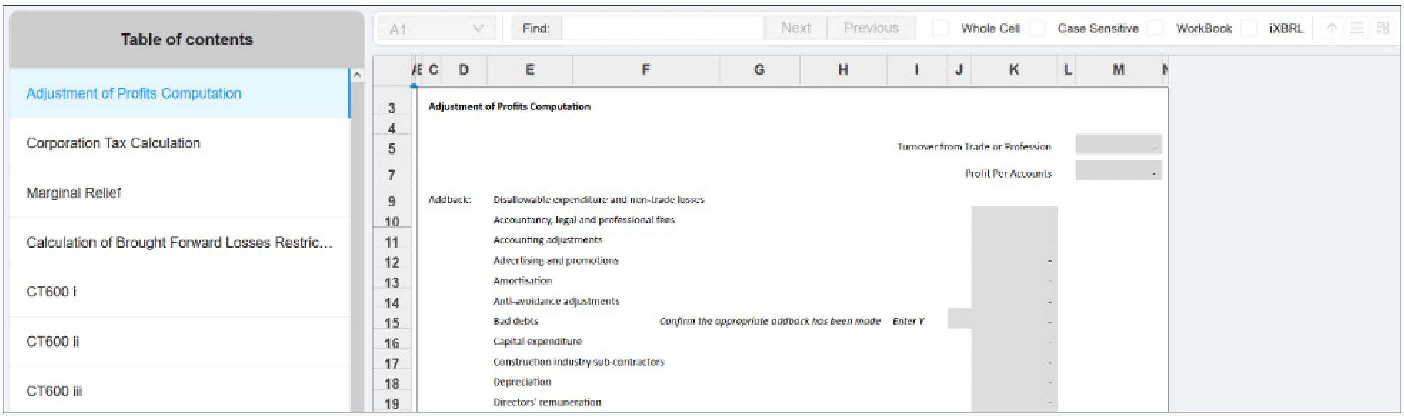
Template Details is important as you will need to assign the CT template before you can start the Corporation Tax Return.



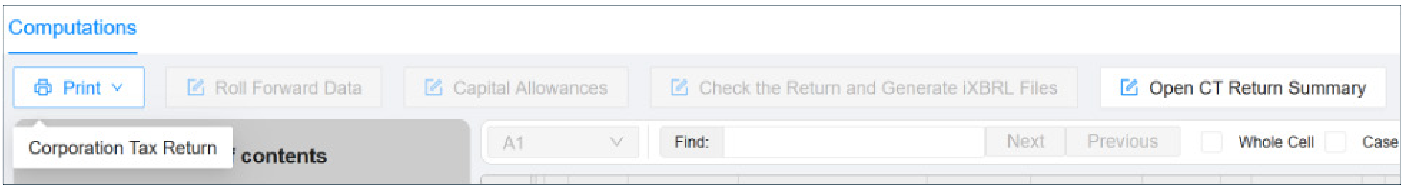
After assigning a template, you can then click on the [Open Corporation Tax Return] button to start.

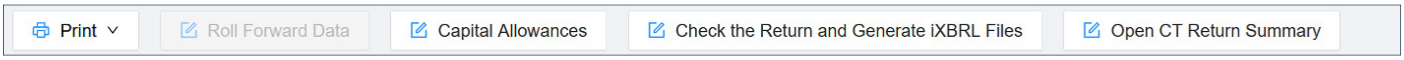


Pages can be selected via the table of contents on the left, any fields that can be edited appear as grey.

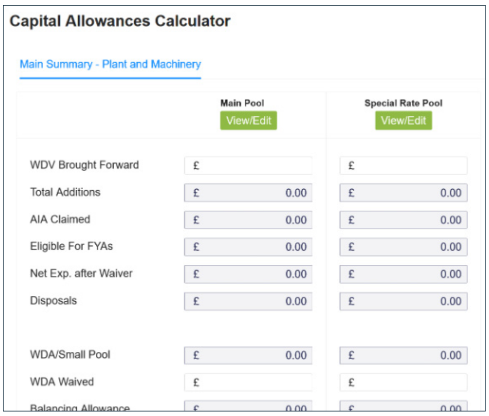


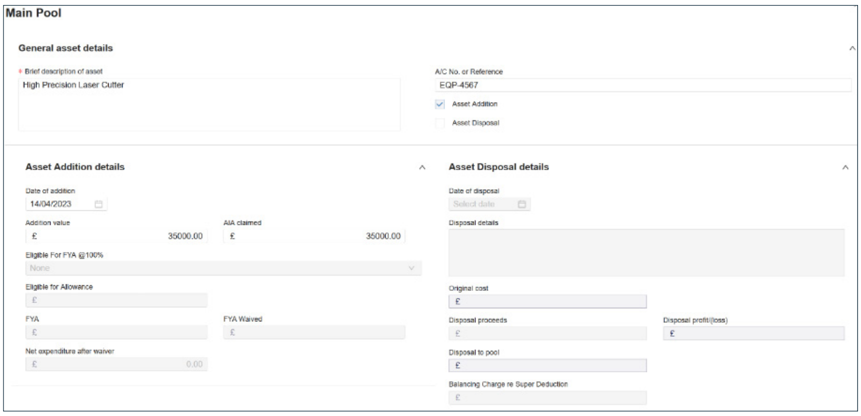
Reports can be printed via the print menu on the Corporation Tax Return.





The [Capital Allowances] button allows you to open the Capital Allowance Calculator. Assets can be added for the Main and Special Rate Pool.





The [Check the return and Generate iXBRL Files] button will check the CT Return, generate the iXBRL files and will move the CT charge back to the accounts.

If you have any questions, email them to **support@btcsoftware.co.uk**