

A woman with voluminous, dark curly hair is smiling as she works on a silver laptop. She is wearing a rust-colored blazer over a black top. The background shows a bright office environment with large windows and a blurred interior.

 **Bright Tax**
**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.

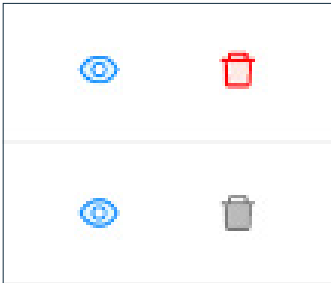
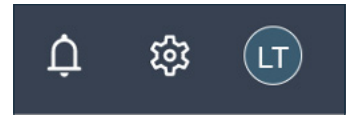
If you have forgotten your password, you can use the forgotten password option to receive it via email.

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.

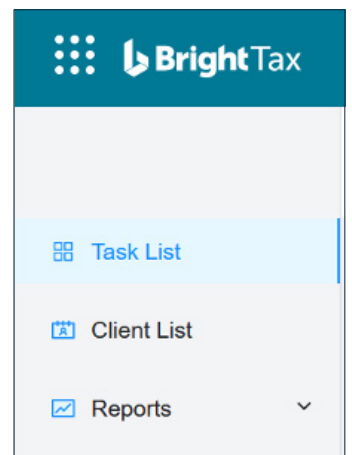
Module	Reference	Description	Tax Year or Accounting Period	Client	Assignee	Status	Due date
CT	100057	Corporation Tax Return for the Period 01/01/2023 to 31/12/2023	01/01/2023 to 31/12/2023	Example Company 2	Luke Thomas	NOT STARTED	
AP	100024	Year End Accounts for the Period 01/01/2023 to 31/12/2023	01/01/2023 to 31/12/2023	Example Company	Luke Thomas	IN PROGRESS	
CT	100024	Corporation Tax Return for the Period 01/01/2023 to 31/12/2023	01/01/2023 to 31/12/2023	Example Company	Luke Thomas	IN PROGRESS	
CT	100005	Corporation Tax Return for the Period 01/01/2023 to 31/12/2023	01/01/2023 to 31/12/2023	UK Limited Company	Luke Thomas	IN PROGRESS	
CT	100024	Corporation Tax Return for the Period 01/01/2022 to 31/12/2022	01/01/2022 to 31/12/2022	Example Company	Luke Thomas	IN PROGRESS	
AP	100024	Year End Accounts for the Period 01/01/2022 to 31/12/2022	01/01/2022 to 31/12/2022	Example Company	Luke Thomas	IN PROGRESS	
SA	100049	Individual Tax Return 2023	2023	Joe Briggs	Luke Thomas	APPROVED FOR SUBMISSION	31/01/2024
SA	100032	Individual Tax Return 2023	2023	Kerry Loggins	Luke Thomas	IN PROGRESS	31/01/2024
SA	100032	Individual Tax Return 2022	2022	Kerry Loggins	Luke Thomas	NOT STARTED	31/01/2023
SA	100008	Individual Tax Return 2021	2021	Sam Malone	Luke Thomas	IN PROGRESS	31/01/2022

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.

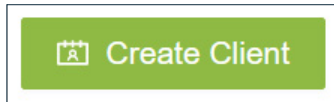
Account Information / HMRC Filing Details & Companies House Details

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

Creating a Client

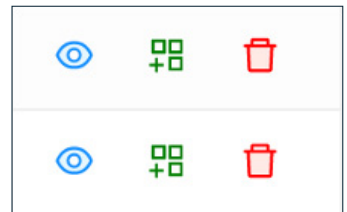
After selecting Client List from the Dashboard, you can view any clients that have already been created.

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.

The 'New Individual Client' form is divided into three sections: 'Personal Details', 'Contact Details', and 'Client Info'. 'Personal Details' includes fields for Reference, Forename, Surname, Title, Sex, Client Status, Client Type, and Date of Birth. 'Contact Details' includes Email, Telephone, and Mobile. 'Client Info' includes UTR, NI Number, VAT Number, VAT Period End, VAT Registration Date, and Flat Rate Scheme.

The 'New Organisation Client' form is divided into two main sections: 'Organisation Details' and 'General Contact Details'. 'Organisation Details' includes fields for Reference, Organisation Name, Trading As, Nature of Trade, Registration Number, UTR, VAT Number, VAT Period End, VAT Registration Date, Flat Rate Scheme, COS, HMRC Authentication Code, COS, HMRC Confirmation Statement Made Up Date, Client Status, Client Type, Incorporation Date, Commencement Date, Accounting Reference Day/Month, Year End First Financial Year, and Charity Number. 'General Contact Details' includes fields for Title, Forename, Surname, Email, Telephone, and Mobile.

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

New Organisation Client

Organisation Details

Reference <input type="text"/>	VAT Number <input type="text"/>	* Client Status Active	* Client Type Limited Company
* Organisation Name SpectraTech Innovations	VAT Period End Annual End Dec	Incorporation Date 10/01/2022	Commencement Date 01/02/2023
Trading As SpectraTech	VAT Registration Date 15/01/2023 <input type="checkbox"/> Flat Rate Scheme	Accounting Reference Day/Month 31	Year End First Financial Year March
Nature of Trade Technology and Digital Solutions	Cos. House Authentication Code F4KEC0	Year End First Financial Year 2023	<input type="checkbox"/> Dormant
Registration Number 84920323	Cos. House Confirmation Statement Made Up Date 30 January	Charity Number <input type="text"/>	
UTR <input type="text"/>			

General Contact Details

Title Mr	Email alex.bennett@spectratech.co.uk
Forename Alexander	Telephone 020 7946 0857
Surname Bennett	Mobile 07700 900457

Save
Discard

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.

Organisation Details

Reference 100073	VAT Number <input type="text"/>	Client Status Active	Client Type Limited Company
Organisation Name SpectraTech Innovations	VAT Period End Annual End Dec	Incorporation Date 10/01/2022	Commencement Date 01/02/2023
Trading As SpectraTech	VAT Registration Date 15/01/2023 <input type="checkbox"/> Flat Rate Scheme	Accounting Reference Day/Month 31	Year End First Financial Year March
Nature of Trade Technology and Digital Solutions	Cos. House Authentication Code F4KEC0	Year End First Financial Year 2023	<input type="checkbox"/> Dormant
Registration Number 84920323	Cos. House Confirmation Statement Made Up Date 30 January	Charity Number <input type="text"/>	
UTR <input type="text"/>			

General Contact Details

Title Mr	Email alex.bennett@spectratech.co.uk
Forename Alexander	Telephone 020 7946 0857
Surname Bennett	Mobile 07700 900457

Read only Edit

Create Task
Save
Discard

Creating a task

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

Task List

Find a task My Tasks My Clients Include completed tasks

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

100049	Joe	Bloggs	5717093848	Private Client	ACTIVE	18/03/2024	<input type="button" value="eye"/> <input type="button" value="gear"/> <input type="button" value="trash"/>
100032	Kenny	Loggins		Private Client	ACTIVE	30/11/2022	<input type="button" value="eye"/> <input type="button" value="gear"/> <input type="button" value="trash"/>

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

Client Info

UTR VAT Number VAT Registration Date Flat Rate Scheme

NI Number VAT Period End

Read only Edit

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.

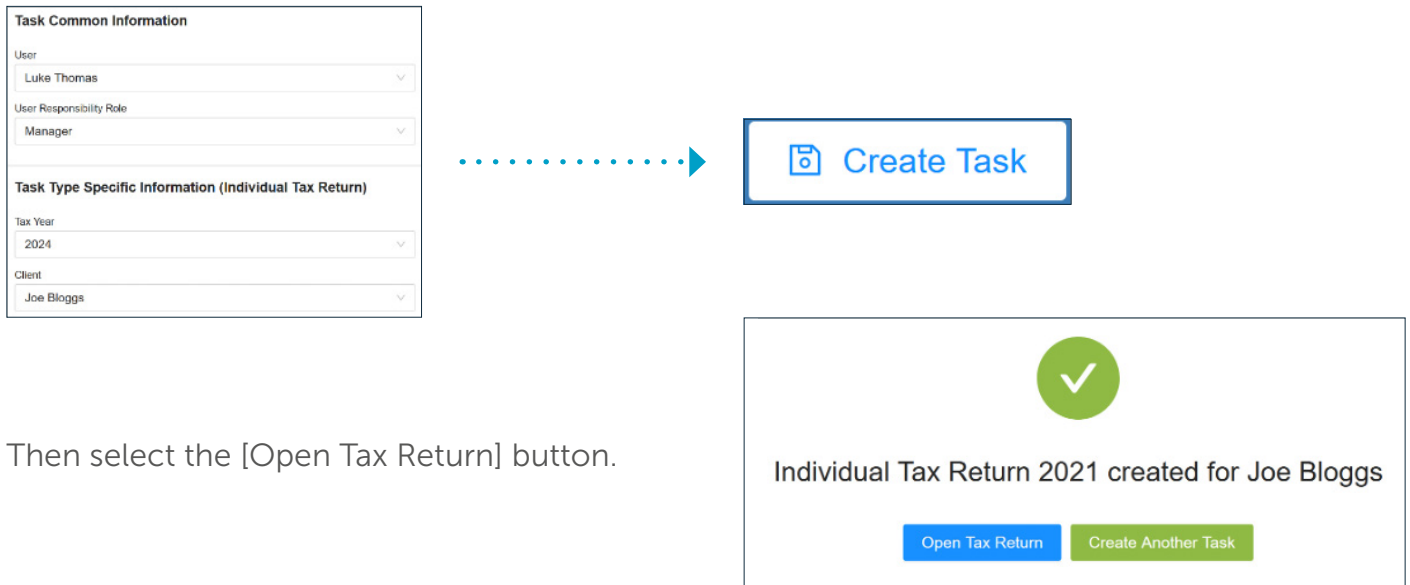


Creating an Individual Tax Return

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

A vertical menu with four items: 'Self Assessment' with a yellow 'SA' icon, 'Client Detail' with a blue document icon, 'Address Detail' with a blue house icon, and 'What Makes Up the Tax Return: Supplementary Pages' with a blue grid icon.

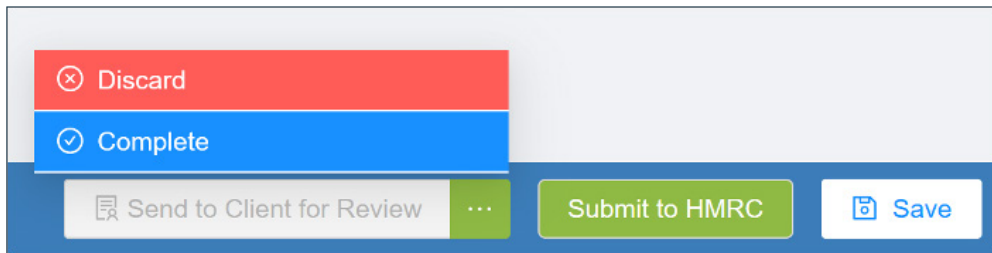
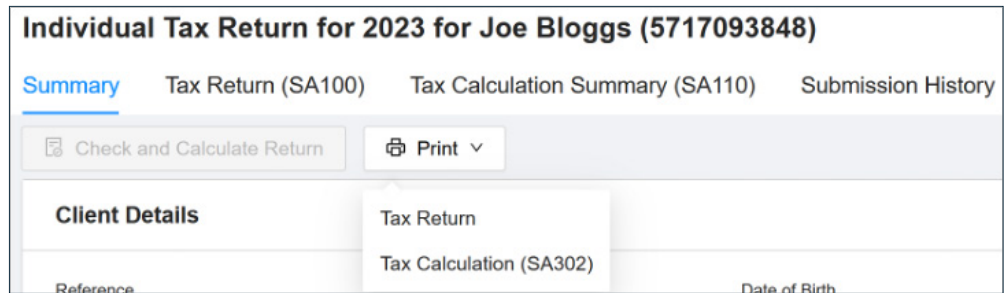
Tax Return (SA100)

A vertical menu with six items: 'Self Assessment' with a yellow 'SA' icon, 'Income' with a blue pound sign icon, 'Tax Reliefs' with a blue smiley face icon, 'Student & Postgraduate Loans, Child Benefit, Child Benefit' with a blue document icon, 'Incorrectly Claimed Coronavirus Support Payments & Marriage Allowance' with a blue grid icon, and 'Finishing Your Tax Return' with a blue grid icon.

Tax Calculation Summary (SA100)

A vertical menu with three items: 'Self Assessment' with a yellow 'SA' icon, 'Detail' with a blue document icon, and 'Calculation' with a blue grid icon.

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



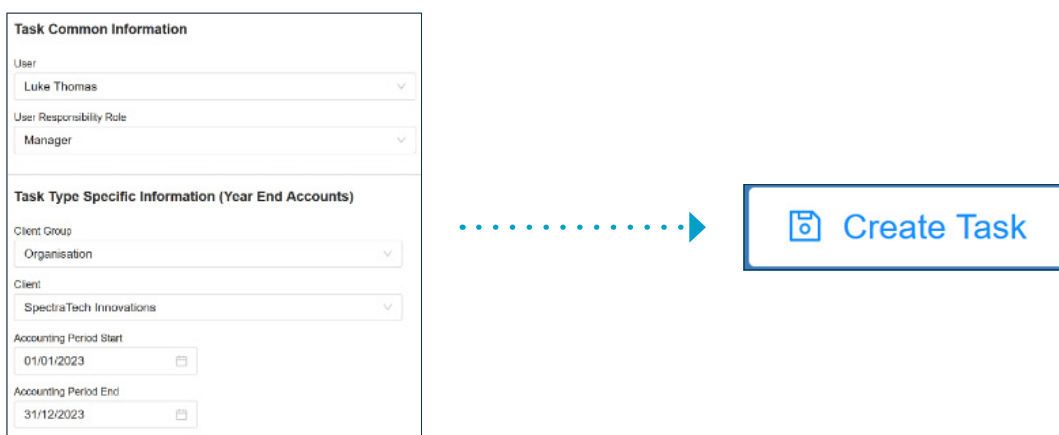
The return can also be sent to the client for approval, marked as complete, submitted to HMRC or Discarded via the menu along the bottom right.

Creating Year End Accounts

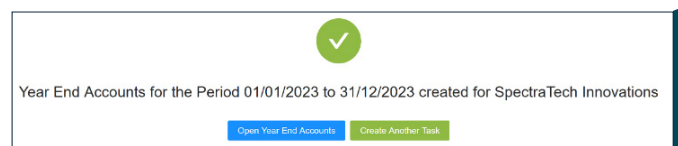
To start a set of Year End Accounts, click on the [Create Task] button > Year End Accounts.



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



Then click the [Open Year End Accounts] button.



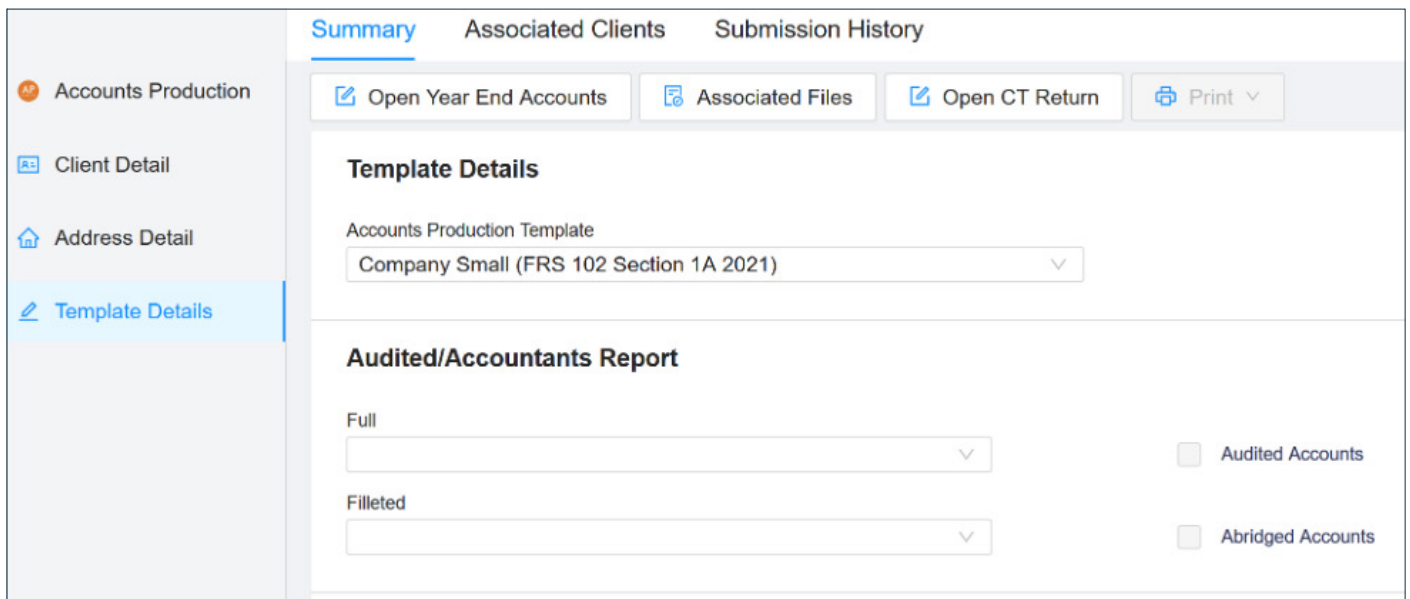
Once you have started the AP Task, it will open in read-only mode. This allows you to view the return without the ability to make any changes.

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.

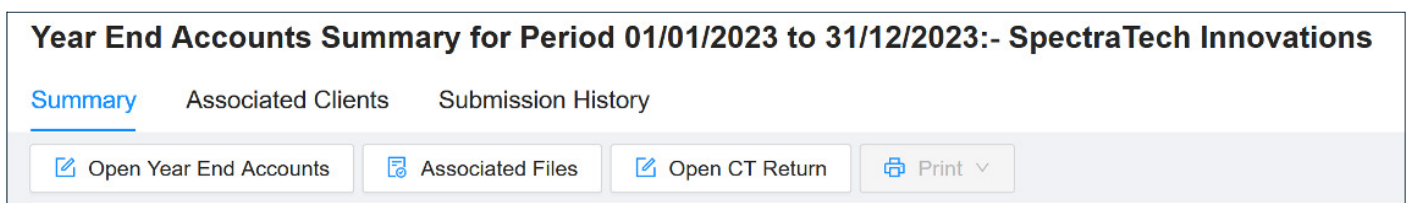
The tabs along the top are for the Summary, Associated Clients and Submission History.

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.

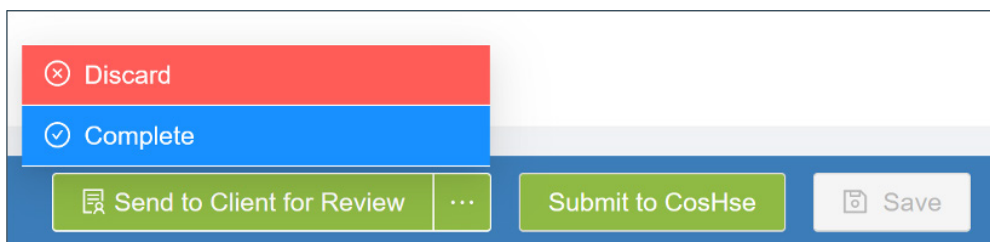
Template Details is important as you will need to assign a template before you can start the Year End Accounts.



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.

Year End Accounts Summary for Period 01/01/2023 to 31/12/2023:- SpectraTech Innovations

[Summary](#) [Associated Clients](#) [Submission History](#)

[Open Year End Accounts](#)
 [Associated Files](#)
 [Open CT Return](#)
 [Print](#)

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

Statement of Changes in Equity	4	Turnover	Sales - Sales
Notes to the Accounts	5	Cost of sales	Opening stock
Detailed Profit and Loss Account	6		Purchases
Filleted Accounts Cover	7		Closing stock
Directors Report Registrar	8		COS - Amortisation
Balance Sheet Registrar	9		COS - Depreciation - Land and buildings
Notes to the Accounts Registrar	10		COS - Depreciation - Plant and machinery
Extended Trial Balance	11		COS - Depreciation - Motor vehicles
	12		COS - Depreciation - Fixtures, fittings and equipment
	13		COS - (Profit)/loss on disposal of tangible fixed assets
	14		COS - (Profit)/loss on disposal of intangible fixed assets
	15		COS - Exchange rate (gain)/loss

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

Accounts

[Print](#)
 [Roll Forward Data](#)
 [Journals](#)
 [Officer Data](#)
 [Trial Balance Import](#)
 [Check Accounts & Generate iXBRL Files](#)
 [Open Accounts Summary](#)

[Year End Accounts](#)
 [Summarised Trial Balance](#)
 [Detailed Trial Balance](#)
 [Journal Report](#)
 [Journal Export](#)

Imported ... Find: Next Previous Whole Cell Case Sensitive Workbook

	A	B
1	for the year ended 31 December 2023	
2		

[Journals](#)
 [Officer Data](#)
 [Trial Balance Import](#)
 [Check Accounts & Generate iXBRL Files](#)
 [Open 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.

Trial Balance Import

- Xero
- QuickBooks (Online)
- Sage
- Custom

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

Journal Details						
Description: Year-end Inventory Adjustment						
Investment property	Freehold Investment ...	1001	Year-end stock valuati	20000.00	0.00	Add
Ledger	Account	Code	Additional Info.	Debit	Credit	Actions
Cost of sales	Opening stock	5001	Year-End stock valuation	0.00	15,000.00	
			Total	0.00	15,000.00	

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

Check Accounts & Generate iXBRL Files
 Open Accounts Summary

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

Open Year End Accounts
 Associated Files
 Open CT Return
 Print ▼

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.

Discard
 Complete

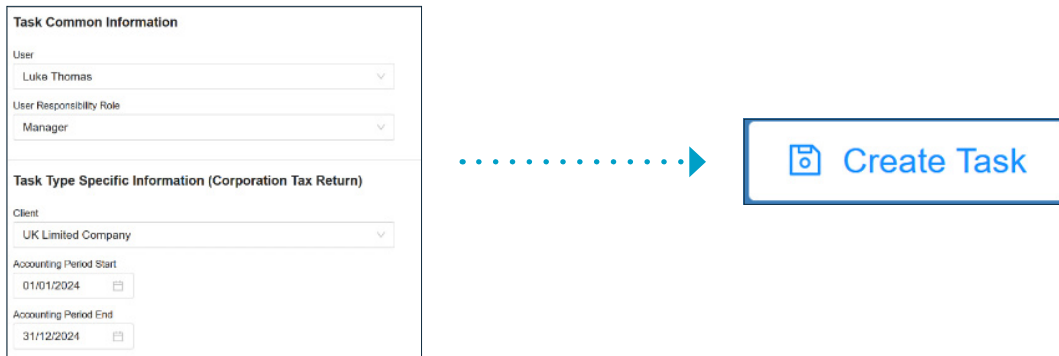
Send to Client for Review ⋮
Submit to CosHse
 Save

Creating a Corporation Tax Return

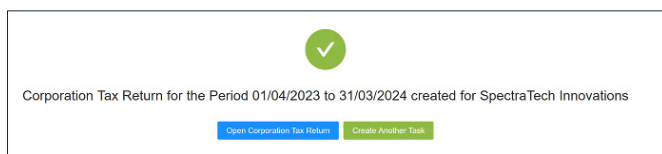
To start a Corporation Tax Return, click on the [Create Task] button > Corporation Tax Return.



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



Then select the [Open Corporation Tax Return] button.



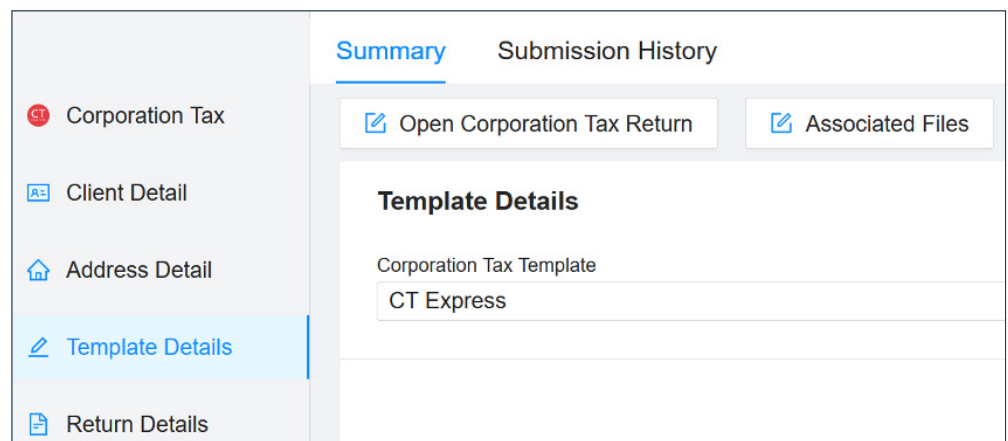
Once you have started the CT Task, it will open in read-only mode. This allows you to view the return without the ability to make any changes.

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.

Corporation Tax Return Summary for Period 01/04/2023 to 31/03/2024:- SpectraTech Innovations

[Summary](#) [Submission History](#)

[Open Corporation Tax Return](#)
 [Associated Files](#)
 [Swap Mode](#)
 [Open Accounts](#)
 [File Attachments](#)
 [Print](#)

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.

Computations

[Print](#)
 [Roll Forward Data](#)
 [Capital Allowances](#)
 [Check the Return and Generate iXBRL Files](#)
 [Open CT Return Summary](#)

Corporation Tax Return **contents**

[Print](#)
 [Roll Forward Data](#)
 [Capital Allowances](#)
 [Check the Return and Generate iXBRL Files](#)
 [Open CT Return Summary](#)

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

Capital Allowances Calculator

[Main Summary - Plant and Machinery](#)

	Main Pool	Special Rate Pool
WDV Brought Forward	£	£
Total Additions	£ 0.00	£ 0.00
AIA Claimed	£ 0.00	£ 0.00
Eligible For FYAs	£ 0.00	£ 0.00
Net Exp. after Waiver	£ 0.00	£ 0.00
Disposals	£ 0.00	£ 0.00
WDA/Small Pool	£ 0.00	£ 0.00
WDA Waived	£	£
Balancing Allowance	£ 0.00	£ 0.00

Main Pool

General asset details

Brief description of asset: High Precision Laser Cutter
 A/C No. or Reference: EDP-4367

Asset Addition
 Asset Disposal

Asset Addition details

Date of addition: 14/04/2023
 Addition value: £ 35000.00 AIA claimed: £ 35000.00

Eligible For FYA @100%
 None

Asset Disposal details

Date of disposal:
 Disposal proceeds: £
 Disposal to pool: £
 Balancing Charge re Super Deduction: £

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

