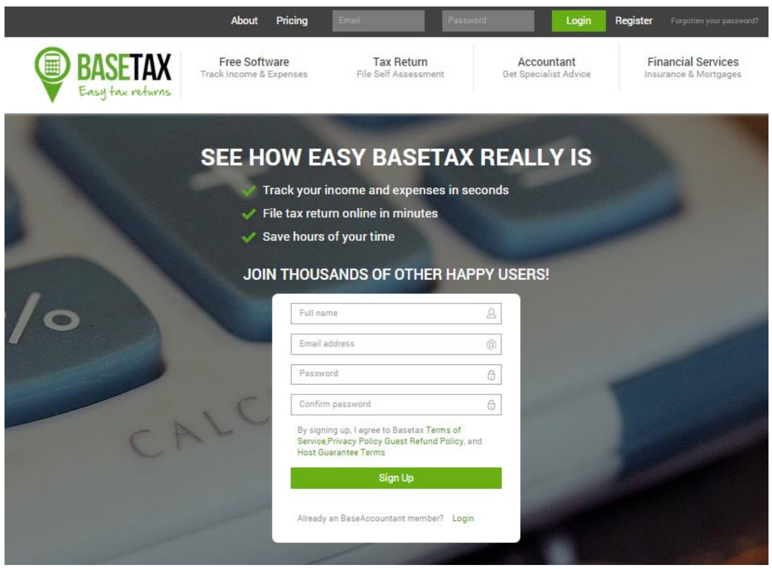
BOOKKEEPING SOFTWARE USER GUIDE

For first time user



Basetax Bookkeeping Software User Guide

For first time user

HOW TO SET UP BUSINESS DETAIL

Step 1: Select your tax status

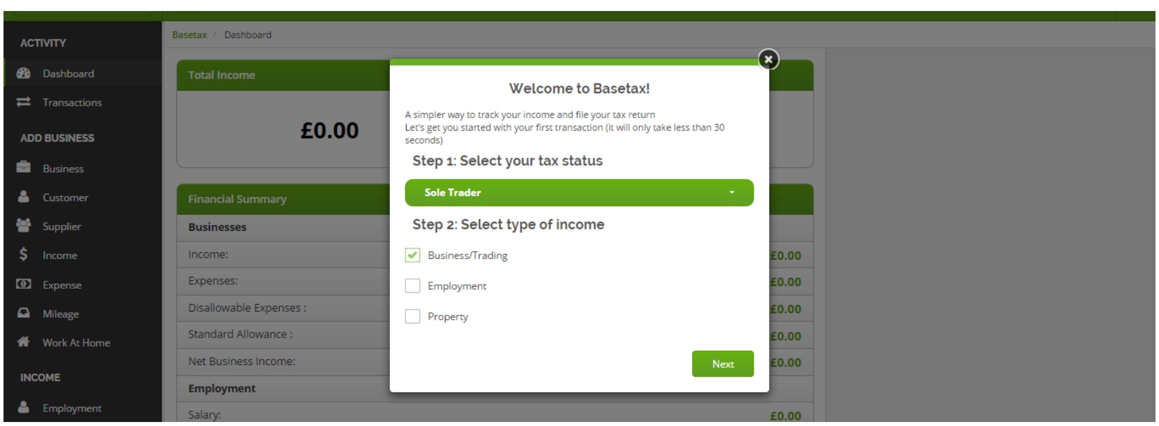
Limited Company
Sole Trader
Partnership
Private Individual

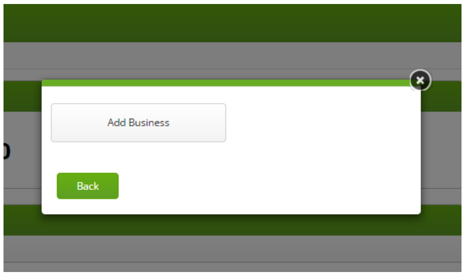
Step 2: Select main type of income

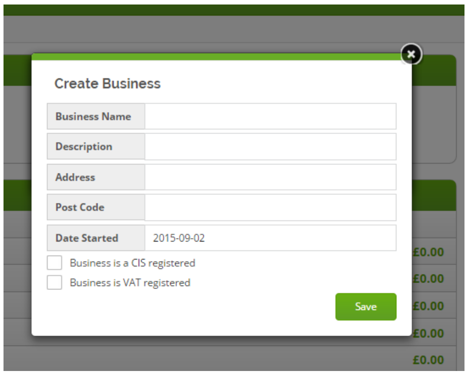
Business/Trading
Employment
Property

Step 3: Fill in your business detail

Fill in your business information form shown up after ‘Add Business’. Business Name, description and postcode are mandatory fields. The rest of the form can be added later by clicking on ‘Business’ under the ‘Add Business’ section on the left side menu.







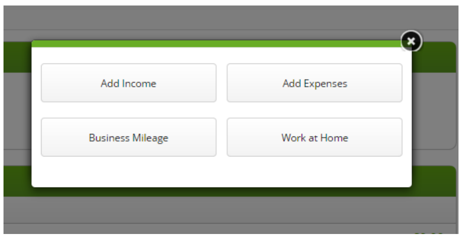
Click Save after adding the business detail. Your business is set up.

Next: Create a transaction

HOW TO CREATE A TRANSACTION

Step 1: Select type of transaction

Add Income
Add Expense
Business mileage
Work at home

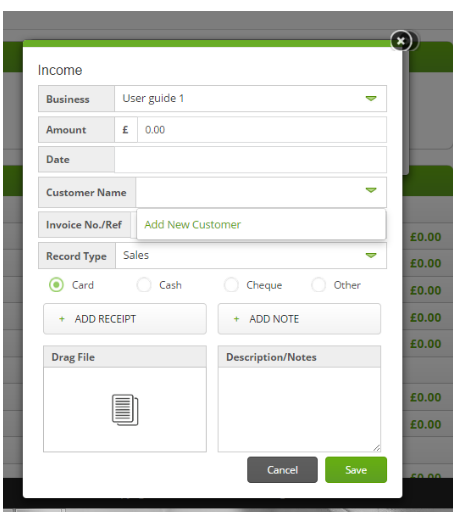


Option 1: Add Income

Fill in income detail form shown up after ‘Add Income’. Amount, date and customer name are mandatory fields. Select one of the income types in the dropdown option within Record Type field. If the customer name is not within the dropdown option please ‘Add New Customer’ detail.

Important note: Please note that only the date within the range of the selected tax year will be accepted (i.e. 2015/16 covers from 6th April 2015 to 5th April 2016). You will not be able to save the transaction if the date is outside of the selected tax year. Please change the tax year at the top right corner.

The rest of the form can be added later from Transaction page.

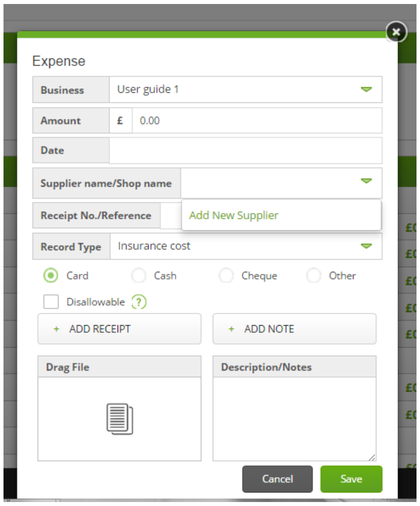


Option 2: Add Expense

Fill in income detail form shown up after ‘Add Expense’. Amount, date and supplier name are mandatory fields. Select one of the expenses types in the dropdown option within Record Type field. If the supplier name is not within the dropdown option please ‘Add New Supplier’ detail.

Important note: Please note that only the date within the range of the selected tax year will be accepted (i.e. 2015/16 covers from 6th April 2015 to 5th April 2016). You will not be able to save the transaction if the date is outside of the selected tax year. Please change the tax year at the top right corner.

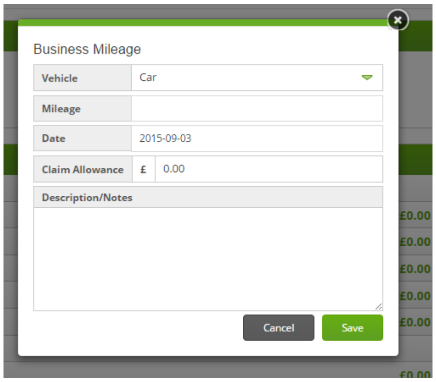
The rest of the form can be added later from Transaction page.



Tips: Full list of expenses that you can claim - [Link to Expenses for Sole Trader Guide]

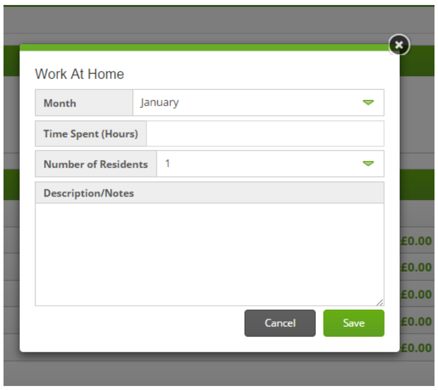
Option 3: Business mileage

Record your business mileage for the week/month. The claim allowance will automatically calculate for you based on the type of vehicle you selected. It is advisable to include full detail of the business trip that you have made.



Option 4: Business mileage

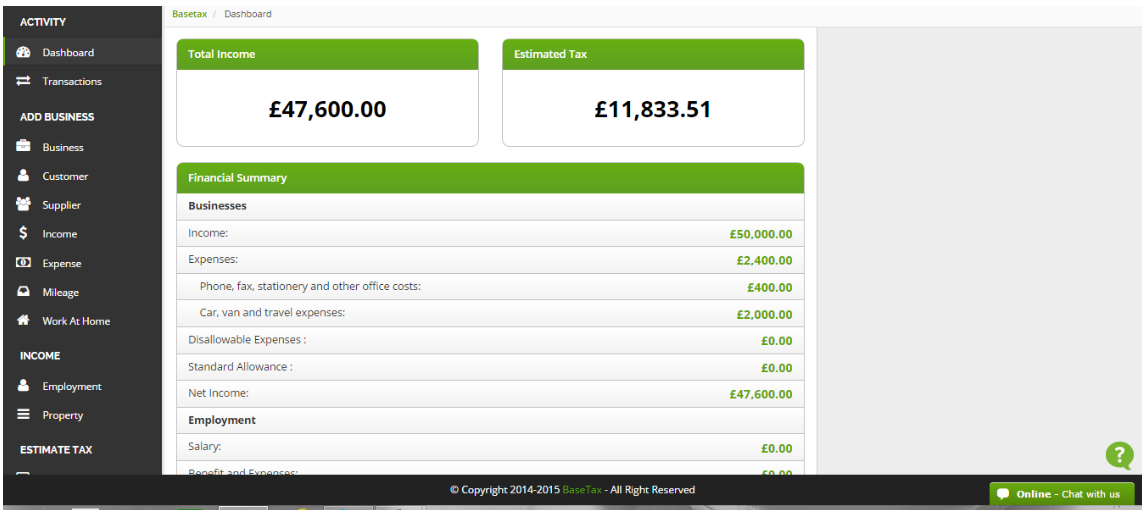
Record the work at home hour for the month. The claim allowance will automatically calculate for you based on the number of hour you entered. It is advisable to include full detail of the works done at home.



HOW TO VIEW BUSINESS SUMMARY/TRANSACTIONS

View 1: Dashboard

Overview of your financial summary
Estimate tax (for self-employed only)
Breakdown of business expenses



View 2: Transactions

List of all your transactions
Edit/Delete a specific transaction under 'Action'