NEW ITR14 FEATURES

This document deals with the new importation of a trial balance and some other new features.

ITR14

INTRODUCTION

The problem with ITR14s is that they are designed for the largest company in South Africa. What you will probably find is that most ITR14's are in fact more of a simplistic nature because they cover very simple CC's and companies, however the Sky Tax IT14TR module will handle even the most complex tax returns.

The hardest most time consuming task is actually inputting the trial balance amounts and getting the right Accfin Sky source code against each amount entered. SARS does not use a source code they use a description whereas in our software we use a source code which of course make things much easier. The trick is getting from the trial balance amounts that comes out of a set of working papers or the general ledger amounts that come out of an accounting system with the Accfin Sky source codes.

Please note that you can export the trial balance from the Draftworx working papers with the Accfin Sky source codes.

In this version of Sky Tax we have simplified the importation process of the trial balance.

There are also some other new features which will be explained in this document.

ITR14 FRONT PAGE – RETURN INFO

The screen below indicates the front page of the ITR14 tax return. There is some very important information that you need to understand and address on the front page called *Return Info*, the most important being the *company type* which we call the *container type*.

CONTAINER TYPE

Based on the *gross income* amount and the *total assets* the system will automatically calculate the container type. The first step before you start is to create a new taxpayer for the year in question and then to create a new page by ticking on the green plus.

The next step is that you need to populate the gross income figure and the total assets figure and the system will then determine the taxpayer type.

If by chance you change the gross income and the total assets figures then the system is going to request a new container type if the brackets have changed as indicated on the screen below. In this instance you will lose the source code data that you entered, therefore please make sure you are sure of which container type at the start or at least have the trial balance.

Each container type has different source codes depending on whether its *micro*, *small*, *medium and large*. The container type is set on the size of the figures (i.e. the gross income and the total assets) so very large companies will have a lot more source codes as opposed to a micro which will have very few source codes. There may be a situation where you have entered the wrong income and assets and you correct them then the system will require a new container type and this will have the effect of deleting your current container even if you have input figures into the trial balance. If you place the cursor over *total assets* and *gross income* the system will give you a tooltip of the brackets that determine the container type.

Whenever the container type is going to change system will give you a warning message as indicated in the screen below.

At this time, it will also be a good idea to indicate *type of company* which is shown on the screen below and is depicted as *normal*. The other types of company are *small* and *branch* and an *employee* company. By placing your cursor over this field, you will see a tooltip of the different types of company. This will effect the rates!

It will be a good idea to deal with any of the questions that you can answer on the *Return Info* screen by answering some of the questions the menu option relating to supporting schedules or additional information will be switched on in the financial items tab when you select financial items.

Once the formalities have been attended to in the above screen you can import the trial balance by selecting *Financial Info*. Once you are on the screen click on the trial balance button in order to commence the import.
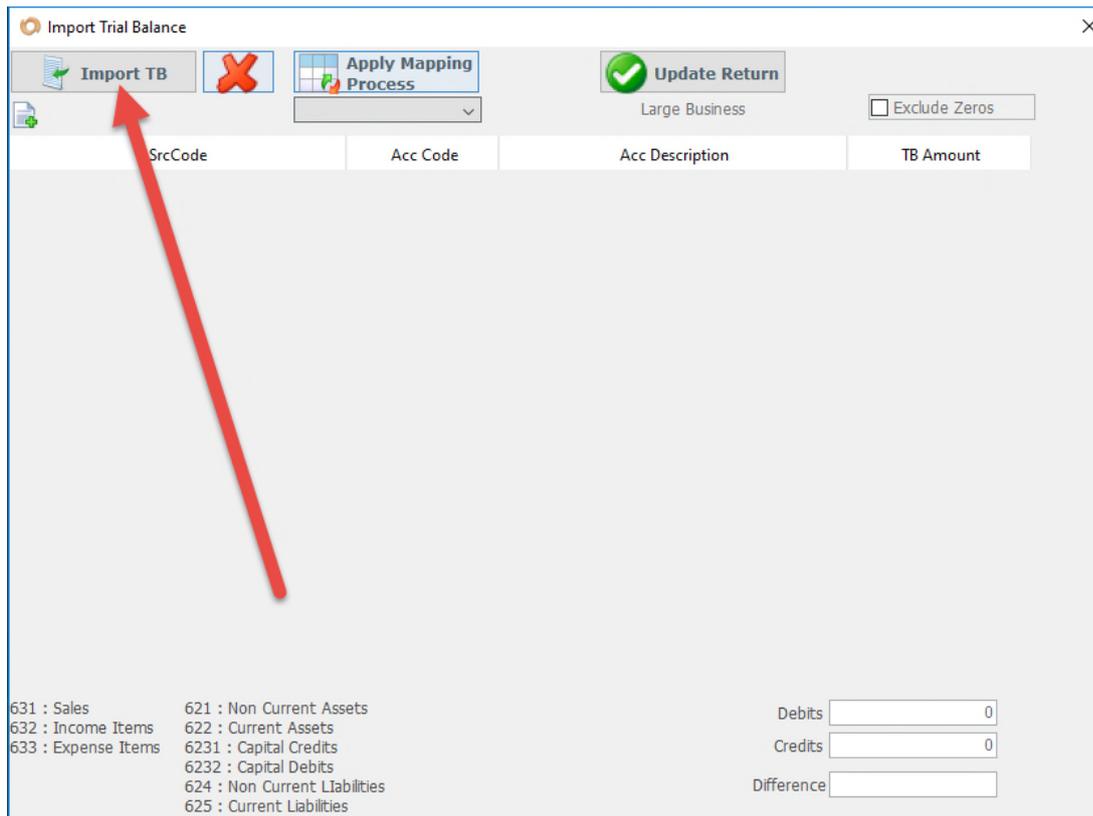
The above screen has a number of different processes.

Import trial balance – this button will allow you to import the trial balance, it will navigate you to where the trial balance is. The trial balance must be in a CSV format. The importation system will allow you to configure any format trial balance. Once you have run and import and you find that it is not correct you can do it as many times as you like until satisfied.

X – this button will delete the contents of the trial balance page.

Apply mapping process – this button will allow you to pull in a trial balance without source codes and if you have pulled in the trial balance from the previous year it will automatically map the accounting codes to Sky Tax source codes which are based on the previous year.

Drop down below the apply mapping button – where you are using the same accounting codes for your trial balances in that you use a standard accounting system and you have allocated the codes for the year before you can save the trial balance as a mapping file which can be used for the next year.

The Update Return button – this button will update the source codes on the return and must be pressed whenever a new trial balance is imported. This will also need to be done when the TB is manually changed.
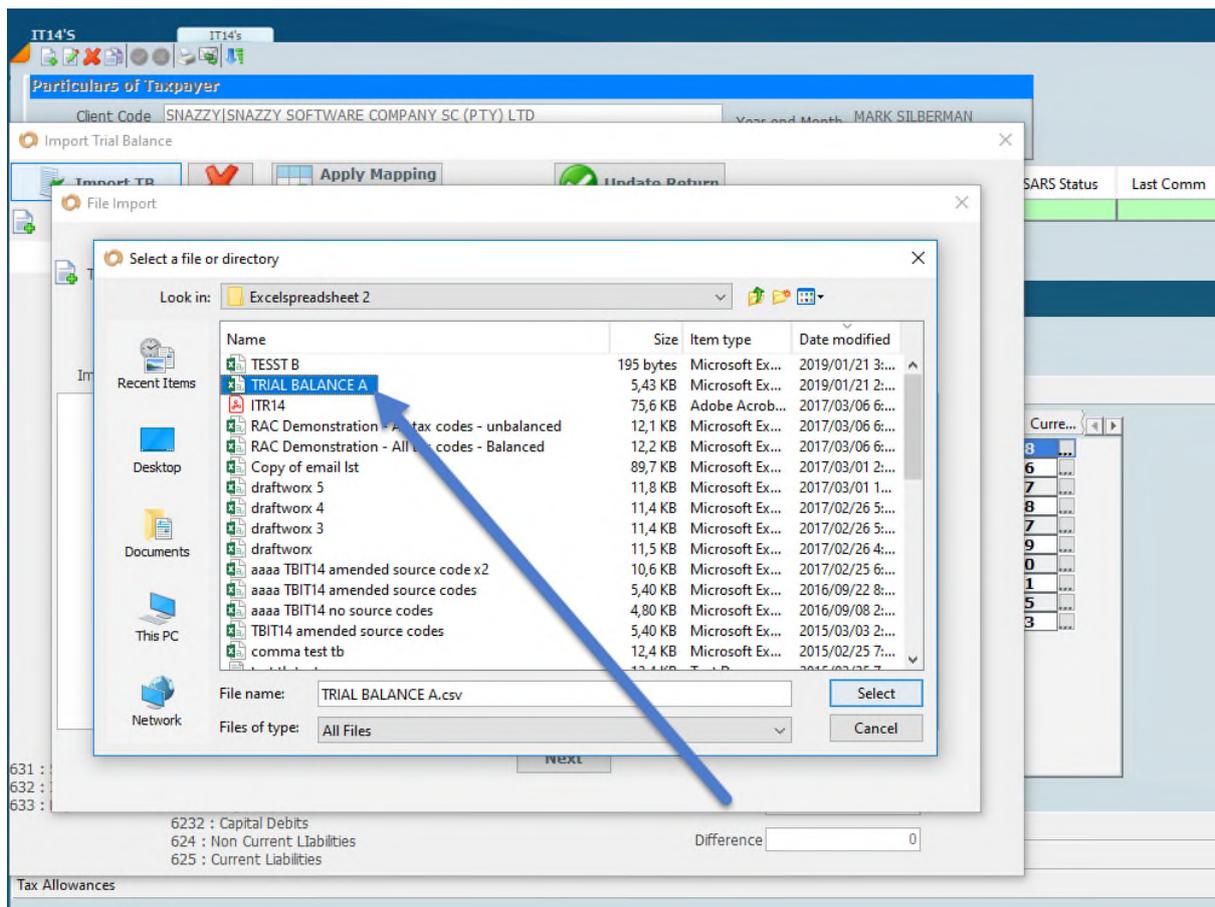
Once you have found the trial balance you are looking for click on it and the trial balance will load and it will look like on the screen below. The trial balance imported in the screen below already has its source codes which you can see on the left-hand side. If you're happy with the source codes and it all balances you can then click on the *update return* and it will update the trial balance in the tax return.

If there are some source codes that are blank, those line items will appear at the top of the page and then it's a simple matter of allocating the source code.

By clicking on the source code area, a drop down will open with all the available source codes. If you know what the source code is then scroll down to it and select. If you want to access the group of

source codes then at the bottom of the trial balance window there are some main codes examples. If you type in 631 it will give you a list of all the source codes that belong to sales. You will see at the bottom of the trial balance the headers for the groups of source codes.

Once you have populated all the source codes you can update the trial balance and the figures in the financials of the tax return will automatically refresh.

MAPPING FILES

From now on in any particular year that you have mapped the files to the source codes and you get a trial balance for the following year, import the trial balance, and then click on **Apply Mapping Process** and the system will import the trial balance which has no source codes and apply the source codes from the previous year.

If you have pre-populated the source code column you can create a mapping file by clicking on the **Apply Mapping Process** which will display this following screen and then it is just a matter of creating a new file and filling the screen by matching each account code with the source code.

Click on the green plus and type in the name of the mapping file.
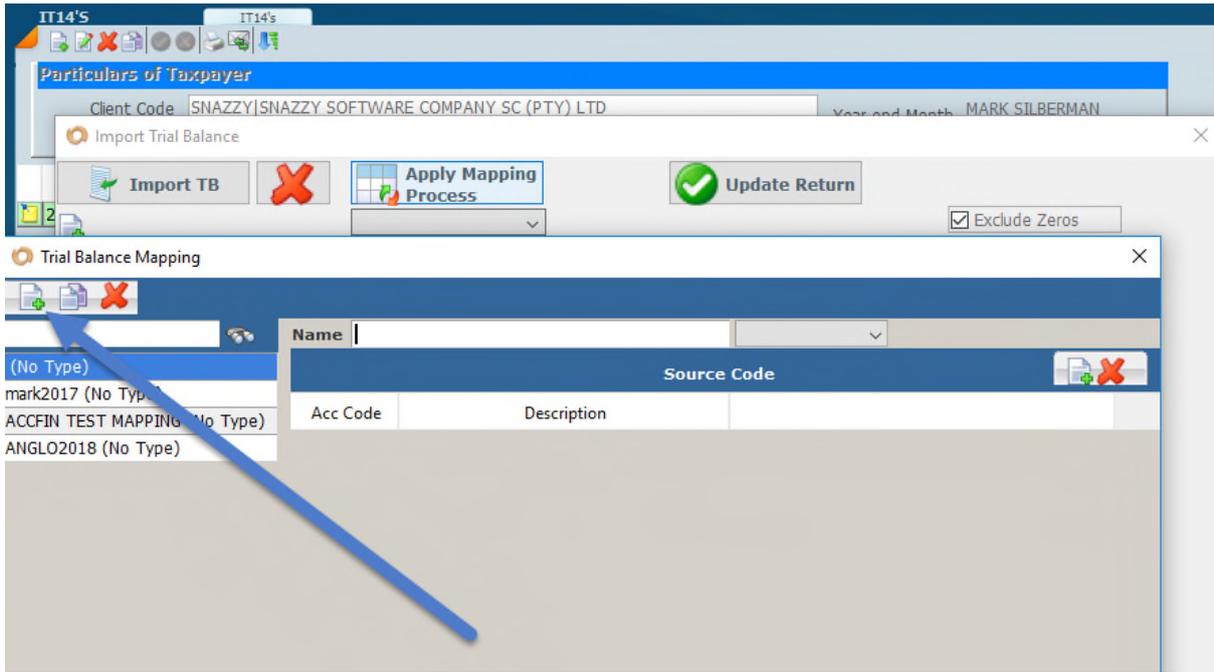
Once the name of the mapping file has been created click on the green plus on the right-hand side to add a line item for account code and source code.
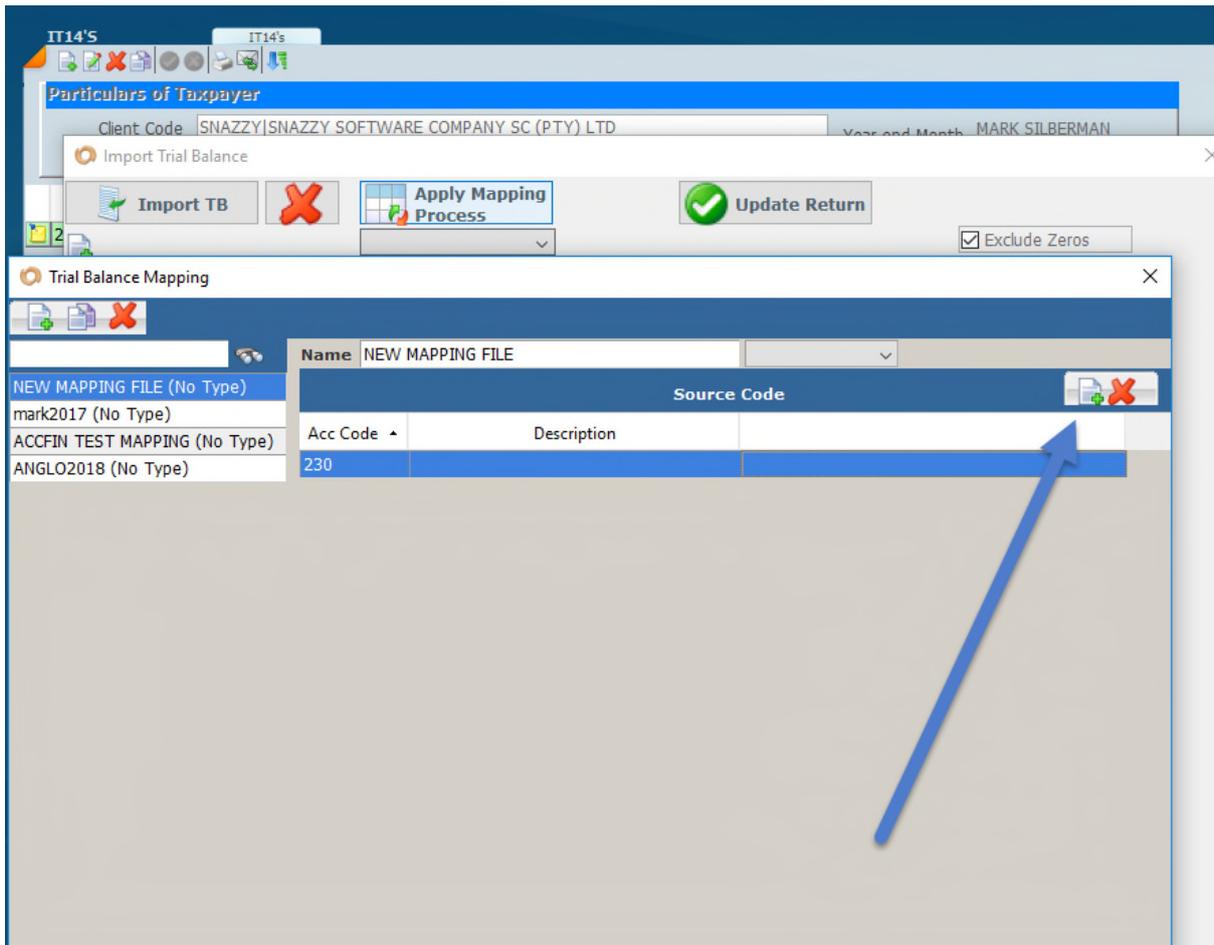
CHECK RETURN

Please note the new check return button which will give you a list of all the items that the system detects in error.

CHECKS AFTER TRIAL BALANCE IS UPDATED

Check that the Control Total is zero.

Check the net profit equals the profit in the financials.

Check the provisional tax payments.