

# TAXCAT



## Quick Start Guide

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## ***Introduction to the Quick Start Guide***

This quick guide has been written and designed to help you become familiarised with the basics of Taxcat. Over six lessons, this will guide you from setting up the Taxcat software for first time use, through to using the lodging a return via ELS and to getting ready for the new years software when made available to you.

The lessons are as follows:

### **Lesson 1 – Setting up your Taxcat software for first time use**

This lesson takes you through setting up the Taxcat software for new usage. This is important for creating efficiencies within the software aimed at saving you time with the continued use of the software. Once these are set-up, you can proceed safely to preparing tax returns.

### **Lesson 2 – Tax Return Preparation**

This lesson takes you through the general steps involved in preparing a tax return.

### **Lesson 3 – Printing tax returns**

This lesson takes you through the different methods of printing a tax return along with the different print formats. This includes printing for paper lodgment.

### **Lesson 4 – Lodging returns via ELS**

This lesson takes you through lodging a return via ELS and the requirements that must be met in order to do so. Please note that lodging via ELS requires the Cisco VPN client to be installed.

### **Lesson 5 – Backing up your Taxcat Database**

This lesson takes you through the methodologies of backing up your data. This is vital in instances of when data corruption can occur, for example due to viruses or power outages. Please note that in instances when this occurs, without backups, this makes it very hard to recover data.

### **Lesson 6 – Preparing for the New Years Software and commencing use**

With continued use of Taxcat, you can create certain efficiencies by preparing yourself for the new years version. This can mean that you don't need to re-key front cover details for clients and associated properties. You also have the ability to roll over your debtors into the new year of the software.

Please note that for more information regarding any of these features, they are covered within the built in help guide, locatable in Taxcat via **HELP | Taxcat HELP**.

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## Lesson 1 – Setting up your Taxcat software for first time use

Before beginning the preparation of tax returns, you will be required to complete the following areas within the software:

- **Tax Agent Details – accessible via SETUPS | TAX AGENT DETAILS**

Each tax return is required to be associated with a Tax Agent for the purpose of electronic lodgement to the Tax Office. In addition, the Tax Agent and tax return relationship are important for internal report printing.

On the CONTACT DETAILS tab, You will be required to enter in an agent code (maximum of three digits), a short name, your tax agent name, a contact name, address and phone number. Should you wish to make use of our invoicing facilities, it would be recommended that you fill in your ABN if applicable. If you wish to make use of our emailing facilities, you will need to enter in a valid email address.

Setup - Tax agent details

Agent Code: 000 Short Name: AGENT

**Contact Details** | Lodgment & Templates | Trust Account | Firm Account

Tax agent no: 00013000 ABN: 88 222 244 445

Tax agent name: Tax Agent

Contact name: Agent

Address: Address Line 1  Auto Default Agent Address  
Address Line 2  
Address Suburb

State: VIC Postcode: 3000 Phone: 03 88889999

**Default Email**

Email address: enquire@email.com.au

CC address to self:

Update Address F2 Add F3 Edit F4 Save F5 Find F8 Delete F9 Print Close

On the LODGMENT & TEMPLATES tab you will be required to insert your ELS Approval number and you default office of Lodgment (as per the ATO). You should notice along the left hand side, there are a list of front cover template defaults that once selected, will automatically apply for any future tax returns prepared. For you as a tax agent to be able to lodge, MODEM OR BROADBAND TRANSMISSION must be selected. You also have the option for TAXPAYER SIGNED TAX RETURN and APPLY THE ELS LODGEMENT. If these options are selected, then on the front cover of each return, these options will already being selected (required for lodgment). If these options are not selected, for each return, you will need to select both of these options in order to lodge. If these options are not selected, this can act as an internal control to prevent returns from being lodged when if fact they are not ready to be.

If at some point in the future you happen to move or change your postal address, you will need to insert what you had in the 'Contact Details' screen address field into the 'Lodgment & Templates' screen previous postal address field and insert you new address into the 'Contact Details' screen.

On the TRUST ACCOUNT tab you have the option of filling in your trust account details (if applicable). If you fill in your trust account details, when filling out a tax return that has the option of an EFT refund, then you can have this as your trust account rather than you clients bank account. If you use your trust account for the purposes of the EFT refund, then you also have the functionality of requesting the OR Statement from the ATO (Bank Reconciliation Statement).

On the FIRM ACCOUNT tab you have the option of filling in your firm account details. If you are using our invoicing facilities, this account will appear on your invoices for direct debit purposes.

Before exiting this screen, please ensure that you press the F4 Save button. Note: You will need to repeat this process for each tax agent

- **ELS communication settings – accessible via SETUP | ELS DETAILS**

Upon completing the Tax Agent Details section, information for the ELS communication parameters are required for the purpose of facilitating communication (tax return lodgment) between the Tax Agent and the Tax Office. The following settings are required to enable tax return and form lodgments electronically via the ELS VPN.

Within the ELS details screen, in order to be able to facilitate lodgment, you will need to enter in you ELS approval number at the top of the screen (see below) with a description. The description field is useful for being able to distinguish between multiple tax agents VPN credentials. Once you insert you ELS approval number, the software will then automatically prefill your VPN user ID (Tax Office accesscode1), your ELS User ID and your ELS password. Note that the ELS password is not your actual password, it is a temporary password that simply enables you to save the details you have entered should you not have your ELS password at point of input. You will then need to insert both your VPN password (Tax Office accesscode2) and your ELS password.

If you are using the Tax Office Telstra Dial IP network provided to you from the ATO, you will also need to select any existing Dial-Up connection. Click on *New Dial-Up Connection* to create a new one via the MS Windows New Connection Wizard. If using the Tax Office provided Dial IP Network, the dial up number is 0198303290. You will also need to enter in your dial up user name and password provided to you by the ATO.

You will notice five tick boxes along the right hand side of the screen. You will need to select either APPLY TAX OFFICE TELSTRA DIAL IP NETWORK (if using the tax office Telstra dial up connection) or APPLY DIRECT INTERNET CONNECTION (if using a ADSL, Broadband or ISDN connection). Most users would have the latter selected. You also have the option of automating the login process. This option is used if you do not wish to have to manually send the returns to the ATO. The other two options, by pass auto detect host and apply IPSec over UDP are generally used when there are issues with lodging.

As a requirement by the ATO, your ELS password needs to be re-set every 30 days. When lodging, you will receive notification of this. The software automatically updates this password on the computer that was lodging at the point of reset. If you are lodging on multiple computers, this password will need to be updated on all other lodging computers. The same applies if you have any other software that lodges via ELS. Please also note that that should the password be changed whilst lodging in another software, you will need to manually update the password in Taxcat. This can be done within SETUPS | ELS DETAILS and editing the ELS password. Should you ever need to reveal passwords, you will need to press the F9 Print button and screen.

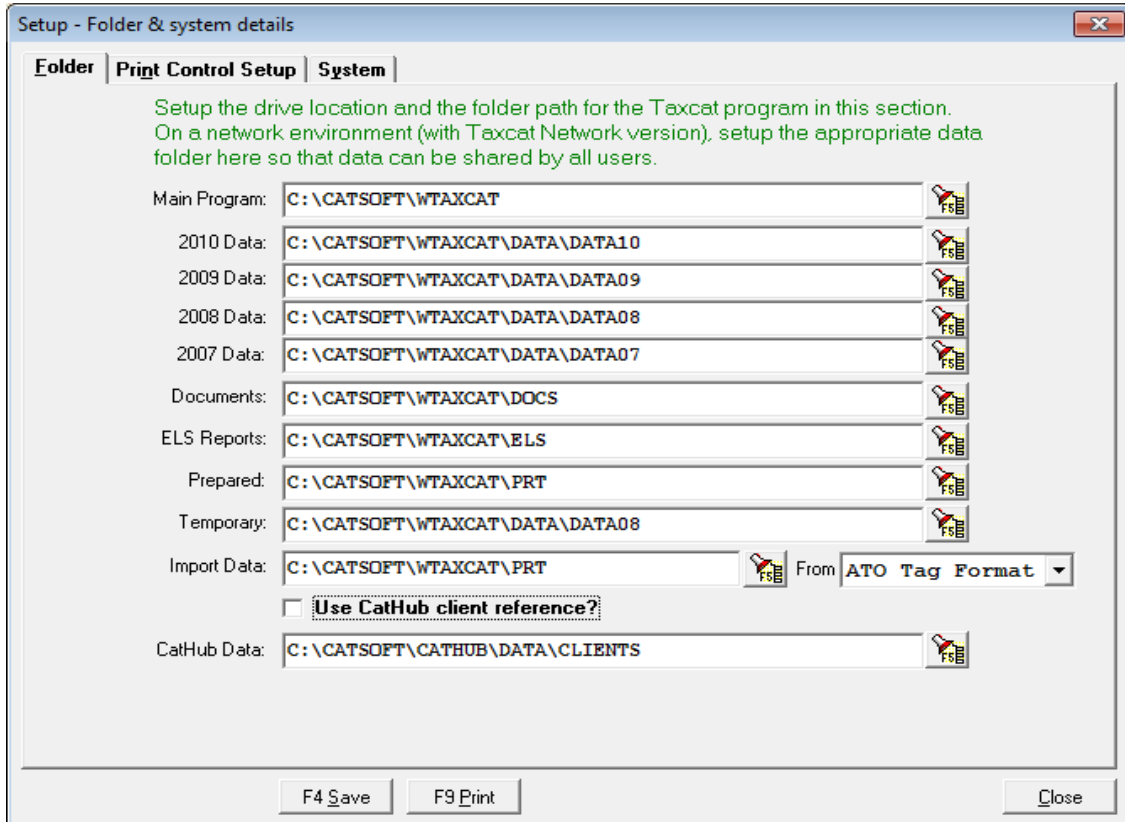
On the LODGMENT tab, you can define your lodgement points. The software will default these addresses according to your ELS approval number. This means that unless advised, you will not need to change anything on this tab.

Ensure that you press the F4 Save button on the ELS LOGIN tab before exiting the screen to save the details that you have entered into the software.

- **Folder & System Details – accessible via SETUPS | FOLDER & SYSTEM DETAILS**

The folder path and system details for Taxcat are based on a default template when the program is first installed. However, the user may change some of the default values to suit their usage patterns. These determine how Taxcat behaves and performs when the user operates the program. Listed below are sections that can be modified and customised by the user.

Within the FOLDER tab, there are the following features:



The information that is contained within this screen basically controls where your data is being stored along with other useful documents including the documents (including the declarations for each return), your ELS reports that are downloaded from the gateway and the files that you actually lodge to the gateway. Please ensure that these are set correctly before proceeding to create any tax returns.

Within the PRINT CONTROL tab, there are the following features:

**Setup - Folder & system details**

**Folder** **Print Control Setup** **System**

**Tax Return Print Control**

	Order	Number		Order	Number
Cover page:	1	1	Computation Page:	4	1
Standard Return:	2	1	Worksheet:	5	1
Extended Return:	3	1	Invoices:	6	1
Attached Documents:	1		Taxpayer's Declaration:		1
Print Transmission Tags:	0				

Use Dummy Tax File Number

Print new page for each schedule

Insert Attached Document and Declaration at the beginning

Show share percentages of rental properties (I, A, P& T returns)

Individual Declaration Name: C:\CATSOFT\WTAXCAT\DOCS\DI10.DOC

P,T,C,F or EX Declaration Name: C:\CATSOFT\WTAXCAT\DOCS\DE10.DOC

MS Declaration Name: C:\CATSOFT\WTAXCAT\DOCS\DMS10.DOC

Activity Statement Declaration Name: C:\CATSOFT\WTAXCAT\DOCS\DA10.DOC

FBT Declaration Name: C:\CATSOFT\WTAXCAT\DOCS\DB10.DOC

Other Document:

**Output Format of standard print**

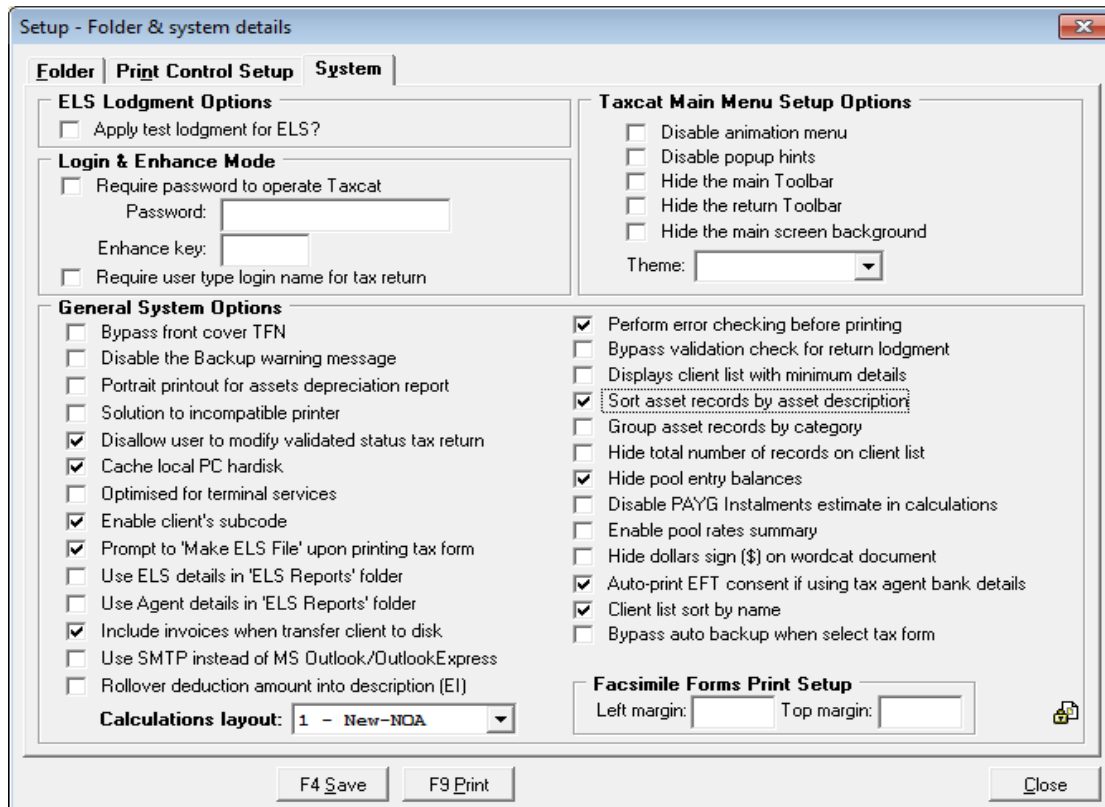
**Condensed text format**     **PDF of ELS return**     **PDF for paper lodgment**

F4 Save    F9 Print    Close

Within this screen, you are essentially setting the default printing settings for any future returns that you create. This can be useful for if you want to assign an 'other document', have your printouts defaulted to PDF of ELS or even if you wanted to show the percentages of rental properties to the bulk of your clients.

Note that these are changeable within each return itself, thus the defaults should be selected as to what would suit most of your clients.

Within the SYSTEM tab, there are the following features:



Each of these features can be either switched on or off.

Some of the basic options are as follows:

- **Apply Test Transmission** - If enabled, a default “Yes” value will be applied to each return transmitted to the Tax Office, i.e. tax returns transmitted will be considered as test transmission only. This setting can be overridden during a *Send Returns* session.
- **Apply Password for Taxcat** - If enabled, access to Taxcat will be restricted by a password. Insert the desired password in the *Password* field below.
- **Password** - This field relates to the *Apply Password for Taxcat* setting. Any value typed into this field will be the password used to activate Taxcat.
- **Require user login name** - This setting activates the user login screen. The login screen requires the Taxcat user to enter his or her identity so that any tax return prepared or modified by the user will have the user’s identity inserted against that return. The user’s identity can be viewed while in the return through *Additional Information* in the *Other Tax Agent Information* section.
- **Bypass front cover TFN** - This option allows the user to bypass the Tax File Number (TFN) field without error. However, please note that the TFN is mandatory for any return lodged with the Tax Office.
- **Disable backup warning message** - The backup reminder message that appears when the user exits Taxcat, is disabled if this setting is ticked.
- **Print portrait format for assets depreciation reports** - This option allows the user to print any assets depreciation report in portrait format. Normally, this report prints in landscape format. NB. In some situations the portrait format may not be appropriate.
- **Solution to Incompatible printer** - This option should only be used when Taxcat is not printing properly with the default MS Windows printer driver.
- **Disallow user to modify validated status tax return** - This option prevents the user from modifying a tax return that carries the status of *Validated*.
- **Cache local PC hard disk** - This option is used where Taxcat is installed to a network drive and network performance is slow. Ticking this option will enable a caching technique to be applied utilising the local hard disk to speed up certain processes.
- **Enable client’s sub-code** - Allow users to specify a sub-code for each client code when creating new tax forms.

- **Prompt to 'Make ELS File' upon printing tax form** – Allows user to select 'yes' after printing a tax return (presuming the return has no errors within).
- **Use ELS Details in the 'ELS Reports' folder** – this option is useful for multiple lodging computers. Due to ATO regulation, the password is changed every 30 days. This option means that you would not need to go on to each computer and manually change the password providing all ELS folders are on the network.
- **Use Agent details in 'ELS Reports' folder** – this option is useful for firms that have numerous agents that may be that of a temporary nature. This would mean that all details on each computer would remain consistent providing that the ELS folder is on the network on all computers.
- **Include invoices when transfer client to disk** – this option simply keeps the option selected at all times in the transfer client function.
- **Use SMTP instead of MS Outlook / Outlook Express** – this option should be used should you be using another piece of software other than MS Outlook or Outlook Express for emailing purposes. This change is reflected within the Tax Agent Details screen.
- **Rollover deduction amount into description (EI)** – this option when selected, during roll-over will insert the description and the prior year amount into the details section of the relevant item.
- **Perform error checking before printing** - This option will display, if any, errors that exist within the return when users attempt to print the return
- **Bypass validation check for return lodgment** - This option allows the user to skip any errors in a tax return that prevent Taxcat from picking up the return during the *Lodgement of a Return* session for ELS lodgment.
- **Display client list with minimum details** – this option restricts the client list to only show the client code, the form type and the status of the return.
- **Sort asset records by asset description** - This option will sort assets in the print out by sorting asset records according to the description
- **Group asset records by category** - This option will group assets in the print out of depreciation worksheet by their category and show subtotals for each category
- **Hide pool entry balances** - The pool entry balances will be hidden in the print out of depreciation worksheet.
- **Disable PAYG instalments estimate in calculation** - PAYG estimates calculation will not be included in the calculation
- **Enable pool rates summary** - This option will include the pool rates summary in the print outs
- **Hide dollar sign (\$) on Wordcat document** – removes dollar sign from Wordcat documents when printed.
- **Auto-print EFT consent if using tax agent bank details** – when selected, if the tax agent has their bank details within the auto EFT consent section of the tax return, the EFT consent document will automatically be added to the printout.
- **Client list sort by name** – when selected, instead of being sorted by client code, will be sorted by client name.
- **Bypass auto backup when select tax form** – this option generally should not be selected. If you are considering selecting this option, please contact support prior to doing so.
- **Calculations Layout** – here you can choose the default layout of the computation estimate

Once you are happy with the defaults that you have entered into the software, you can commence starting to fill out returns.

## Lesson 2 – Tax Return Preparation

After completing the information required for working in Taxcat (as detailed in lesson 1), you may now proceed to creating tax returns within the program. The procedural flow for completing a tax return is outlined below:

- Step 1: Start and complete the front cover;
- Step 2: Proceed to the tax return and fill in the necessary tax return items;
- Step 3: If necessary, complete the relevant schedules for the tax return;
- Step 4: Ensure there are no validation errors in the tax return;
- Step 5: Print the tax returns; (Lesson 3)
- Step 6: Lodge the tax returns; (Lesson 4)

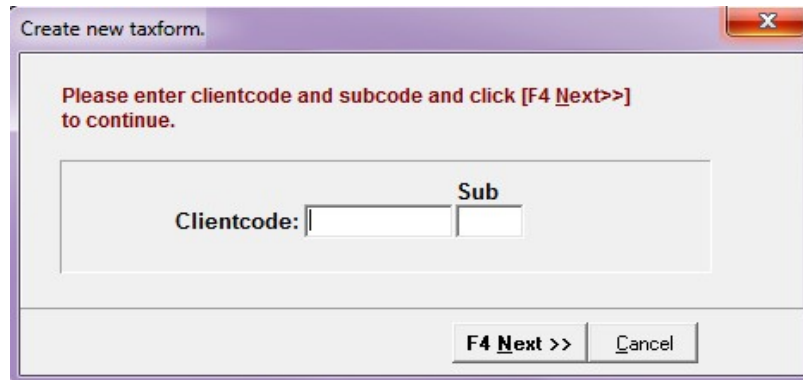
The types of returns available for electronic lodgment are as follows:

- Income Tax Returns
  - Individual (EI)
  - Individual Amendment (AI)
  - Partnership (EP)
  - Trust (ET)
  - Company (EC)
- Superannuation Funds
  - Self Managed Superannuation Fund (MS)
  - Superannuation Fund (EF)
  - Member Contribution - 2008 onwards (MC)
  - Superannuation Supplier (SP)
  - Superannuation AVA (SR)
  - Superannuation Member - 1997 – 2007 (ES)
- Activity Statements
  - Business Activity Statement (GA)
  - Instalment Activity Statement (GB)
  - Annual GST (GR)
  - Annual IAS (GI)
  - ABN Registration (TR)
- Stand Alone Tax Forms
  - Fringe Benefit Tax (EB)
  - Private Ruling Request (ER)
  - Joining / Leaving Consolidated Group (EX)
  - Family Trust Entity Election (XX)
  - Interposed Entity Election (YY)
- Miscellaneous Tax Forms
  - Electronic Funds Transfer (EM)
  - Client Update (CU)
  - Update of Corresponding Preference (CP)
  - Tax Agent Report Request (RR)

### Step 1: Start and complete the front cover

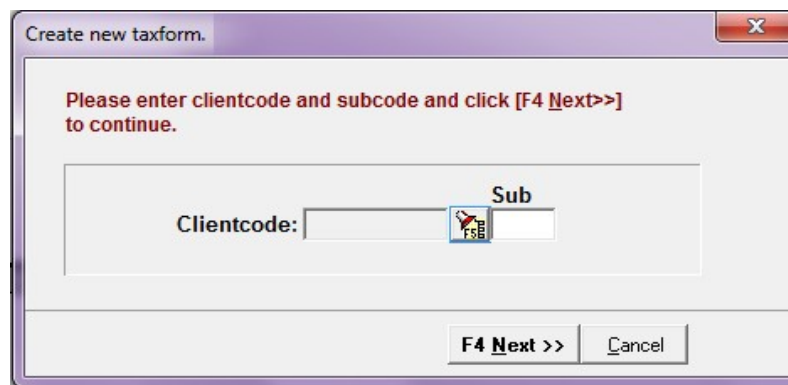
In order to create a new tax form, you will need to open the relevant type of return that you wish to create. This is achieved by selecting the icon for one of the return types as mentioned above. If there are no returns present in the current database, the software will prompt you to insert a client code or in some instances you will be required to search for an existing form (to create a new form from). This is distinguishable by whether or not the client code is able to be manually keyed in or not.

Where you must specify the new client code:



The screenshot shows a dialog box titled "Create new taxform." with a red close button in the top right corner. The main text inside the dialog reads: "Please enter clientcode and subcode and click [F4 Next>>] to continue." Below this text is a large rectangular input area. On the left side of this area, the text "Clientcode:" is followed by a single empty text box. On the right side, the text "Sub" is followed by a smaller empty text box. At the bottom of the dialog, there are two buttons: "F4 Next >>" and "Cancel".

Where you must create the form based on an existing client code – for example, an amendment return:



The screenshot shows the same "Create new taxform." dialog box. The text and "Clientcode:" field are identical to the previous screenshot. However, in the "Sub" field, there is a small icon of a file folder with a document inside, indicating that the subcode is selected from an existing file rather than manually entered. The "F4 Next >>" and "Cancel" buttons are also present at the bottom.

Client codes are unique to each client. Within a database, there can not be any duplicate of the same client code with the same form type. You can however have the same client code with the same file type providing that the clients sub code is different amongst the other client files. To activate the clients sub code field, you will need to activate the option via SETUPS | FOLDER & SYSTEM DETAILS, change the tab to SYSTEM and select the option ENABLE CLIENT'S SUBCODE.

Once you have entered in the relevant basic details, press the F4 Next button. This will allow you to then proceed to the front cover of the tax return you are completing. The front cover of each return contains the basic details regarding the entity / individual you are completing the return for. Proceed to complete the front cover details for the return. When you have completed this, press F4 to save or select FILE | SAVE. This will have saved the details that you have filled out on the front cover.

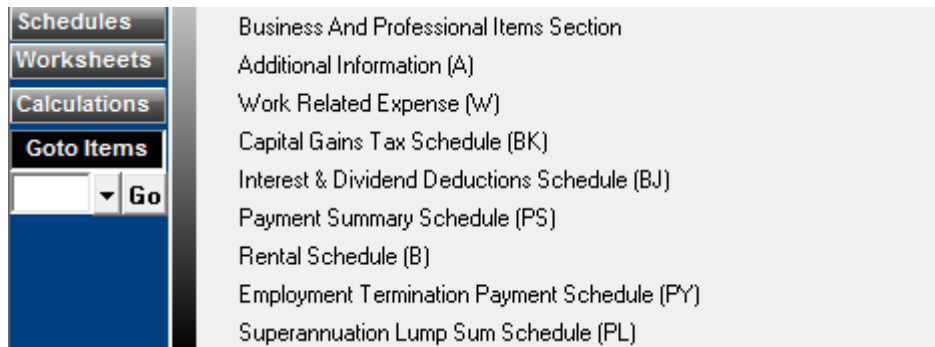
### Step 2: Proceed to the tax return and fill in the necessary tax return items

Once this has been completed, you can proceed to fill out the rest of the relevant items within the return. These are accessible either by selecting the income / deductions etc buttons then the relevant item or by pressing the F6 button to access the return based style (where you will need to double click on each item to enter data within). Note that within the return based style, to access deductions for example whilst in the income section, simply click on the 'Deductions' button, followed by 'Proceed to Deductions Section'. For each screen, please ensure that you press the F4 Save button to ensure that the details that you have put in, are saved.

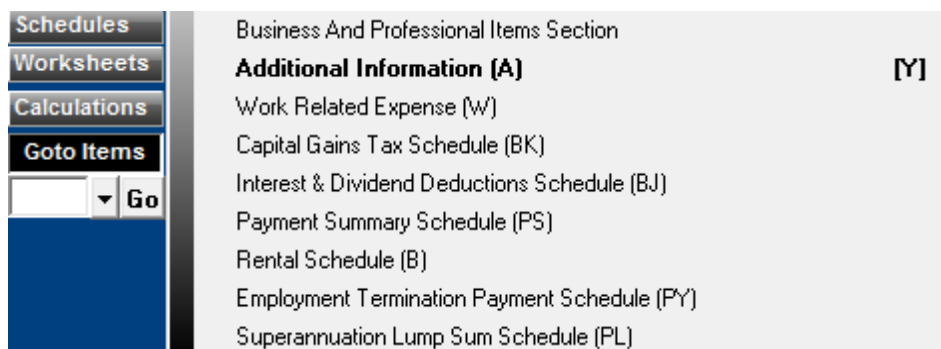
For certain areas of the tax return, for example the income tests section, you may notice a 'reviewed' check-box. Where this box is applicable, it is because the particular values, often dealing within multiple estimate calculations or various parts of the return. Once you have filled in these screens, if you tick the reviewed check-box, no new imported values will go into these fields.

### Step 3: If necessary, complete the relevant schedules for the tax return

Schedules available for each type of return differ according to Tax Office specifications. The schedules that are available for each return can be accessed by clicking on the 'schedules' button along the left hand side of the screen:



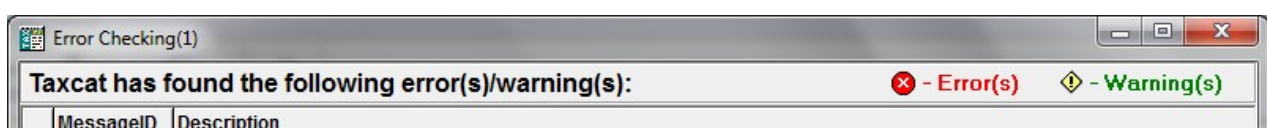
Schedules that have data within them, will appear as being in bold:



### Step 4: Ensure there are no validation errors in the tax return

In order for a return to be lodged, it must pass contain no validation errors. These errors are implemented as per the Tax Office specifications.

To perform an error check for the entire return, in the top left hand side of the top tool bar, you should notice an 'error checking' button. Press this button. This action will do one of three things. It will either present you with a message 'nothing to report' in which case the software is not detecting an errors for this return, thus it is ready to print (see lesson 3) and furthermore create an ELS file (see lesson 4) or alternately, will present you with a list of 'errors'. These errors can be broken down into three categories. This can be in the form of a review check-list which appears if there are items that have not been checked when using pre-filling or certain items that have not got a reviewed check-box selected. This form of 'error' will not prevent you from lodging. Other types of 'error' are in the form of warnings which have been implemented by the Tax Office to assist tax agents with data that may be incorrect. These errors are identified by a 'W' in the error checking screen. This form of 'error' will also not prevent you from lodging. The final type of error, commonly known as validation errors. As mentioned before, a return must pass all validation errors before it will be able to be lodged. Each of these errors are identified by a 'V'.



For each V Edit, there will be a description of the issue and a list of fields that are relevant to this specific issue. Majority of fields, if double clicked on, will take you to that location of the return. To check if after editing the data if

you have resolved the V Edit, simply click on the error checking button again. Error checking can be completed numerous times as you, the user, feels necessary.

Note: When completing schedules within a return, some schedules have an inbuilt error checking that occurs when you press the save button. Majority of these errors are by-passable by ticking the check-box at the bottom of the screen.

Once you have cleared out all validation errors, then you can proceed to print the tax return.

### **Lesson 3 – Printing tax returns**

#### **Step 5: Print the tax returns**

As mentioned, prior to printing the return, it is recommended that you clear all V Edits. For this purpose you can also activate error checking to occur before proceeding to the print screen. This can be switched on or off via selecting SETUPS | FOLDER & SYSTEM DETAILS, changing the tab to SYSTEM and selecting the option 'Perform Error Checking before Printing'.

To print a return, you will need to press the print button (this function can also be called from File | Preview Current Tax Return or by pressing on F7). Upon pressing the print button, depending on the type of return, you will be presented with options regarding how you want your printouts to appear. Using the individual return type (EI) as an example you have the option of having schedules and worksheets attached in the printouts or not attached, the front cover details printed along with standard or detailed print. If you wish for more than one copy of a certain page, for example the front cover details, change the number to next to the front cover details to a number '2' indicating two copies.

Should you wish to attach your own personalised document, you can do so by selecting the flash light button next to 'Other Document' and selecting the particular file. Please note that for best compatibility, this document should be created within the in-built word processing unit locatable under MODULES | DOCUMENT EDITOR.

Once you have selected the attachments and the amount of copies that you require, you will need to determine what type of output you will require. You have three options, condensed text format which displays all information that you have entered into the software in a condensed version, PDF of ELS return which would provide the client with a PDF version of the return (similar to that of the paper based form) and PDF for paper lodgment which when mailed to the Tax Office, is a registered version which can be assessed by the Tax Office (equivalent of filling out the paper based form). This selection can be changed on a return by return basis. If you wish to set a default print type, then you can do so via SETUPS | FOLDER & SYSTEM DETAILS and changing the tab to PRINT CONTROL SETUP. This would apply for any new returns created.

### **Lesson 4 – Lodging returns via ELS**

#### **Step 6: Lodge the tax returns**

Once you have printed the return and no further changes are required to be made, you are ready to lodge.

Before lodging, please ensure that you have 'use ELS' and 'sigh return' selected, 'suspended' unselected and 'print & send WRE' (work related expenses) selected if required. You will also need to ensure that you have passed all V Edits before the ELS file will generate ready for lodging.

If you feel that the V Edit that is appearing is an error within the software, you can bypass the software's error checking system. This can be done so by selecting SETUPS | FOLDER & SYSTEM DETAILS, changing the tab to SYSTEM and selecting the option 'Bypass Validation Check for Return Lodgment'.

To create an ELS file, you will need to press the 'Make ELS Files' button. This will bring up your client list that is available for lodgment, that is, not validated. By default, the current return that you are in at the moment will be selected. Should you wish to create any other ELS files, simply select those other clients as well. Once you have selected all files for ELS file creation, select the start button. Once this has been completed, a notification message will appear stating that the ELS file has been created successfully.

Once the ELS file has been created, all that remains left is to actually lodge the ELS file. To lodge, simply click on the 'Lodge' button or select LODGMNT | LODGE CURRENT YEAR TAX FORMS. This will bring up a screen that will display all available files for lodgment. Tick each relevant file that you want to lodge. Before pressing the start button, if this is a test lodgment, ensure that the test lodgment option is selected before commencing (bottom left-hand corner). When ready to lodge, press the start button.

If at this point an error comes up stating "Failed to get data for 'Tunnel established'", this indicates that you have not installed the Cisco Systems VPN client that was included with the purchase of the software. Please install the Cisco Systems VPN client and try again. Should you receive any other error message, please take note of what it says and please contact support. Do not attempt to lodge again if there is any other error message as you may become locked out of the system.

If no error messages occur, a black and green screen should appear beginning transmission. If you have been able to successfully communicate with the Tax Office, you would receive both a transmission report and a validation report. Please check the validation report to see if the return has been accepted or not. If the return has not been accepted, there should be a reason given as to why this is the case. These errors are identified by a 'V' followed by numerics. These are validation errors as covered in Lesson 2, Step 4. Should you be unsure of how to resolve the error, please contact support for further assistance. Once you have resolved the error, attempt to re-lodge the return.

Please be aware that if this is your first time lodging via ELS, your password may change. This is an automated process and will be consequentially updated on the computer that you are lodging on. Should you be lodging on multiple computers, you will also need to update the password on that machine as well (via SETUPS | ELS DETAILS). This ordinarily will occur every 30 days for security reasons and again, will need to be updated on any other lodging computer.

If you are needing to lodge a prior year return, generally you would prepare the return in its relevant income year, create the ELS file in the same year of Taxcat, then lodge in the current year of Taxcat via LODGMNT | LODGE PRIOR YEAR TAX RETURNS then select the year of Taxcat that you created the return in. This is to help insure that all the current details are used when lodging.

Once you have successfully lodged, generally the amount of issues arising are minimal. As the year progresses, no doubt your client base would expand, thus as would your Taxcat database. For this reason, we recommended that you take regular backups of your data (Lesson 5).

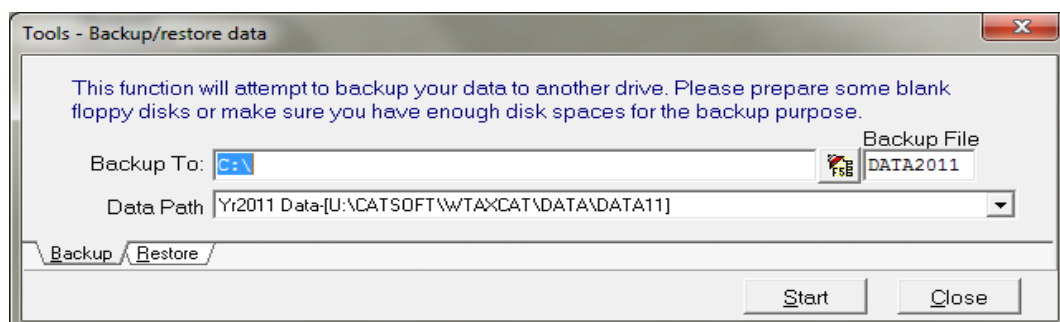
## Lesson 5 – Backing up your Taxcat Database

We recommend taking regular backups of the data to ensure that in the event of unexpected circumstances (e.g hard drive crashes), you are able to quickly restore a backup data and resume data entry.

There are two ways in which backups can be taken, through Taxcat and using Windows explorer.

### Backing up your current database using Taxcat

- 1) Ensure that there are no other users of the Taxcat program. This includes all instances in a networked environment.
- 2) Within Taxcat, select TOOLS | BACKUP/RESTORE DATA | BACKUP



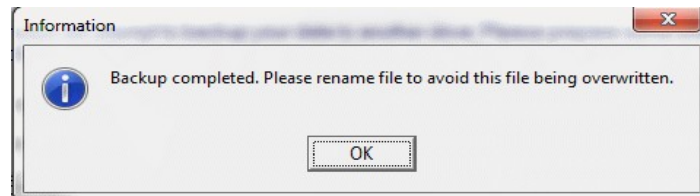
The 'Backup To' field is where you want to save the backup data into (i.e C:\Backup)

The 'Backup File' field is what the name of the backup file will be called

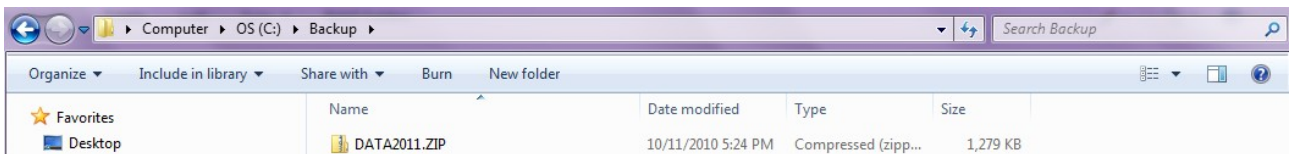
The 'Data Path' field is the data folder which Taxcat takes a backup of (i.e C:\CATSOFT\WTAXCAT\DATA\DATA11)

3) Once you have selected the path where you want to save the backup data to, click on 'Start'

4) A prompt will tell you that the Backup process has been completed.



5) Close out of Taxcat and navigate to where the data was backed up to (i.e C:\Backup). A zipped up copy of the data will appear in the folder.



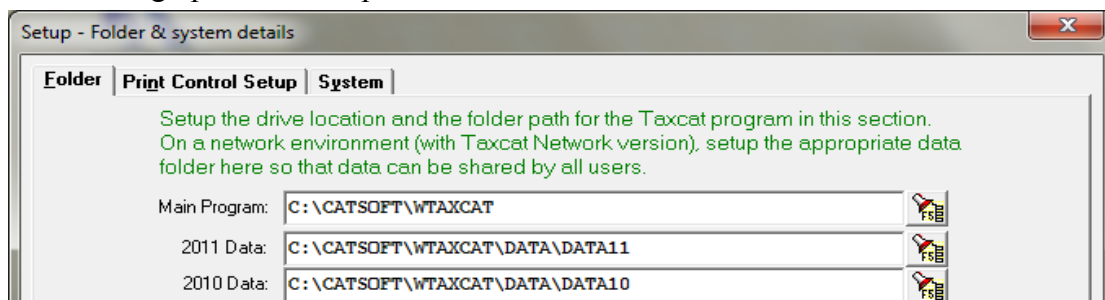
6) Rename this file to the following format: 'Data11.YYYYMMDD'

#### Backing up your current database using Windows Explorer

1) Ensure that there are no other users of the Taxcat program. This includes all instances in a networked environment.

2) Within Taxcat, select SETUPS | FOLDER & SYSTEM DETAILS

3) This will bring up a screen as per below:



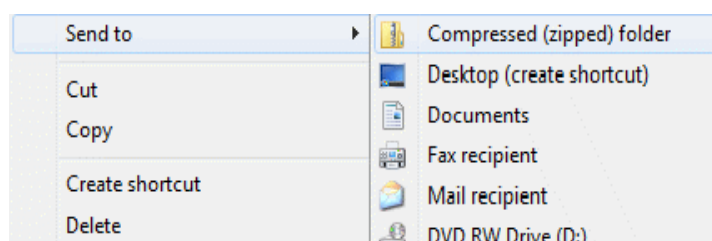
Write down where the 2011 DATA directory is. This is where your 2011 data is being stored. If all defaults have been used, this will be C:\CATSOFT\WTAXCAT\DATA\DATA11 Once you have done this, press the close button.

Note that you can take backups for prior years by following the same procedure however taking note of another years data path.

4) Exit Taxcat

5) Using Windows explorer, navigate to where your data is being stored

6) Right side click with your mouse on the DATA folder and select SEND TO | COMPRESSED (ZIPPED) FOLDER



7) Ensure that a new file appears on your screen with the file name DATA.zip. It should appear with

a similar icon to below:



8) Rename this file to the following format: 'Data11.YYYYMMDD'

9) You have now successfully backed up your Taxcat Data

### Lesson 6 – Preparing for the New Years Software and commencing use

Each year, Catsoft releases a new version of the Taxcat software which contains all the latest forms and specifications to all of their current subscribers.

Please ensure that if any of your details have changed throughout the year, that you notify Catsoft as soon as possible to help ensure that your software is delivered to the correct address. Change of details can either be actioned by notifying support or emailed to [support@catsoft.com.au](mailto:support@catsoft.com.au).

Before installing the new years version of the software, we do recommend that you take a full back up of your data. For example, if installing the 2011 software, you take a full back up of your data for 2010.

You would then proceed to install the new years software. Please ensure that you install this to the same location as existing versions of Taxcat. If you are unsure of where Taxcat has previously been installed to, right side click on your Desktop shortcut and select properties (the target field will tell you where this is installed to). Also ensure that you set your data paths to match those in previously installed Taxcat versions. If you are unsure as to where this has been, within the current year of Taxcat, select SETUPS | FOLDER & SYSTEM DETAILS.


Once you have installed the new years version of the software, check to ensure that under SETUPS | FOLDER & SYSTEM DETAILS, all of your data paths are correct. Once you have ensured this, you may wish to proceed with rolling over your prior year data base into the current year. This will roll over the front cover details of each selected return within your existing data base into the new years data base. Note that if 'Rollover deduction amount into description (EI)' option is selected, during roll-over will insert the description and the prior year amount into the details section of the relevant item.


To complete a roll over within Taxcat in the new year of the software, select TOOLS | ROLL OVER - TAX FORMS. A 'Rollover clients data' window should appear:

Tools - Rollover clients data

(Note 1) The rollover process will rollover prior year tax return details into the current financial year.

Select the range of client records to rollover

From client:  

To client:  

In addition to rolling over the client's front cover information, would you like to rollover details within the client's tax return?

Tax return types you would like to rollover

<input type="checkbox"/> Individual [EI]	<input type="checkbox"/> Business Activity Statement [GA]
<input type="checkbox"/> Partnership [EP]	<input type="checkbox"/> Instalment Activity Statement [GB]
<input type="checkbox"/> Trust [ET]	<input type="checkbox"/> Annual GST [GR]
<input type="checkbox"/> Company [EC]	<input type="checkbox"/> Annual IAS [GI]
<input type="checkbox"/> Superfund [EF]	<input type="checkbox"/> Self Managed Superannuation Fund [MS]
<input type="checkbox"/> Electronic Fund Transfer form [EM]	<input type="checkbox"/> Member Contribution Supplier [MC]
<input type="checkbox"/> Fringe Benefits Tax [EB]	

Select All Clear All

Rollover returns with status

<input checked="" type="checkbox"/> New Client
<input checked="" type="checkbox"/> Not Started
<input checked="" type="checkbox"/> Started
<input checked="" type="checkbox"/> Prepared
<input type="checkbox"/> Transmitted
<input checked="" type="checkbox"/> Validated
<input checked="" type="checkbox"/> Assessed

Select All Clear All

F1 Help Client Code  Start Close

Select the range of clients who you wish to roll over by clicking on the F5 button to bring up the list of clients.

Click on "Select All" to select all types of returns or put a tick next to each return type you would wish to roll over.

To roll over returns with all status, click on "Select All" or alternatively, put a tick next to the status you wish to roll over.

Click on "Start" to commence the roll over.

You would need to also complete this process for rental properties, to do so [TOOLS | ROLL OVER – PROPERTIES](#).

If you use Taxcat for invoicing purposes, you may wish to roll over your invoices to the new year. This is useful for maintaining a complete listing of your invoices and maintaining a sequential numbering system. This is available via [TOOLS | ROLL OVER – DEBTORS](#).

If you are an advanced user of the software, and you make sure of the shared bank maintenance, you can also roll these over via [TOOLS | ROLL OVER – SHARED BANK ACCOUNTS](#).

Once you have rolled over your data from the prior year of Taxcat, you can proceed to complete returns as per usual either by creating a new client, or using an existing client (rolled over from the prior year of Taxcat).