

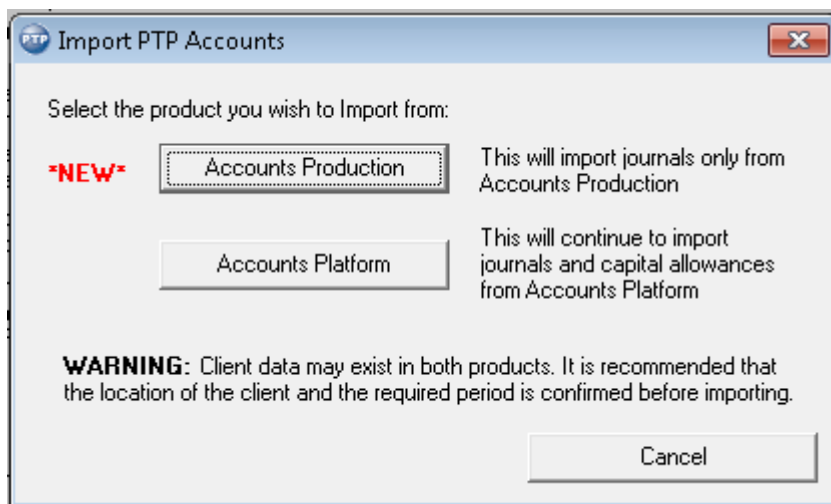
PTP Tax Platform

Import from PTP Accounts

The option to Import Accounts onto an Individual and Partnership return has been updated to include an option to Import from PTP **Accounts Production**.

The option to Import from PTP Accounts Platform is still available and continues to work as before.

- 1) Within pages PT1 or SEF1 the option Import Accounts | Import from PTP Accounts now provides a choice:



- 2) Selecting Accounts Platform will continue with current functionality and import both Journal Postings and Capital Allowances.
- 3) Selecting Accounts Production will import Postings only.

Note: If importing from Accounts Production, Capital Allowances should be maintained and imported using the Capital Allowances option on pages PT1 or SEF3.

- 4) Once Accounts Production has been selected an attempt will be made to launch PTP Accounts Production.

Note: If PTP Accounts Production is not present on the system a warning will appear and the import will not be able to commence.

- 5) If users are already logged onto PTP Accounts Production and all screens are in use a warning will also appear and the import will not be able to commence. A user will need to log out before continuing.

6) Once a connection can be found the PTP Accounts Production **Client Browser** will appear.

7) Find the appropriate client and click **Select**.

Note: If an import is attempted for a second time the client previously selected should already be highlighted when the Client Browser appears.

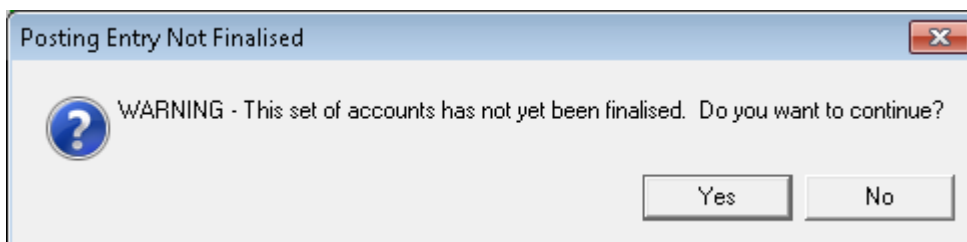
8) Once the client is selected a **Posting Entries** screen should appear.

9) Select the appropriate Posting Entry (accounting period) and click **OK**

Note: If no Posting Entries are found or the period of the Posting Entries present does not relate to the selected Tax Year then a warning will appear:

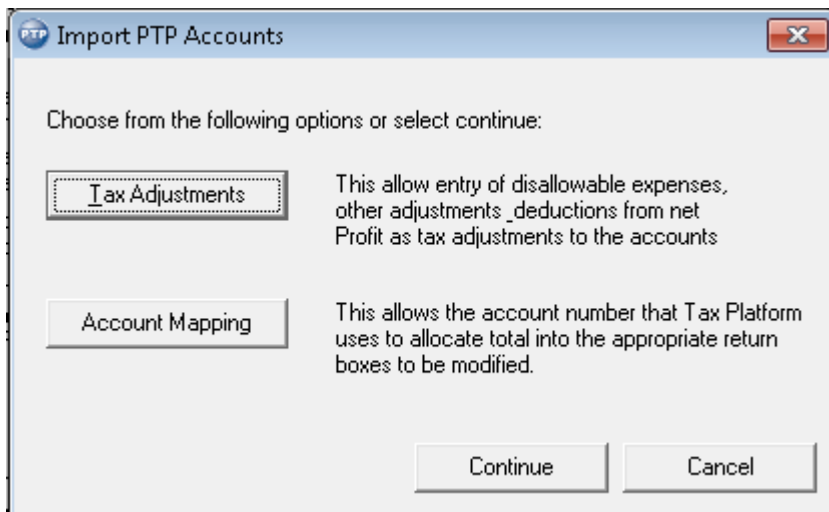


10) If the Posting Entry selected has not yet been finalized a warning will appear:



11) Select **Yes** to continue.

12) The following selection will then appear:



- 13) Select Tax Adjustments to enter any Disallowable Expenses, Other Adjustments or Deductions from Net Profit.

Note: Some Tax Adjustments may already be handled by the 'default' Account Mappings. It is therefore suggested that these are reviewed prior to making any entries within the additional screens.

- 14) Select Account Mapping to review or amend the account mappings. Default Account Mappings have been provided which map the incoming account balances from Accounts Production into the appropriate box on the Tax Return.

You may update/amend these if you wish, however it is strongly recommended that this only be done if completely necessary and should be carried out with caution.

- 15) Once complete select **Continue** to complete the import.
- 16) Select **Cancel** if you wish to return to the Tax Return without importing.
- 17) Repeat as necessary.