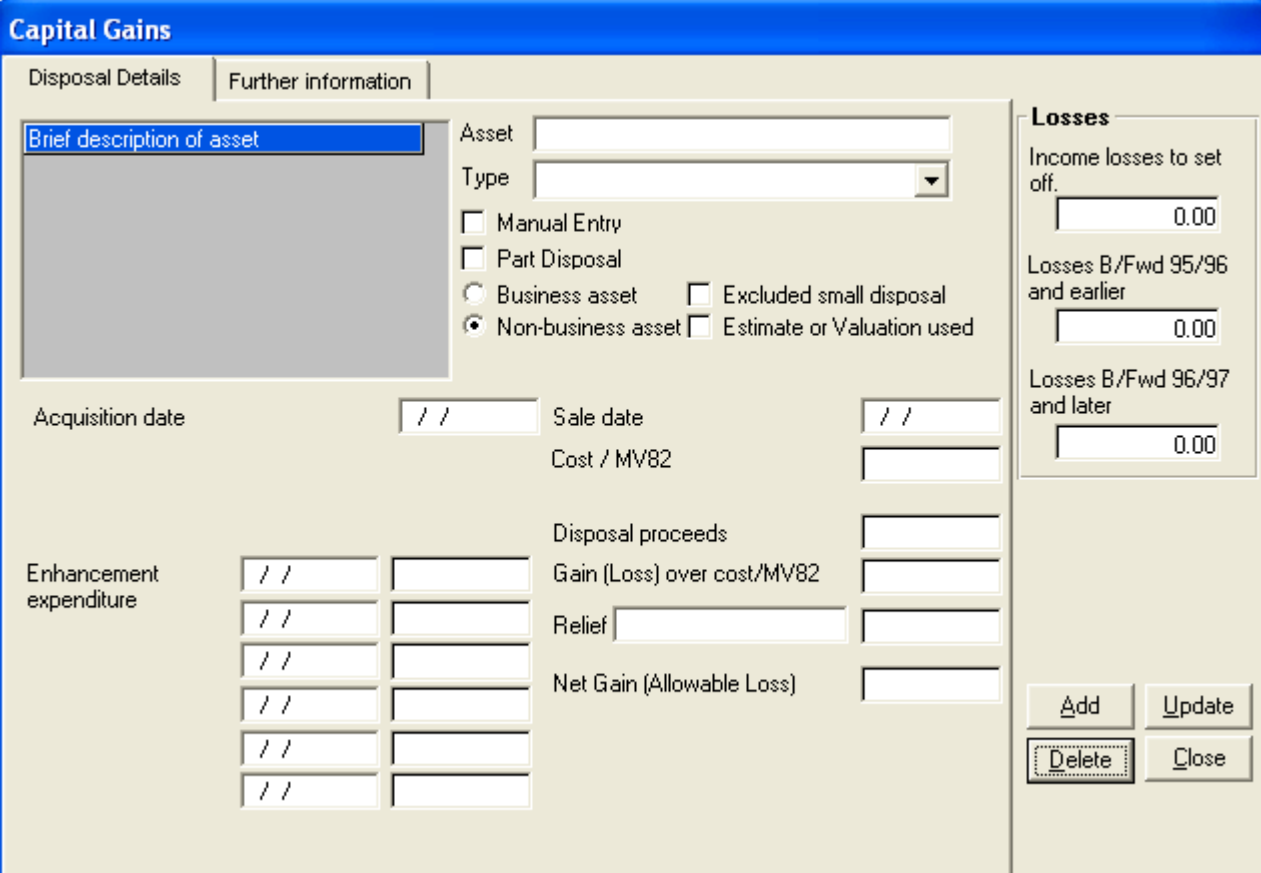


Setting a capital loss against other income

Step one: entering the capital loss

- Log on to **PTP Tax Platform** and select the client
- Click the **Client Tax Returns** tab, select the relevant **Tax Return** then click the **View Tax Return** option
- Click the **Fanned Pages** icon within the Capital Gains Summary section
- Either click **View** to access the existing data or click **Add** to enter new data.
- Click the **Access to details** option to open the Capital Assets screen:



Capital Gains

Disposal Details | Further information

Brief description of asset

Asset

Type

Manual Entry

Part Disposal

Business asset Excluded small disposal

Non-business asset Estimate or Valuation used

Acquisition date // // Sale date // //

Cost / MV82

Disposal proceeds

Gain (Loss) over cost/MV82

Relief

Net Gain (Allowable Loss)

Enhancement expenditure // // // // // // // // // //

Losses

Income losses to set off. 0.00

Losses B/Fwd 95/96 and earlier 0.00

Losses B/Fwd 96/97 and later 0.00

- Click **Add**
- Enter the asset description and select the type. Enter the date of purchase and sale then enter the Cost and Proceeds
- Click **Save**

Step two: setting the capital loss against other income

- Log on to **PTP Tax Platform** and select the client
- Click the **Client Tax Returns** tab, select the relevant **Tax Return** then click the **View Tax Return** option
- Click the **Fanned Pages** icon within the Capital Gains Summary section and click **View** to access the existing data
- Enter the amount of loss which can be offset against other income within **box 12** on page **CG1**