THOMSON REUTERS

Tax Effect Accounting Toolkit

User guide

Contents

Disclaimer

TELEPHONE 1300 304 195
FACSIMILE 1300 304 196
EMAIL LTA.Service@thomsonreuters.com
WEB www.thomsonreuters.com.au

System Requirements

Tax Effect Accounting Toolkit is supported on systems with the following minimum requirements:

- Microsoft Windows 2000 or above with the latest service packs.
- Microsoft Office (Excel & Word) 2000 or above with the latest service packs.
- The minimum hardware recommended for your versions of MS Windows and Office
- Screen resolution 1024 x 768 and above.
- Adobe Acrobat Reader.

Installation

To install the *Tax Effect Accounting Toolkit*, place your CD into the appropriate drive.

The installer should start automatically, unless Autorun is disabled on your system. If you need to start the installer manually:

> From the Windows **Start** menu, select **Run** and enter the installation command: *Driveletter:*\SETUP
>
> The *Driveletter:* will be your CD drive identification, e.g. D:\SETUP.

Once the installer is running, follow the on-screen prompts, providing information where required.

Getting Started

Before starting *Tax Effect Accounting Toolkit*, ensure that Excel's macro security is set to **Medium**.

After installing *Tax Effect Accounting Toolkit*, you can start it from the Windows **Start** menu, by selecting **Programs**, then **Thomson**, then **Tax Effect Accounting Toolkit.**

If your macro security is set to **Medium**:

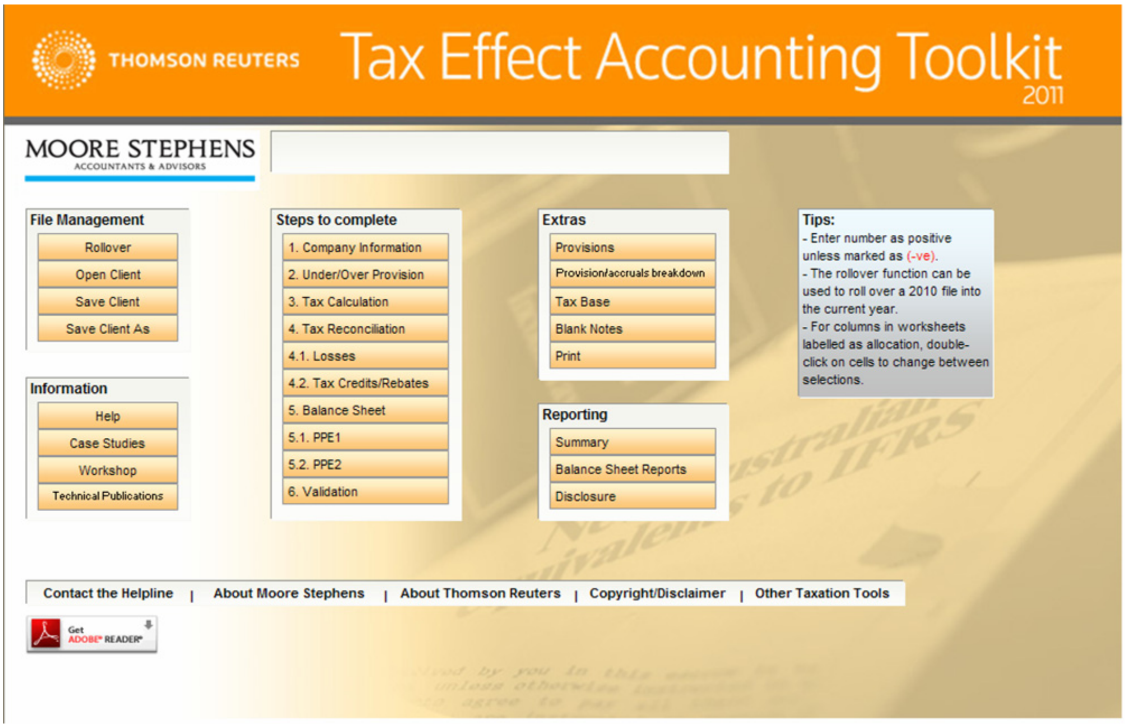
> In Office 2000, XP and 2003, a dialogue box will be displayed, asking whether to enable macros. Select **Enable Macros** and continue.
>
> In Office 2007 and above, a macro warning bar will appear at the top of the screen, below the ribbon and formula bar. Click this warning bar, then **Enable Macros** and continue.

Exiting Tax Effect Accounting Toolkit

When exiting *Tax Effect Accounting Toolkit*, you will be asked if you'd like to save the client file. Click **Yes** to save your file or click **No** to exit without saving.

Main Menu

When you start the *Tax Effect Accounting Toolkit*, the main menu is displayed.



The Main Menu provides buttons and links grouped according to function:

- **File Management** allows the user to open and save files and roll over files from the previous year.
- **Information** includes Links to the context-sensitive Help file, case studies and technical publications.
- **Steps to Complete** includes links to all the major steps involved in data entry.
- **Extras** provides additional worksheets, notes and printing options.
- **Reporting** includes links to various reports that can be produced.
- At the bottom of the menu are additional links, to information about the help line, author, publisher, etc.

Customer Support

Thomson Reuters Helpline

Thomson Reuters Customer Service Team will be pleased to assist you with any questions about installing or using this product. Phone **1300 304 195** Monday to Friday between 8.45 am and 5.30 pm Eastern Standard Time.