



CCH PerTAX

e-Learning

Course Contents

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Aims

To provide the delegates with an in depth understanding of CCH PerTAX and how it will be used as a tool for Tax Return Production and as a Personal Tax Management System.

Objectives

After attending the course delegates will be able to:

- ✓ Set up new client details in CCH PerTAX.
- ✓ Complete and print Self Assessment Income Tax Returns for all individuals.
- ✓ Enter accounts information via the Business Tax Module and also import the information from CCH Accounts Production.
- ✓ Run and produce computations in the Self Assessment format.
- ✓ Log Statements of Accounts and produce forms SA303.
- ✓ Produce reports to track the progress of Payments on Account.

Pre-Requisites

All delegates attending this course will:

- ✓ Have a good understanding of Personal Taxation.
- ✓ Have a working knowledge of Windows software.
- ✓ Be able to use a keyboard and mouse without help.

Duration

We estimate this course (and its case study) to take a maximum of 4 hours to complete. Please remember that our e-Learning courses can also be used as a post-training support tool.