



CCH Personal Tax

e-Learning

Course Contents

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## Aims

To provide the delegates with an in depth understanding of CCH Personal Tax 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 a new client in CCH Central.
- ✓ Complete data entry for the following sources:
  - Bank Interest.
  - Capital Gains.
  - Employments.
  - Deductions and Allowances
- ✓ Enter accounts information via Business Tax and also import the information from CCH Accounts Production.
- ✓ Complete and print Self Assessment Income Tax Returns for all individuals.
- ✓ Run and produce computations.
- ✓ Complete Statements of Accounts and produce forms SA303.
- ✓ File the tax return using the Government Gateway.

### Pre-Requisites

All delegates attending this course must:

- ✓ 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.