

INTRODUCTION TO TAXPROOF



Essence and Advantages

TRANSPARENCY & VISIBILITY

- ▶ User-friendly interface
- ▶ TaxPack adapts to complexity of the reporting entity (hiding of worksheets & zero-lines)
- ▶ Flexible help & TaxTrail functionality

REDUCED RISK OF ERROR

- ▶ Automatic roll forward of prior financial period data
- ▶ Categories selected historically are locked
- ▶ In case of changing opening positions the systems enforces reopening of prior period

REPLACEMENT (INHERITED) ERROR PRONE / COMPLEX EXCEL

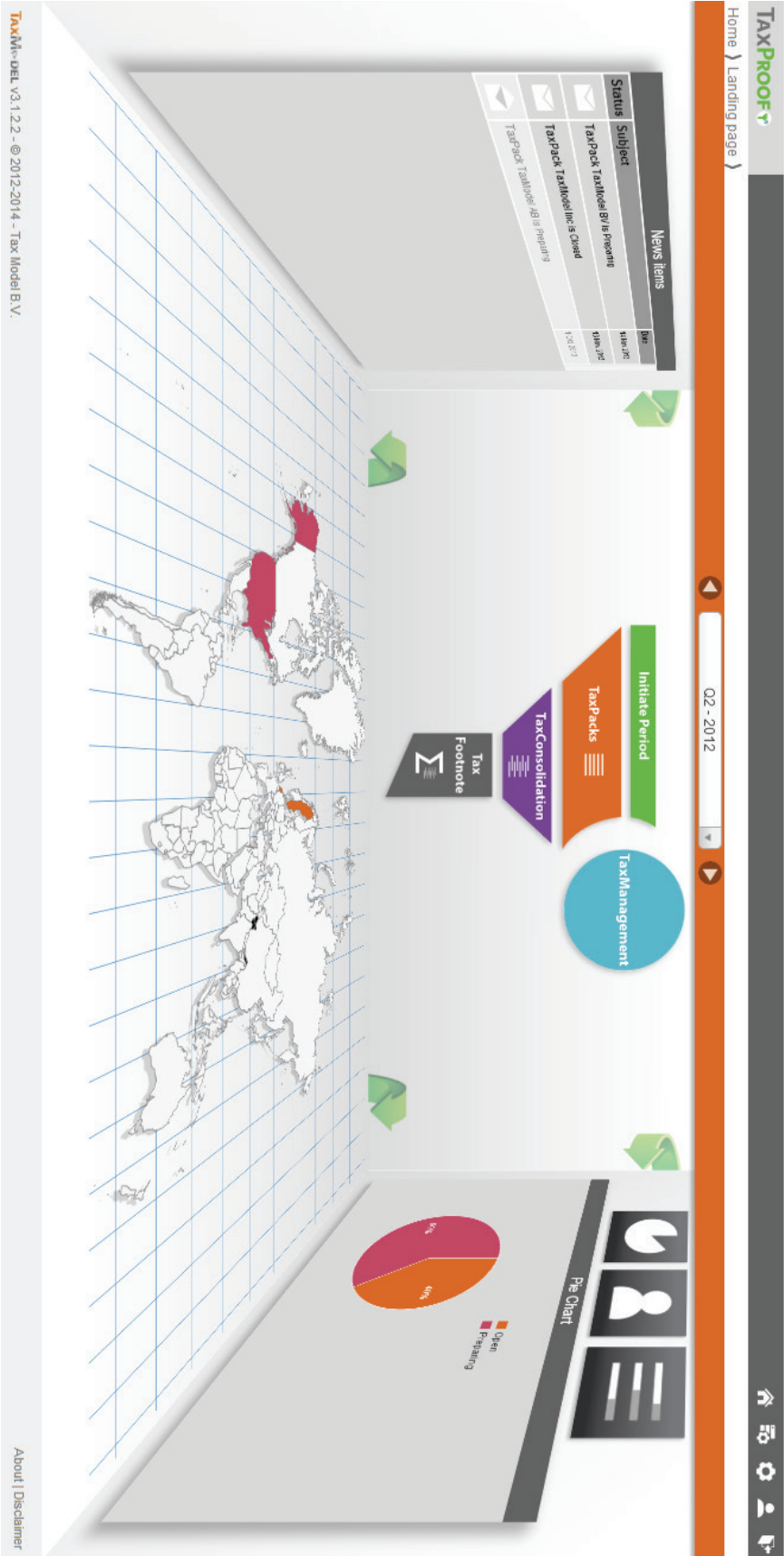
- ▶ Standardized KISS-based approach that can be understood by tax- and financial experts
- ▶ Automatic conversion of local FX into reporting FX
- ▶ Importing / exporting functionality
- ▶ Suitable for training purposes
- ▶ Easy reporting
- ▶ Knowledge management & better analyses
- ▶ Strong improvement of "feeling of control"
- ▶ Translate functionality (multilingual)
- ▶ Extensive audit trail functionality with possibility to upload different file types

TIME SAVING TO FOCUS ON TAX DATA ANALYSIS

- ▶ Automatic roll forward of data, FX conversion and (sub-) consolidation
- ▶ Automatic TaxFootnote for financial management
- ▶ Build in possibility to communicate (between Preparers and Reviewers) and TaxTrail all related data

TaxProof - Introduction to TaxProof

Screenshots



TaxProof - Introduction to TaxProof

TAXPROOF									
Home Tax-Pack worklist Tax pack Temporary differences									
Group name: TaxProof Demo Entity name: Tax Model BV Period: Q2 2013 Status: Preparing TaxPack Currency: Euro									
General Permanent Differences Temporary Differences Tax in Equity Carry Forward Losses Tax Credits Tax Contingencies Valuation Allowances Current tax adjustments Deferred Tax (B/S) Tax Change (P&L) Tax Payable (B/S) Entries ERP Check Tax/Trial Overview Handover									
Temporary differences									
30.06.2013									
	Client reference	Assets & Liabilities	BOOK (...)	TAX (B/S)	Cumula...	Current	Non-cur...	Movement	Initial position
Temporary differences	Assets								
	Tax Model Goodwill	Goodwill	683,787	0	683,787	0	683,787	1,659,555	1,659,555
	Depreciation	Property, plant and equipment	132,851	328,124	(195,473)	200,000	1,328	121,647	316,446
Add asset	Various	Other temporary difference asset	0	38,750	(38,750)	0	(13,750)	0	25,000
Add liability	Liabilities								
	Pension	Retirement scheme	0	40,000	(40,000)	0	40,000	0	80,000
Temporary differences total					411,584	200,000	211,584	759,758	
Future enacted tax rate					26.00 %	26.00 %	26.00 %	22.00 %	
Net deferred tax income / (costs)					107,707	52,000	55,007	189,839	
					(82,832)				
Export to Excel Import from Excel Insert zero (0) Save Confirm & Post									
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TaxProof - Introduction to TaxProof

TAXPROOF

Home

TaxConsolidation worksheet

TaxConsolidation

Profits And Losses

Company name: TaxProof Demo

Consolidation name: Group

Period: Q1 2013

Status: Preparing

Currency: Euro

General

Exchange Rates (FX)

Elimination / Consolidation Entries

Deferred Tax (B/S) Consolidated

Tax Charge (P&L) Consolidated

Tax Payable Consolidated

Handover

4 entities (0 hidden)

	Tax Model AB	Tax Model BV	Tax Model Inc. (Federal tax)	Tax Model Inc. (State tax: Mississippi)	Elimination entries (regular)	Elimination entries (top / parent)	Group gross
Earnings before tax	110,770	2,720,347	3,586,029		0	0	6,417,146
Statutory tax rate	26.80%	22.00%	33.00%	5.00%			
Expected tax	29,898	880,087	1,255,110				1,984,883
Difference							
Permanent difference in equity	2,789	67,838	1,000,502		0	500,000	1,570,809
Permanent difference in equity	0	0	0		0	0	0
Temporary differences	554	348,192	(86,823)		571,429	0	823,352
Temporary difference in equity	(531,687)	(4,800,000)	0		0	0	(5,331,687)
Taxable income	(447,684)	(1,683,823)	4,489,708		571,429	500,000	3,419,710
CFL usage	0	0	(4,489,708)		0	0	(4,489,708)
CFL carry back	0	0	0		0	0	0
CFLs not used	417,604	1,683,823	0		0	0	2,081,427
Taxable amount	0	0	0		571,429	500,000	1,071,429
Current tax after CFL	0	0	0		200,000	125,000	325,000
Credits usage	0	0	0		0	0	(91,500)
WHT usage	0	0	0		0	0	0
AUT usage	0	0	0		0	0	0
Current tax after CFLs, Credits, WHT & AUT	0	0	0		108,500	125,000	233,500
Cash tax rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.64%
Deferred tax effects	129,284	1,254,808	(5,379,842)	1,075,809	800,000	0	(2,419,142)
Temps	(148)	(87,048)	33,888	4,841	0	0	(48,487)
Temps (rate change)	0	4,116	0	0	0	0	4,116
Temps (PY)	0	0	(125,811)	(17,830)	0	0	(143,441)
Equity items (CY)	142,485	1,200,000	0	0	0	0	1,342,485
Equity items (Rate A)	0	11,500	0	0	0	0	11,500
Equity items (PY)	(5,937)	(50,000)	0	0	0	0	(55,937)
CFLs	(111,918)	(415,858)	1,571,388	211,217	(100,000)	0	1,154,741
CFLs (rate change)	0	(110,091)	0	0	0	0	(110,091)

Group net	Percentage reference (%)	Rate reconciliation (%)	Reference items impacting P&L tax expense
6,417,146	25.00%	25.00%	Base tax rate
1,601,487			
380,597	5.62%	5.62%	Local rates
452,827	7.68%	7.68%	Permanent differences
0	0.00%	0.00%	
253,308	3.92%		
(1,342,485)	(20.82%)		
1,588,524	21.32%		
(1,571,388)	(24.49%)		
0	0.00%		
527,874	8.25%		
325,000	5.06%		
325,000	5.06%		
(91,500)	(7.43%)		
0	0.00%		
0	0.00%		
233,500	3.64%		
(2,419,142)	(23.00%)	(67.68%)	
(48,487)	(0.76%)	3.19%	Rate change
4,116	0.06%	0.06%	Rate change
(143,441)	(2.24%)		Prior year
1,342,485	20.92%	0.09%	Rate change
11,500	0.18%	0.18%	Rate change
(55,937)	(0.87%)		Prior year
1,154,741	17.99%	1.73%	Rate change
(110,091)	(1.72%)		Rate change

TaxProof

HomeTaxFootnoteRate reconciliation

Group name: TaxProof DemoPeriod: Q1 2013Status: PreparingCurrency: Euro

LandingDisclosure 1: P&L Tax (detail)Disclosure 2: Equity MovementsDisclosure 3: Rate ReconciliationDisclosure 4: Deferred Tax MovementsDisclosure 5: Deferred Tax PositionDisclosure 6: CFI

Rate reconciliation

Angle I

Angle II

Group tax rate				25.00%
Σ Local vs. Group tax rate				5.62%
Permanent differences				7.68%
Amortisation expense goodwill	7.68%	Reclassification0.00%	Post reclassification7.68%	7.68%
Non-deductible meals & entertainment	3.91%	1.93	5.84%	
Dividend (exempt part)	1.31%	(1.39)	(0.08)%	
Other exempt income	2.24%	(0.31)	1.93%	
Non-allowed depreciation charges property, plant and equipment	(0.14)%	0.15	0.01%	
Non-deductible / non-taxable interest	0.00%	0.00	0.00%	
Non-deductible stock option expenses	0.19%	(0.21)	(0.02)%	
Deferred tax effects	0.16%	(0.17)	(0.01)%	
Current tax effects		Reclassification	Post reclassification	(67.68)%
Effective tax rate		Reclassification	Post reclassification	0.12%
				(29.27)%

Save

Confirm & Next

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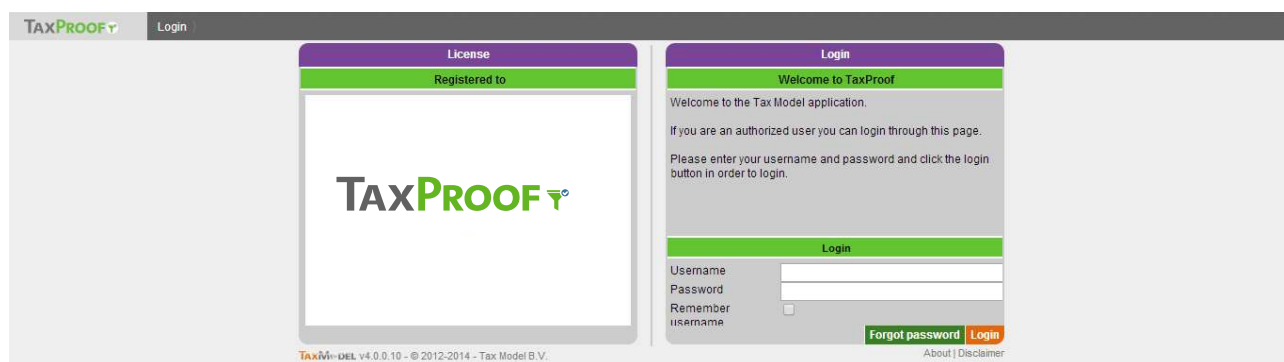
TaxProof - Introduction to TaxProof

Software Basics

The objective of this document is to provide a basic overview of the principal functionalities and concepts of TaxProof's TaxPack module. This material focuses on the core principles of TaxPack module and does not outline specific tax accounting issues.

LOGIN

1. Go to the TaxProof website using the supplied URL
2. The following screen will be displayed:



3. Fill in the supplied Username and Password
4. Click on the "Login" button
5. If the login was successful, the following screen will be displayed if you are a Reviewer:



6. If you are a Preparer a self-explanatory grid will be loaded in which you can select the relevant TaxPack, if this is the case you can go directly to Chapter Filing the TaxPack

TaxProof - Introduction to TaxProof

OPENING THE TAXPACK

There are two types of TaxPack, the Initial TaxPack and the "regular" TaxPack. In the Initial TaxPack you will enter the closing balances of FY2013. This input is aimed at the end position of the prior period, so that it can be rolled forward to the first "regular" TaxPack.

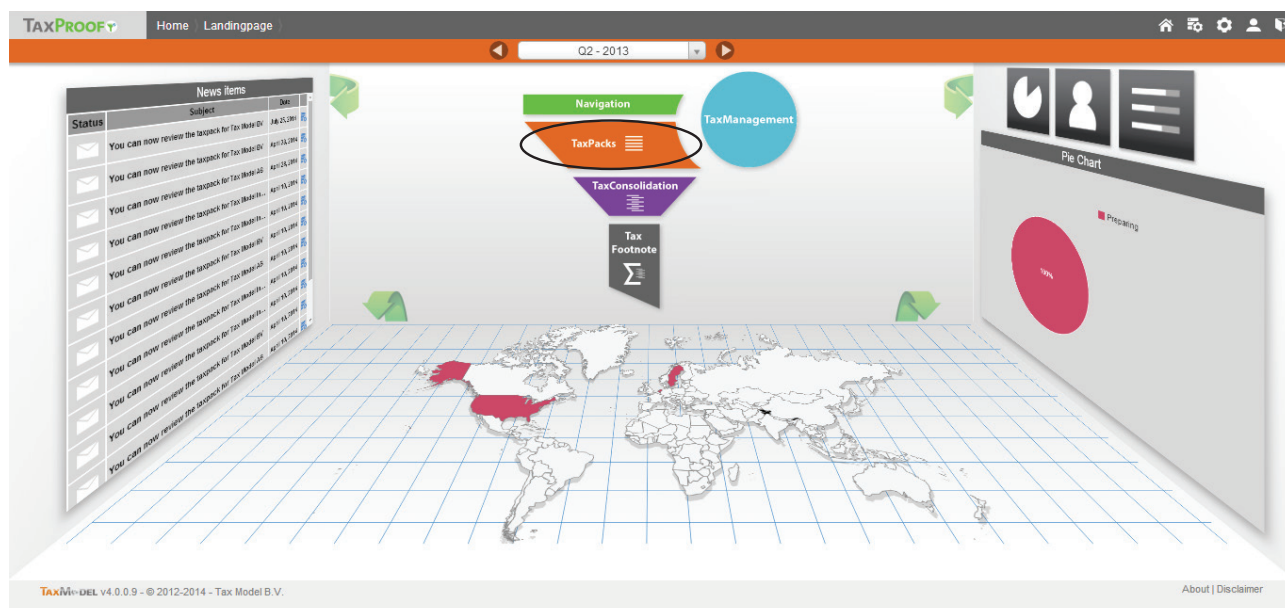
As stated Initial TaxPack you fill the closing balances amounts of FY2013, this means the Initial TaxPack will not contain exactly the same input fields. However the general flow is the same for both the Initial TaxPack as for the "regular" TaxPacks.

Hence the sequence for the period is:

- ▶ Prepare Initial TaxPack;
- ▶ Review Initial TaxPack;
- ▶ After that, the first "regular" TaxPack will be available for preparation

With TaxPack we mean both the Initial TaxPack as well as the "regular" TaxPacks, unless explicitly specified otherwise.

1. To open the TaxPack work list, click on the "TaxPack" part of the funnel, as indicated in the screenshot below:



TaxProof - Introduction to TaxProof

- The following screen will be shown, which shows the TaxPack work list. The TaxPack work list shows all TaxPacks relevant to you, including the status, currency and your role

The screenshot shows the TaxProof TaxPack worklist interface. At the top, there is a navigation bar with 'Home' and 'TaxPack worklist'. Below this, there are two main sections: 'TaxPack - Initial' and 'TaxPack - 2013'. Each section has a table of entities with columns for Entity, Country, Currency, Status, Userrole, and Action. The 'TaxPack - Initial' section shows four entities with a status of 'Closed'. The 'TaxPack - 2013' section shows four entities with a status of 'Preparing'. The interface also includes a filter bar and a 'Showing 1 to 4 (4)' indicator.

Entity	Country	Currency	Status	Userrole	Action
Tax Model AB	Sweden	Swedish krone	Closed	Preparer	View TaxPack
Tax Model BV	Netherlands	Euro	Closed	Preparer	View TaxPack
Tax Model Inc. (Federal tax)	United States of America	US dollar	Closed	Preparer	View TaxPack
Tax Model Inc. (State tax Mississippi)	United States of America	US dollar	Closed	Preparer	View TaxPack

Entity	Country	Currency	Status	Userrole	Action
Tax Model AB	Sweden	Swedish krone	Preparing	Preparer	Prepare Tax Pack
Tax Model BV	Netherlands	Euro	Preparing	Preparer	Prepare Tax Pack
Tax Model Inc. (Federal tax)	United States of America	US dollar	Preparing	Preparer	Prepare Tax Pack
Tax Model Inc. (State tax Mississippi)	United States of America	US dollar	Preparing	NoRole	Prepare Tax Pack

- To prepare the initial TaxPack, open the "TaxPack – Initial" accordion and click on the "Prepare TaxPack" link. In the Initial TaxPack you will enter the closing balances amounts of FY2012.
- To prepare the FY2013 TaxPack, open the "TaxPack – 2013" accordion and click on the "Prepare TaxPack" link
- When you enter the TaxPack, the following screen will be displayed:

The screenshot shows the TaxProof General data entry screen. At the top, there is a navigation bar with 'Home', 'TaxPack worklist', 'Tax pack', and 'General'. Below this, there is a header bar with 'Group name: TaxProof Demo', 'Entity name: Tax Model AB', 'Period: Q2 2013', 'Status: Preparing TaxPack', and 'Currency: Swedish krone'. The main section is titled 'General' and contains a table of data entry fields. The fields are organized into two sections: 'General data' and 'General questions for TaxProof data entry'. The 'General data' section includes fields for Reporting entity name, Income tax type, Client reference, Fiscal period end, Country, Currency, and tax rates. The 'General questions for TaxProof data entry' section includes a series of yes/no questions related to tax reporting. The interface also includes a filter bar and a 'Showing 1 to 4 (4)' indicator.

Field	Value
Reporting entity name	Tax Model AB
Income tax type	Corporate income tax
Client reference	TMAB
Fiscal period end	30-06-2013
Country	Sweden
Currency	Swedish krone
What is the tax rate (%) for the current year?	26.80000
What is the enacted tax rate (%) for future years?	26.80000
Earnings before tax ("EBT") current period	1,000,000

Question	Answer
Have you filed the company's income tax return for the prior financial year?	No
Do you report permanent differences?	Yes
Do you report temporary differences?	Yes
Do you have tax in equity to report?	Yes
Do you have tax credits ("Credits") available for offset?	Yes
Do you have withholding taxes ("WHT") available for offset?	No
Do you have alternative minimum tax ("AMT") available for offset?	No
Do you have tax contingencies to report?	Yes
Do you have a valuation allowance to report?	Yes

TaxProof - Introduction to TaxProof

FILLING THE TAXPACK

TaxPack conceptual framework
(both for Initial TaxPacks as "regular" TaxPacks)

User roles

The TaxPack module is divided in two parts, the Preparing part and the Reviewing part. The Preparing part is done by the Preparer. This means that users have separate roles in regard to the TaxPack: you are either a Preparer or a Reviewer of a TaxPack for a certain reporting entity. In principle, users are not allowed to fulfill both roles for one reporting entity.

The Preparer will enter all relevant data in the TaxPack, when this is done the Preparer will hand-over the TaxPack to the Reviewer. When the TaxPack is handed over to the Reviewer, the Preparer can no longer change the data in the TaxPack. After the TaxPack is handed over to the Reviewer, the Reviewer will then review the TaxPack. The Reviewer will have two options, close the TaxPack or reject the TaxPack. When closing the TaxPack, the TaxPack will enter a read-only mode and the TaxPack data cannot be changed anymore by either the Preparer or Reviewer. If the Reviewer decides to reject the TaxPack, the Preparer regains access to the TaxPack and is able to change data in the TaxPack and when done adjusting the TaxPack will hand it over to the Reviewer again.


TaxPack sheet flow

The (initial) TaxPack uses a predefined sheet flow. As Preparer you can only progress to the next sheet after the current sheet is fully prepared. This also means that the Preparer has to progress through all the relevant sheets before the TaxPack can be handed over to the Reviewer.

The Preparer can always go back to an earlier sheet, but then has to progress through the sheets thereafter again, to ensure that data remains consistent. Data in later sheets in many instances is dependent on data in earlier sheets, hence it is enforced that is to be reassessed.

Help items

Throughout TaxProof various help items have been implemented to give extra information to the user concerning a topic.

These help items are called "owls" and are indicated with an owl () sign. An owl can contain the following help items:

- ▶ Hover help: Shown when hovering over the owl or the line on which the owl is placed
- ▶ Practical help: Shown when left clicking on the owl or the line on which the owl is placed
- ▶ Formal definition: Shown when left clicking on the owl or the line on which the owl is placed
- ▶ Page help: Shown when left clicking on the owl or the line on which the owl is placed.

TaxProof - Introduction to TaxProof

The following screen shows an example of the help functionality:

The screenshot shows the TaxProof software interface. The top navigation bar includes 'Home', 'TaxPack worklist', 'Tax pack', and 'General'. The main header displays 'Group name: TaxProof Demo', 'Entity name: Tax Model AB', 'Period: Q2 2013', 'Status: Preparing TaxPack', and 'Currency: Swedish krona'. The 'General' tab is selected, showing a form with various fields. A 'Help' popup is open over the 'Client reference' field, displaying the following information:

- Client reference**
- General definition / explanation**
Reference you are using to identify this reporting entity.
- Practical information / guidance**
Enter the reporting entity's reference name / number.
SUGGESTION: You can use the same reference as per your management reporting system.
- Disclaimer**

The background form includes fields for 'Reporting entity name' (Tax Model AB), 'Income tax type' (Corporate income tax), 'Client reference' (TMAB), 'Fiscal period end' (30-06-2013), 'Country' (Sweden), 'Currency' (Swedish krona), and several yes/no questions regarding tax credits, withholding taxes, and valuation allowances.

The following screen shows an example of the hover help functionality:

The screenshot shows the TaxProof software interface with the 'General' tab selected. The form includes fields for 'Reporting entity name' (Tax Model AB), 'Income tax type' (Corporate income tax), 'Client reference' (TMAB), 'Fiscal period end' (30-06-2013), 'Country' (Sweden), 'Currency' (Swedish krona), and numerical input fields for 'What is the tax rate (%) for the current year?' (26.80000), 'What is the enacted tax rate (%) for future years?' (26.80000), and 'Earnings before tax ("EBT") current period' (1,000,000). Below these are 'General questions for TaxProof data entry'. A hover help popup is shown over the question 'Have you filed the company's income tax return for the prior financial year?', displaying the text: 'Filed" also means: lodged, submitted, sent, transferred, handed-over, etc.'

The bottom of the screen shows the footer: 'TaxModel v4.0.0.9 - © 2012-2014 - Tax Model B.V.' and 'About | Disclaimer'.

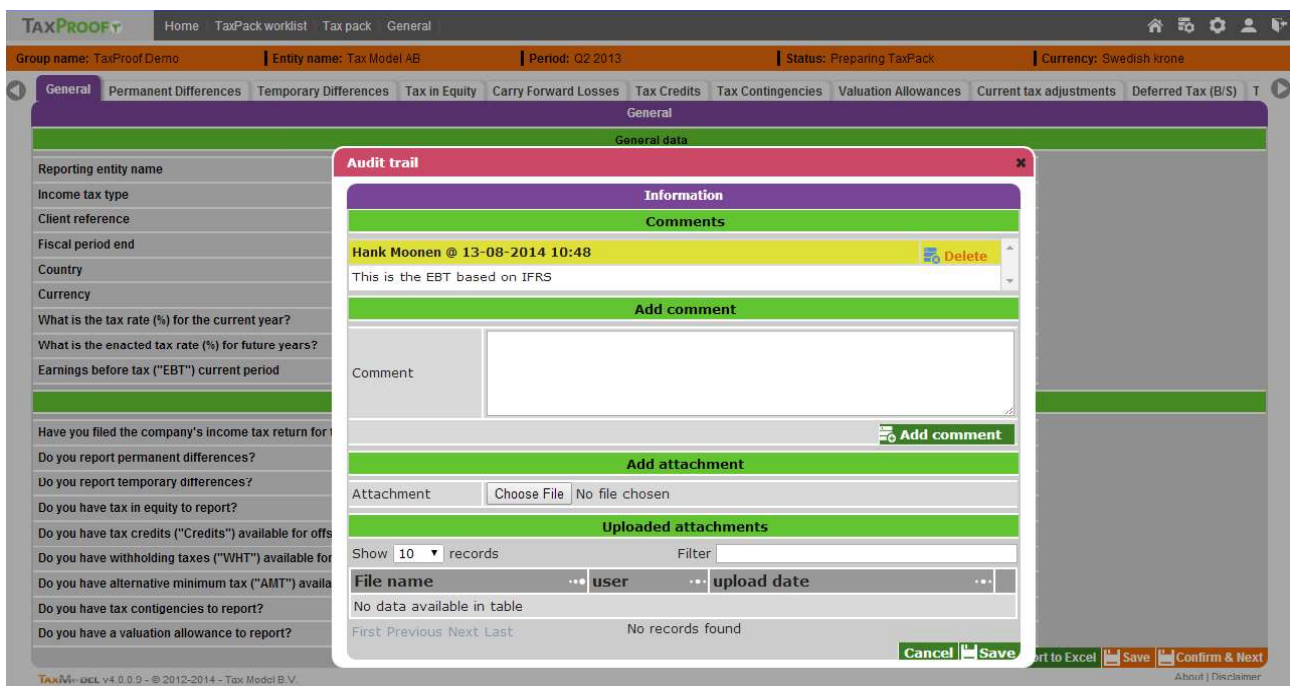
TaxProof - Introduction to TaxProof

TaxTrail

At the end of each line in the TaxPack, a TaxTrail icon ( when empty and  when filled) is shown.

By clicking on the TaxTrail icon, you have the possibility to enter relevant remarks or upload any file(s) you want. The comments and files added to the TaxTrail are used to create a better understanding of the entered data, both for the Preparer and the Reviewer. The Preparer is encouraged to insert relevant evidencing and comments. This is both for the benefit of head office (and preventing follow up questions), but also that evidencing is maintained in a structured way, and remains readily available connected to the data it relates to.

The following screen shows an example of the TaxTrail functionality:



The screenshot displays the TaxProof software interface. The main window shows a list of tax-related items on the left and a detailed view on the right. An "Audit trail" window is open, showing a list of comments and attachments. The "Audit trail" window has a header with "Information" and "Comments". Below the header, there is a list of comments. The first comment is by "Hank Moonen" on "13-08-2014 10:48" with the text "This is the EBT based on IFRS". There is a "Delete" button next to the comment. Below the list, there is a section for "Add comment" with a text area and an "Add comment" button. Below that, there is a section for "Add attachment" with a "Choose File" button and a "No file chosen" status. Below the attachment section, there is a section for "Uploaded attachments" with a table showing "File name", "user", and "upload date". The table is currently empty, with the message "No data available in table". At the bottom of the "Uploaded attachments" section, there are buttons for "First", "Previous", "Next", and "Last", and a status "No records found". The "Audit trail" window has "Cancel" and "Save" buttons at the bottom right. The main window has a header with "Home", "TaxPack worklist", "Tax pack", and "General". The header also shows "Group name: TaxProof Demo", "Entity name: Tax Model AB", "Period: Q2 2013", "Status: Preparing TaxPack", and "Currency: Swedish krona". The main window has a sidebar with various tabs: "General", "Permanent Differences", "Temporary Differences", "Tax in Equity", "Carry Forward Losses", "Tax Credits", "Tax Contingencies", "Valuation Allowances", "Current tax adjustments", and "Deferred Tax (B/S)". The "General" tab is selected, showing a list of questions related to the tax return, such as "Reporting entity name", "Income tax type", "Client reference", "Fiscal period end", "Country", "Currency", "What is the tax rate (%) for the current year?", "What is the enacted tax rate (%) for future years?", "Earnings before tax (\"EBT\") current period", "Have you filed the company's income tax return for...", "Do you report permanent differences?", "Do you report temporary differences?", "Do you have tax in equity to report?", "Do you have tax credits (\"Credits\") available for offs...", "Do you have withholding taxes (\"WHT\") available for...", "Do you have alternative minimum tax (\"AMT\") availa...", "Do you have tax contingencies to report?", and "Do you have a valuation allowance to report?".

TaxProof - Introduction to TaxProof

GENERAL SHEET

The general sheet is used to collect general data used in the TaxPack. The screenshot below shows the General sheet.

TaxProof Home TaxPack worklist Tax pack General

Group name: TaxProof Demo | Entity name: Tax Model AB | Period: Q2 2013 | Status: Preparing TaxPack | Currency: Swedish krone

General Permanent Differences Temporary Differences Tax in Equity Carry Forward Losses Tax Credits Tax Contingencies Valuation Allowances Current tax adjustments Deferred Tax (B/S)

General data

Reporting entity name	Tax Model AB
Income tax type	Corporate income tax
Client reference	TMAB
Fiscal period end	30-06-2013
Country	Sweden
Currency	Swedish krone
What is the tax rate (%) for the current year?	26.80000
What is the enacted tax rate (%) for future years?	26.80000
Earnings before tax ("EBT") current period	1,000,000

General questions for TaxProof data entry

Have you filed the company's income tax return for the prior financial year?	No
Do you report permanent differences?	Yes
Do you report temporary differences?	Yes
Do you have tax in equity to report?	Yes
Do you have tax credits ("Credits") available for offset?	Yes
Do you have withholding taxes ("WHT") available for offset?	No
Do you have alternative minimum tax ("AMT") available for offset?	No
Do you have tax contingencies to report?	Yes
Do you have a valuation allowance to report?	Yes

Export to Excel Save Confirm & Next

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General Data

In the upper part of the screen the following data that is already defined in the system is shown:

- ▶ Reporting entity name
- ▶ Income tax type
- ▶ Client Reference
- ▶ Financial year end
- ▶ Country
- ▶ Currency

The Preparer can manually enter the:

- ▶ Relevant current year tax rate
- ▶ Future enacted tax rate
- ▶ Earnings before tax

Please note that Initial TaxPacks do not contain the earnings before tax line.

TaxProof - Introduction to TaxProof

General questions for TaxProof data entry

The lower part of the screen contains nine questions. The answer to these questions determine which work sheets will have to be prepared by the Preparer for the reporting entity. If the answer to a question is "Yes", the relevant sheet will have to be prepared. If the answer is "No", the sheet linked to that question will not be shown. This approach is geared towards efficiently showing the Preparer only the data gathering sheets that are relevant for him or her.

The Preparer can go back to the General sheet at any time during the Preparation phase to change the answers to the questions.

Certain sheets, such as the "Carry forward losses", "Deferred tax (B/S)", "P&L Tax charge" and "Entries" sheet, will all always be shown, regardless of the questions. In case you are preparing an initial TaxPack, only the "Carry forward losses" and "P&L Tax charge" sheet will always be shown.

Various sheets

Have been discussed in the webinar, via a walk-through.

HANDOVER SHEET

The Handover sheet is used to handover the TaxPack from the Preparer to the Reviewer.

The screenshot shows the TaxProof software interface. At the top, there is a navigation bar with links: Home, TaxPack worksheet, Tax pack, and Hand over. Below this is a header bar with the following information: Group name: TaxProof Demo, Entity name: Tax Model AB, Period: Q2 2013, Status: Preparing TaxPack, and Currency: Swedish krona. A horizontal menu contains various tabs: Carry Forward Losses, Tax Credits, Tax Contingencies, Valuation Allowances, Current tax adjustments, Deferred Tax (B/S), Tax Charge (P&L), Tax Payable (B/S), Entries, TaxTrail Overview, and Handover. The 'Handover' tab is currently selected. Below the menu, there is a section titled 'Handover' with a sub-section 'Information'. It contains a checkbox labeled 'I confirm that this TaxPack is complete and ready for review.' which is currently unchecked. To the right of the checkbox is a button labeled 'Confirm & Next' with a document icon. At the bottom left, there is a small text string: 'TAXIMIN DEL v4.0.0.9 - © 2012-2014 - Tax Model B.V.' At the bottom right, there is a link for 'About | Disclaimer'.

When all the relevant data has been entered into the TaxPack, the Preparer can check the box, indicating that all the data is entered and click "Confirm and Next".

The TaxPack is now handed over to the Reviewer, as shown in the screenshot below.

This screenshot shows the same TaxProof interface as the previous one, but with the checkbox 'I confirm that this TaxPack is complete and ready for review.' now checked. In the center of the screen, there is a large orange circle containing a white document icon with a blue checkmark. Below this circle, there are two yellow briefcases. The briefcase on the left is labeled 'Preparer' and the one on the right is labeled 'Reviewer'. The 'Confirm & Next' button remains at the bottom right.

