



Tax Direct

May 2000 Edition

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1 THE SERVICE

1.1 Overview

Within Tax Direct you will find up to the minute articles detailing the latest news on many topics including customs & excise, business and taxation. Also within Tax Direct, are searchable archives of tax annuals, manuals and transcripts of tax cases.

Including...

- **Homepage** - The first page which is seen after logging onto the service. By default, it will display up to the minute news on taxation, businesses and customs & excise. See 'Contents of the Homepage' for full details. This page is fully customisable – you decide which sections of Tax Direct appear on your homepage and in what order.
- **News** - A breakdown of news on taxation. Go here to begin browsing through current news, archived news and transcripts of tax cases. See 'Contents of the News' for full details.
- **Library** - Comprehensive searchable collection of Customs and Excise manuals, inland revenue manuals, tax annuals and tax case transcripts. See 'Contents of the Library' for full details.
- **Resources** - A range of useful resources, including a Budget and Finance bill tracking service, a list of tax office addresses, taxation calendar, technical tax articles, details of rates and allowances and exchange rates. See 'Contents of Resources' for full details.
- **Search** – Includes a 'quick search' and 'advanced search' utility. See 'Unique Features' for full details.
- **Customise** - With this page you can choose which sections of Tax Direct appear on your homepage and in what order. See 'Unique Features' for full details.

1.2 Contents of the Homepage

The contents of the Homepage can be personalised. For details, please refer to the 'Unique Features' section. By default however, the Homepage consists of:

- Quick Search - a simple keyword search utility
- Advanced search - a more advance search feature (see 3.4 for details)
- Comment - regular reports from individuals on a variety of topical issues
- News Topics - regular updates of latest developments concerning...
 - Tax News
 - VAT News
 - NIC News
 - IHT News
 - Stamp Duty News
 - Landfill Tax News
 - Oil Tax News
 - Breaking News - up to the minute news bulletins on taxation issues
 - Resources - choice links to the 'Resources' section
 - Current Tax Cases - a link to ongoing tax cases, indexed in alphabetical order
 - Point of practice - links to comments on topics from users
 - Business News - regular headlines from the business sector
 - Customs News - regular news from the Customs & Excise department
 - Case Reports/Transcripts - Reports and Transcripts of the latest tax cases

1.3 Contents of 'News'

The News archive section includes Simon's Tax Intelligence and Simon's Tax Cases with breakdowns of Current and Archived News, and of tax case transcripts as follows:

Current News, including links to:

- Ten most recent news items
- Last three days
- Last five days
- Tax news only
- VAT news only
- NIC news only

Archive, including links to:

- IR Press Releases
- C&E Press Releases
- Budget 2000
- Statutory Instruments
- Tax Bulletins
- Business Briefs

Simon's Tax Cases, including links to:

- List of all transcripts by title only
- List of all transcripts by title with headnotes

1.4 Contents of 'Library'

The contents of the library include as shown by the picture below:



1.5 Contents of 'Resources'

A useful collection of resources including:

- Budget and Finance Bill Tracking Service, for details see 'Unique Features'.
- Tax Office Addresses - contact details for all UK tax offices
- Tax and Self Assessment Calendar - the key dates in the tax calendar for the next sixty days.

- Articles - Browse an archive of technical articles from Taxation Magazine, Tax Journal, Tolleys Practical Tax Service, Tolleys Practical VAT Service and Tolleys Practical NIC Service.
- Rates and allowances - Details of rates, allowances, benefit charges and indexation factors for current and earlier years, including:
 - Income tax
 - Corporation tax
 - Capital gains tax
 - Value added tax
 - Inheritance tax
 - National insurance contributions
- Exchange rates - Inland Revenue approved foreign exchange rates from...
 - 1999/00
 - 1998/99
 - 1997/98

2 OPENING TAX DIRECT

2.1 Opening Tax Direct

To access the Tax Direct opening screen, select Tax Direct from the Butterworths Direct home page (single click) and enter your username and password into the 'log on' screen as appears below.

Please provide your user name and password in the boxes below:

User name:

Password:

[log on](#) [free trial](#) [back](#)

The first page seen on accessing the Tax Direct service is the 'Homepage'

3 UNIQUE FEATURES

3.1 Navigation Bar

From logging onto Tax Direct, and loading the Homepage, the Navigation Bar pictured below will be seen at the top of the page. In order to access a service within Tax Direct, left click once on the relevant heading. The service accessed will be highlighted.



3.2 Personalise your Homepage

To customise your Tax Direct Homepage, left click once 'personalise this page'.

[Personalise this page](#)

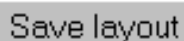
Tax Database

Last Updated: **02/06/00 14:38:16**

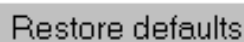
With this page you can choose which sections of Tax Direct appear on your homepage and in what order. Some sections have extra configuration facilities as well. For each purple banner select the Include checkbox for the section to appear, and use the Order list to choose where on the page it will appear. The Items list selects how many new items will appear under that particular section, selecting Head notes will display more detail for each news item and Document details indicates the source, document type and date for each news item.

Quick Search	Comment	Tax News
Include on homepage <input checked="" type="checkbox"/>	Include <input checked="" type="checkbox"/>	include <input checked="" type="checkbox"/>
Order in columns <input type="text" value="First"/>	Order <input type="text" value="First"/>	Order <input type="text" value="First"/>
Resources	Breaking News	Items <input type="text" value="1"/>
Include <input checked="" type="checkbox"/>	Include <input checked="" type="checkbox"/>	Headlines <input type="checkbox"/>
Order <input type="text" value="Second"/>	Order <input type="text" value="Third"/>	Document details <input type="checkbox"/>
Current Tax Cases	Hourly items <input type="text" value="15"/>	VAT News
Include <input checked="" type="checkbox"/>	Show headlines <input checked="" type="checkbox"/>	include <input checked="" type="checkbox"/>
Order <input type="text" value="Third"/>	Document details <input type="checkbox"/>	Order <input type="text" value="Seventh"/>
Point of practice	Case Transcripts	Items <input type="text" value="1"/>
Include <input checked="" type="checkbox"/>	Include <input checked="" type="checkbox"/>	Headlines <input type="checkbox"/>
Order <input type="text" value="Fourth"/>	Order <input type="text" value="Second"/>	Document details <input checked="" type="checkbox"/>
Business News	Items <input type="text" value="10"/>	NIC News
Include <input checked="" type="checkbox"/>	Headnotes <input type="checkbox"/>	include <input checked="" type="checkbox"/>
Order <input type="text" value="Fifth"/>		Order <input type="text" value="Second"/>
		Items <input type="text" value="10"/>

After the necessary changes have been made, left click once the 'Save layout' button at the bottom of the page, pictured below.

A rectangular button with a grey gradient and a thin black border, containing the text "Save layout" in a sans-serif font.

To restore the default layout, left click once the 'Restore Defaults' button, pictured below.

A rectangular button with a grey gradient and a thin black border, containing the text "Restore defaults" in a sans-serif font.

3.3 Email Updates

The Email update section is found at the bottom of the personalise page. To access this page, left click once 'personalise' from the Navigation Bar.

You can also have email notifications sent to you when news items are added to Tax Direct. Select how frequently you would like to receive these notifications and on which subjects, by left clicking once on the radio button beside your choice.

For example...

A screenshot of the "Email" settings section. The title "Email" is in a blue bar. Below it, the text says "Your email address is currently set to: some.one@dial.pipex.com Click here if you want to change it." The "here" link is highlighted in blue. Below this are two rows of radio buttons and checkboxes. The first row has radio buttons for "Never", "Immediately", "Every hour", "Every two hours", "Twice a day", and "Once a day". The "Every two hours" radio button is selected. The second row has checkboxes for "Tax", "VAT", "NIC", "IHT", "Stamp Duty", and "Landfill Tax". The "VAT" and "Stamp Duty" checkboxes are checked. Below this are two rows of checkboxes for "Oil Tax", "Business News", "Customs", and "Everything".

Email

Your email address is currently set to: **some.one@dial.pipex.com** Click [here](#) if you want to change it.

Send email updates: Never: Immediately: Every hour: Every two hours: Twice a day: Once a day:

Send updates on: Tax: VAT: NIC: IHT: Stamp Duty: Landfill Tax:

Oil Tax: Business News: Customs: Everything:

...here, we have selected to receive Email updates on VAT and Stamp duty every two hours. In order to change the E-mail address to where the updates are sent to, left click 'here', highlighted in blue, as shown above.

3.4 Advanced Search

The advanced search is a powerful, highly customisable utility facilitating the locating of Articles and Documents within Tax Direct. In order to access the Advanced Search utility left click 'search' from the Navigation Bar once.

Advanced Search

News

Cases

Articles

Title:	<input type="text"/>	Any word <input type="button" value="v"/>
Article:	<input type="text"/>	Any word <input type="button" value="v"/>
Document Type:	<input type="text"/>	<input type="button" value="v"/>
Source:	<input type="text"/>	<input type="button" value="v"/>
Date Issued:	<input type="text"/> / <input type="text"/> / <input type="button" value="v"/> - <input type="text"/> / <input type="text"/> / <input type="button" value="v"/>	
Topic:	<input type="text"/>	<input type="button" value="v"/>
Keywords:	<input type="text"/>	Any word <input type="button" value="v"/>
Statutory References:	<input type="text"/>	Any word <input type="button" value="v"/>
Case References:	<input type="text"/>	Any word <input type="button" value="v"/>
Other References:	<input type="text"/>	Any word <input type="button" value="v"/>

Start search: [click here](#) 

Select the type of item you wish to search by clicking on any one of the *News*, *Cases* and *Articles* links. For each type a selection of edit boxes and drop-down lists show the different fields that can be searched on. Leaving a field blank means that no restriction is made on the search of that field. To find multiple words in a field include them all in the edit box, separated by spaces. Dates are filled in in dd/mm/yy format. You can fill in either or both dates to find ranges of items.

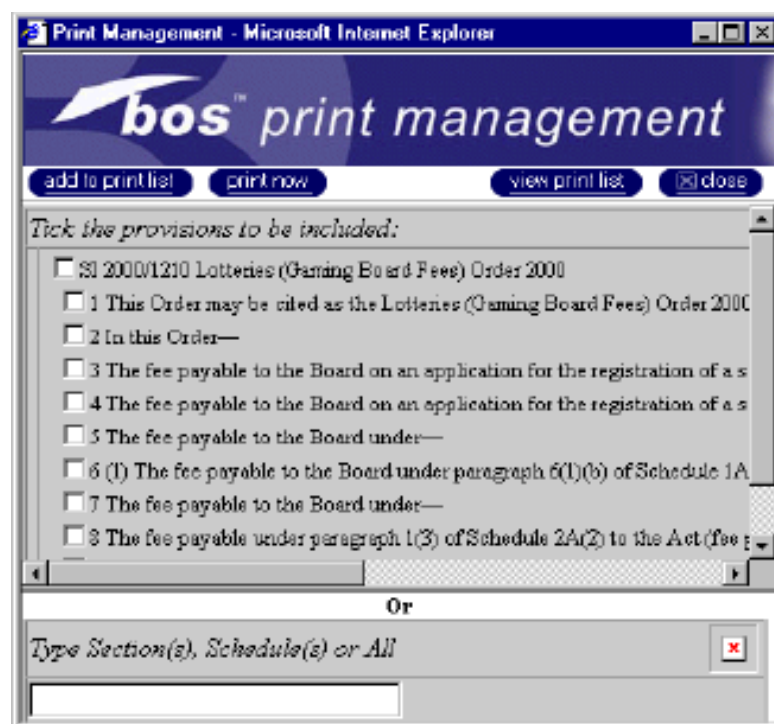
3.5 Print Manager

Whole enactments, or specific sections of, can be selected and collated for immediate or later printing.

Click on 'print manager' at the top of the text frame, next to the 'next item' icon.



The Print Management window will list all the relevant printable sections and schedules from your current location.



Selecting:

The whole enactment – check the box at the top of the list to the left of the full title
Sections of the enactment – check the box to the left of each required section
Manually selecting larger quantities of information – In the Type section(s), etc box a hyphen can be used to indicate a range of sections eg. 6–24 or Schedules can be selected by entering Sch 1. Type All and the whole enactment will be selected. (More details on specific conventions for entering details can be found in the about pages on the service itself)

- Once the required sections have been chosen click Add to print list; the print management window will show the selected enactment and/or provisions

- Click remove to remove everything selected from that particular enactment
- Click edit to select or deselect specific sections or schedules
- Click clear print list to remove all entries
- Click close to return and continue using Legislation Direct
- To view your current print list, click on the print management button, then click view print list.
- Click print now to print the selected text. Note that a new browser window will be opened. Click on the printer icon in the browser bar or use the file/print option

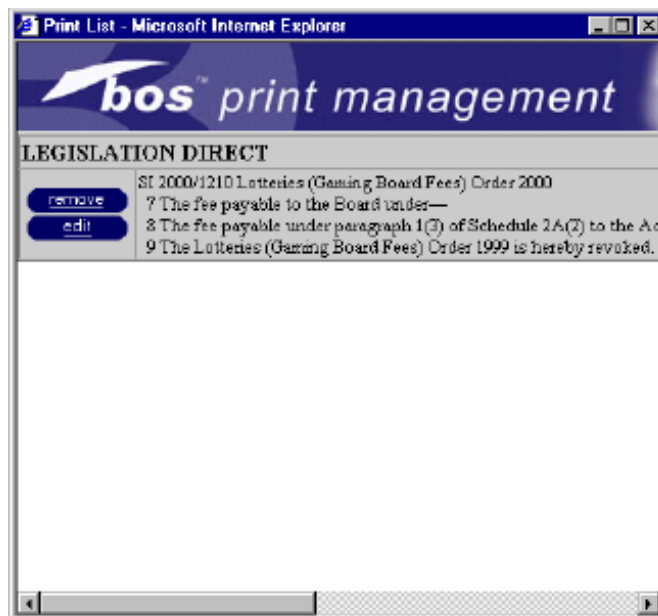
Note that the title and the commencement of the enactment will be printed at the top of each entry.

Once selection has been made add this to the print list, or if desired print the selection immediately by clicking on the 'print now' icon.

ADD TO PRINT LIST

Once a selection has been made, it is possible to print out immediately, by clicking on the 'print now' icon or if the section required to be printed can be added to the print list to print at a later stage (during the visit to the site).

Ensure that the tick box has been activated against the required sections to add to the print list and then click on the 'add to print list' icon at the top of the print manager dialogue box.



VIEW PRINT LIST

It is possible to view the print list by clicking on the 'view print list' at the top of the print manager dialogue box, or if this box is not open click on the 'print list' in the tools menu.



[UK statutes](#) | [UK SIs](#) | [scottish statutes](#) | [scottish SIs](#) | [measures](#) | [is it in force?](#)

[views](#)

[print list](#)

[results](#)

SEARCH EXAMPLES

3.6 Accessing the Search Utility

To access the search utility, left click once 'search' from the Navigation Bar. Additionally, a quick search box is available on the default homepage configuration, at the top left of the page. Type in a keyword, and start the search. The Quick Search utility is pictured below.


Quick Search
 [click here](#) 

3.7 Advanced Search Example 1

You require technical information on first year capital allowances. To find information on this,

- Type 'first year capital allowances' into the 'article' field.
- To narrow and speed the search, left click the drop down arrow on the adjacent field, and select 'Exact Phrase'.
- In the 'Document Type' field, left click the drop down arrow, and select 'Technical Note'
- In the 'Source' field, left click the drop down arrow, and select 'Inland Revenue'
- You require up-to-date notes, so in the 'Date Issued' field, left click the drop down arrow on the first date field, and select the year 2000 from the list.
- The page should now look as below.
- Start the search

Advanced Search

	News	Cases	Articles
Title:	<input type="text"/>	<input type="text"/>	Any word ▾
Article:	<input type="text" value="First year Capital Allowances"/>	<input type="text"/>	Exact phrase ▾
Document Type:	<input type="text" value="Technical Note"/> ▾		
Source:	<input type="text" value="Inland Revenue"/> ▾		
Date Issued:	<input type="text" value="2000"/> ▾	-	<input type="text"/> ▾
Topic:	<input type="text"/> ▾		
Keywords:	<input type="text"/>	<input type="text"/>	All words ▾
Statutory References:	<input type="text"/>	<input type="text"/>	Any word ▾
Case References:	<input type="text"/>	<input type="text"/>	Any word ▾
Other References:	<input type="text"/>	<input type="text"/>	Any word ▾
Start search:	click here 		

The results page will appear, displaying the appropriate document, as below.

Search Results

Show Headnotes

News Items	Source	Type	Issued
First year capital allowances	Inland Revenue	Technical Note	22/03/00

Notice the document is highlighted in blue. Left click this once to display the document. To show further detail on the search results, left click once the 'Show Headnotes' button, found at the top of the list of search results pictured above. This will display a brief description of the contents of the found document.


2.8 Advanced Search Example 2

You would like to see an article on the year 2000 Budget Statement, published by Ernst & Young. To find this,

- Select the 'Articles' subheading, to perform an advanced search through the archived articles.
- In the 'Title' field, type 'Budget Statement 2000', and leave the drop down menu at 'Any Word'
- In the 'Journal' field, left click the drop down arrow, and select 'Tax Journal'
- In the 'Author' field, type 'Ernst'
- The page should look as below.
- Start the search.

Advanced Search

	News	Cases	Articles
Title:	<input type="text" value="Budget Statement 2000"/>	<input type="text" value="Any word"/>	▼
Headnotes:	<input type="text"/>	<input type="text" value="Any word"/>	▼
Body:	<input type="text"/>	<input type="text" value="Any word"/>	▼
Journal:	<input type="text" value="Tax Journal"/>		▼
Date:	<input type="text" value=""/> /	<input type="text" value=""/> /	▼ - <input type="text" value=""/> /
Author:	<input type="text" value="Ernst"/>	<input type="text" value="Any word"/>	▼

Start search: [click here](#) 

The results page will appear, displaying the appropriate document, as below.

Search Results

Show Headnotes

Articles	Date	Journal	Author
Budget 2000	27/03/00	Tax Journal	Ernst & Young

Notice the document is highlighted in blue. Left click this once to display the document. To show further detail on the search results, left click once the 'Show Headnotes' button, found at the top of the list of search results pictured above. This will display a brief description of the contents of the found document.

4 OTHER INFORMATION

4.1 Editorial

If you have a query about the content of Tax Direct, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 3050500 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the 'contact us' links that appear on the home page. We welcome feedback from our customers about Tax Direct so please feel free to contact us.

4.2 Technical Help

Telephone support is available during normal working hours (08 30 – 17 45 GMT)

Tel: (44) 0845 608 1188 Fax: (44) 01483 257917

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

07 00 – Midnight Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.com/content/support/techsupport.htm>

Or E-mail: online.support@butterworths.com

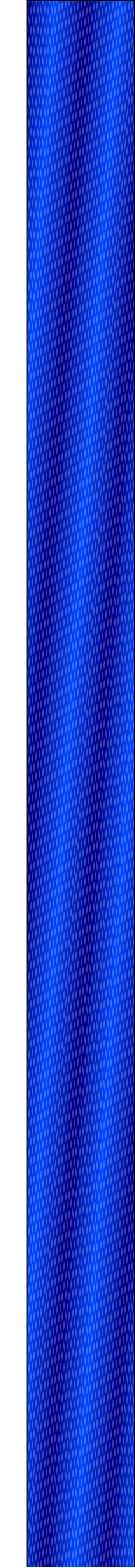
4.3 Customer Services

Butterworths Direct Helpline is available from Monday to Friday 08 00 – 18 00

Tel: 0208 662 2000

For calls from outside the UK: +44 20 7400 2977

4.4 Training



To find out more about our comprehensive training courses, and to reserve a place.

Tel: (44) 01932 334836 Fax: (44) 0207 400 2500

E-mail: training@butterworths.com