

# Online courses in Taxation

## Payroll & keeping accounts



### Tutor

Courses are designed & delivered by Sonia Woods, a qualified accountant with over 20 years' experience in accountancy, taxation & payroll.

Sonia is also a qualified trainer with many years' experience in classroom based and online training.

Sonia has a passion for helping and guiding participants which is evident in her delivery.

### Complete your VAT returns

This interactive course will guide you through the process of preparing & filing your VAT returns, with confidence. It will clarify the VAT treatment of goods & services sold & purchased inside & outside the state. The course will demonstrate how to set up your vat rates correctly, record EU transactions & complete returns.



### SAGE Cloud Accounting

This interactive course will give you an Introduction and overview of online accounting software which is easy to use & understand. It will keep track of all your accounting transactions, to record your income & expenses, issue invoices, balances your books and have you ready at tax time. As the software is online you can access it anywhere & any time.

### Complete Your Income Tax Return

This interactive live online course will take you through the entire process on preparing & filing your tax return. You will learn the process to enable you to prepare and file your tax return year after year, while benefiting from tips, advice & guidance each step of the way.

## CONTACT

Telephone: 091 539643

Email: [soniawoods@gpasolutions.com](mailto:soniawoods@gpasolutions.com)

[www.soniawoods.ie](http://www.soniawoods.ie)

## Complete your Income Tax Return

- Tips on good bookkeeping practices and what records to keep.
- Income and expenses to include in arriving at taxable profit.
- Allowable and non- allowable expense when arriving at taxable profit.
- How to calculate taxable profit.
- Allowances on business assets.
- Pension deductions.
- Revenue & Capital Grants and how to treat them.
- Other sources of taxable income – Rental, PAYE, Dividends & Deposit interest.
- Deadline for filing income tax return.
- Preliminary tax – how to prepare for it, how to calculate it and when to pay it?
- What happens if you initially make Losses and how to utilise them.
- Affordable accounts software.
- Revenues criteria to become self employed.



## Complete your VAT Returns

### Overview of VAT System

- Overview to include definitions, registration, rates, invoice templates
- Irish VAT in EU context.
- The “Two Thirds Rule” explained.
- Deductible and non-deductible
- VAT – costs on which VAT may or may not be reclaimed.
- Completion of VAT returns to include VAT invoices, credit notes and electronic invoicing.
- VAT returns and payments
- Complete RTD – Return of trading details
- UK transactions & Postponed VAT Accounting

### EU Sales & Purchases

- Intra-Community Acquisitions (ICAs) & Intra-Community
- Supplies (ICs) and VAT treatment
- Distance sales
- Complete Intrastat & VIES returns

### Imports & Exports

- Definition of imports & exports
- Calculating VAT on imports
- VAT Treatment of imports & exports
- The rules for reclaiming foreign VAT incurred

## SAGE Cloud Accounting

### Set up

- Open your online software account and create your business profile.

### Get started

- Overview of the online accounting Softwares features
- Setting up customer, supplier & bank accounts
- Sales - creating & emailing invoices, recording receipts & keeping track of your debtors.
- Purchases -recording your expenses & payments to keep track of monies owing to suppliers.
- Banking - recording income & expenses for bank and cash transactions

### Up and running

- Reporting - keep an eye on the big picture so you can make better business decisions with a range of easy to access reports.
- Statutory obligations - preparing & filing VAT returns with Revenue and preparing for tax time

## Additional Support & Resources

You will have access to online resources to include notes and video's which you can access during and after the course, with no expiration date.