Wick Hill

TAX EXCHANGE ™

User Guide

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Welcome to TEM

What is TEM?

The TAX EXCHANGE Module (TEM) is installed as a component of the Electronic Lodgement Service (ELS). It allows you to process the tax returns produced by your Self Assessment software and send them electronically to the Inland Revenue under strict security control. You can receive the acceptance / rejection notifications from the Inland Revenue, together with tax statements and other messages and, through TEM, make these available to the tax and other user application software for reprocessing. TEM converts the outgoing returns into a common format for EDI transmission, validating the details, applying security encryption to the files, and then despatching the processed files to the Inland Revenue using the X.400 facility. Tax return files, acceptance or rejection notices and tax statements received from the Inland Revenue undergo the same processing, decryption and conversion in reverse. Other messages are received in a simple text format and are delivered to a predefined directory. These messages can be viewed using Windows Notepad or similar. TEM maintains audit and log files to enable you to track the progress of both outgoing and incoming files.

You can initiate the sending and receiving of processed tax return files and messages on an *ad hoc* basis just when you require it, or you can set up a schedule to run the send / receive process at pre-defined times and frequencies.

There are three types of user of TEM: *browsers*, *users* and *system administrators*.

Browsers can only view reports and look at the system log, they cannot send tax returns or configure the system.

Users can send tax returns to the Inland Revenue and receive back returns and messages, they can check the progress of the send / receive runs, in order to detect any problems with files not being sent and take action to re-send them.

System Administrators are normally responsible for installing the software and carrying out the initial set up procedures and configurations, and can add and remove user names from the system. They are responsible for day to day configurations of the TEM tools, including generating and entering the encryption keys and entering X.400 addresses.

In some, typically smaller, organisations, the three types of user are the same person who carries out all the functions provided by TEM. In other organisations, the administrator may be responsible only for installation and configurations; users will then send and receive tax returns and messages and track the progress of send / receive runs.

Using this Help

Use this information to find out how to use the TAX EXCHANGE Module.

Using TEM gives you an overview of the TEM and the basic functions of logging on, and leaving the module and changing your password, and explains the TEM opening screen and the icons. It also briefly explains how to use the MailmaX E-mail.

Sending tax returns explains how to send the tax returns created by your Tax Self Assessment software. This includes how to set up a schedule for controlling the send / receive runs automatically and how to check the progress of the send / receive run by looking at the audit logs and reports available.

Administration explains how to archive the logs, re-configure the other TEM components, EDI, X.400, PGP (the encryption keys) and other options. Additionally it explains how to change the user name and password details of TEM users.

Installing and configuring TEM explains how to configure the TEM components, EDI, X.400, PGP (the encryption keys), how to set up the user name and password details of TEM users and other options.

Conventions

The following terminology and conventions are used in this guide.

Windows 3.11 / Windows 95

TEM can be used in both Windows 3.11 and Windows 95 environments. Directions in this guide refer to Windows 3.11 usage but Windows 95 users should assume the equivalent.

Using the mouse

The main terms you need to know are:

Click	Point to an item, then quickly press and release the left mouse button
Double click	Point to an item, then quickly press and release the left mouse button *twice*

Menus

Menu commands are referred to in the form **Menuname / Menucommand,** for example: "Select **Edit / Change Password**".

Button or icon names

Button or icon names are referred to in the form ***Buttonname,*** for example "Click the ***System Log*** button" or "Click the ***Go*** icon".

Using the TAX EXCHANGE module (TEM)

Starting TEM

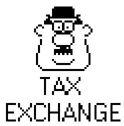
You can use TEM in one of two ways:

- **Interactive mode:** Start TEM from the icon in Program Manager (Windows 3.11) or a menu item (Windows 95). You can carry out all the TEM administration functions and use the ***Go*** icon to send and receive tax returns and messages directly

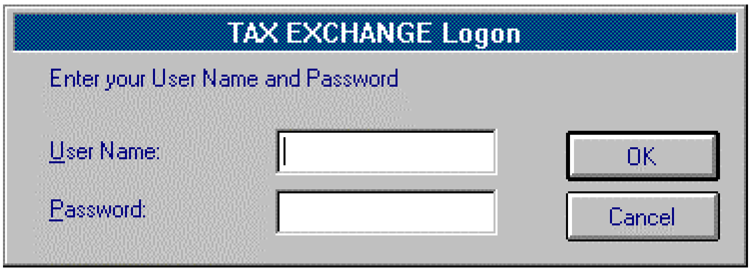
- **Schedule mode:** Activate the Scheduler using the ***Run Scheduler*** icon. This will then initiate the send / receive run(s) automatically according to your schedule of predetermined times and frequencies, irrespective of whether or not you have TEM open (see ***Using the Scheduler to send returns***)

Logging on

To start the TAX EXCHANGE Module in interactive mode double-click on the TAX EXCHANGE icon in Windows Program Manager:



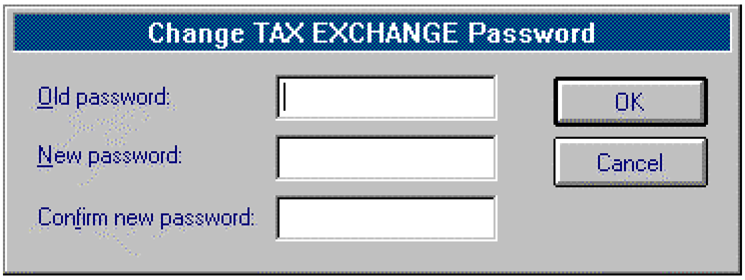
The TAX EXCHANGE Logon dialog box is displayed:



The first time you log on to TEM, you type the user name (which is ‘ADMIN’ , then use tab to move to the ‘Password’ box and type your password (which is set to ‘password’ . Click on ***OK*** to accept your log-on or click ***Cancel*** if you want to abandon. If you make a mistake entering the user name or password, click ***OK*** to return to the blank log-on dialog box and type them again.

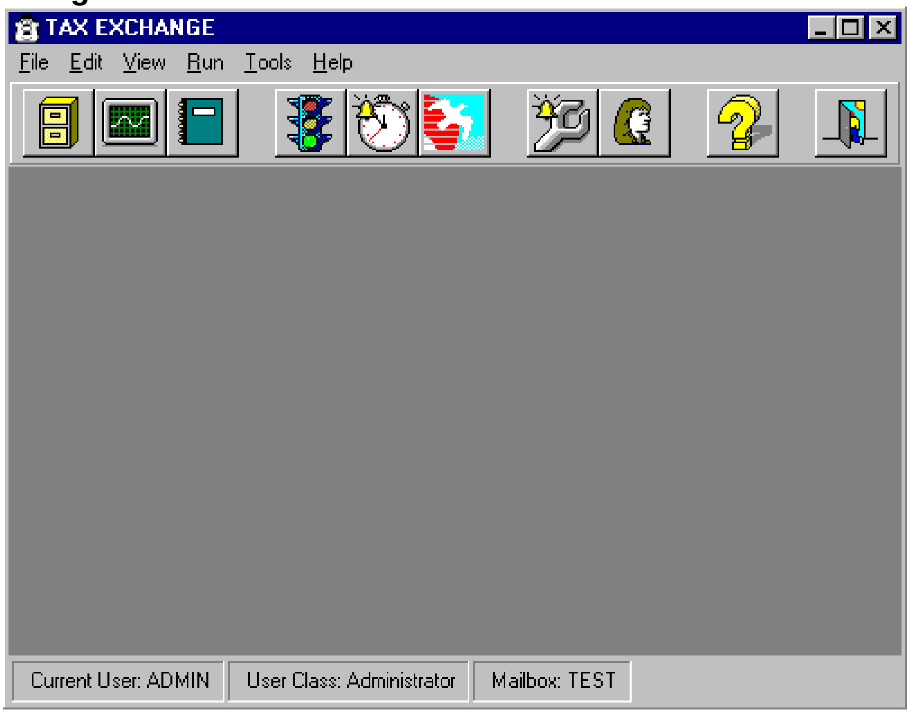
Changing your password

If you want to change your password to one of your own choice select **Edit** / **Change Password** to display the Change Password dialog box:



Enter your old password and your new password in the boxes, and then enter your new password again to confirm.

Using the TEM screen

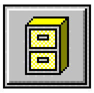


Once your log-on has been accepted, the opening TEM window is displayed:

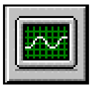
Note that not all the menu items or icons are available to all users: where functions are not available to you the menus, menu items and icons are greyed out.

The menus and icons

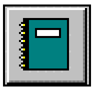
You will find once you start using TEM that you can carry out most of what you want to do on a day-to-day level using only the icons underneath the menu bar. To see what an icon represents place your mouse pointer just below it (you may have to move it around slightly) to see a pop-up tool-tip giving the icon's function. The icons are as follows:



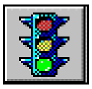
Archive logs Enables you to archive those system logs that are more than five days or five runs old



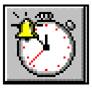
Check run status Enables you to review the progress of the last send / receive run (or series of runs)



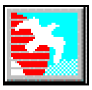
Run reports Enables you to track in detail the progress of the send / receive runs and to resolve any errors



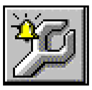
Go Enables you to send tax returns immediately and receive acknowledgements and tax payer statements.



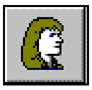
Run the scheduler Enables you to activate the Scheduler to initiate send / receive runs according to your pre-defined schedule of times and frequencies



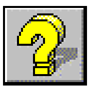
MailmaX Connects you to electronic mail (E-mail) so you can communicate with people in the Inland Revenue and with other X.400 users in Britain and around the world.



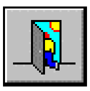
Set up the schedule Enables you to define the start times and frequencies of send / receive runs to be initiated automatically by the Scheduler



User setup Enables the administrator to set up and change user names and passwords



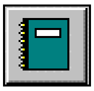
Help Gives you access to the help information



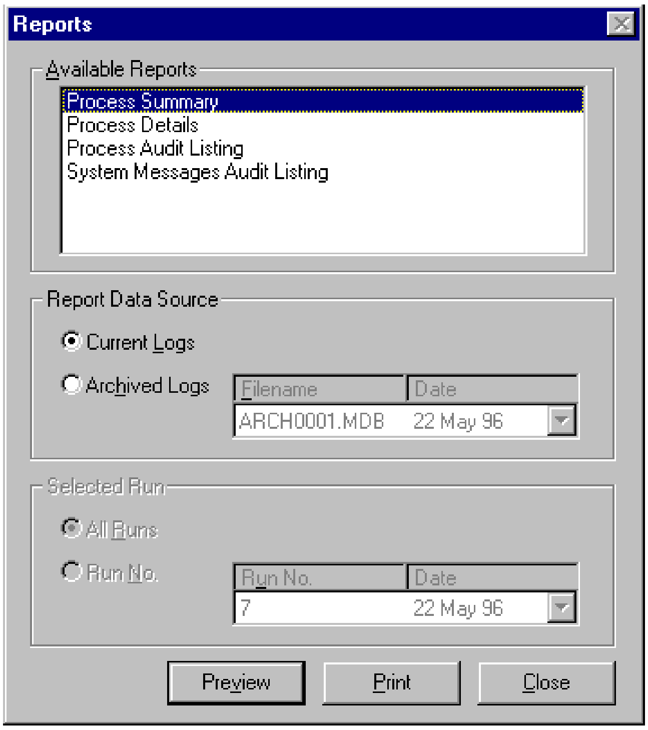
Exit Enables you to shut down and leave the TAX EXCHANGE module, saving any files awaiting processing

Using reports

To see a report, click on the ***Reports*** icon:



or select **View / Reports** to display the Reports dialog box:

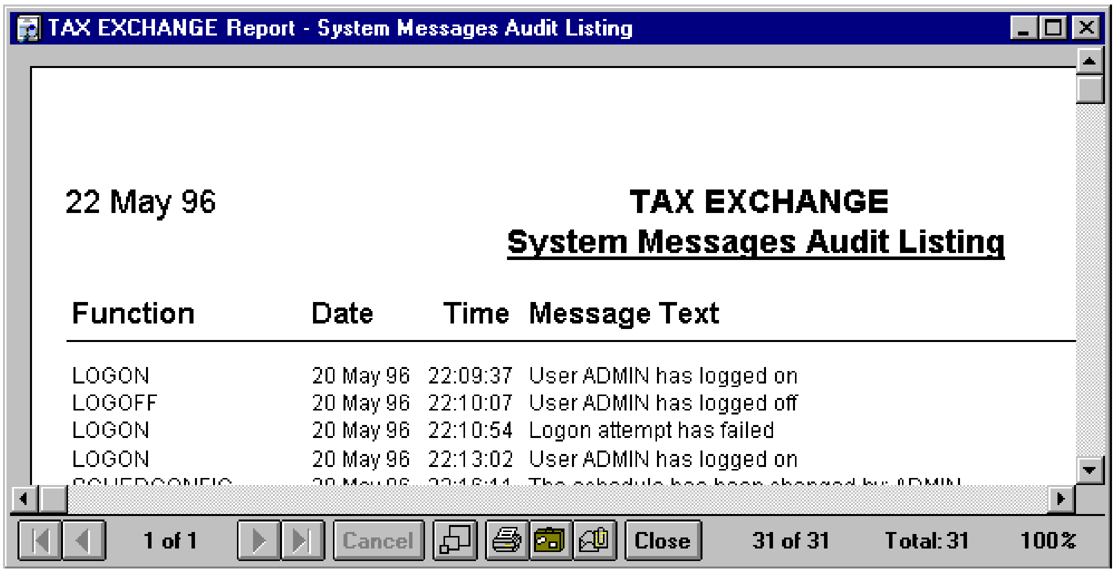


You can report against the current logs or one of the archived logs (see Archiving the logs).

For some of the reports you can select details for a specific run or all the available runs in the selected log.

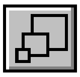
Select the report you require from the list and click the ***Preview*** button to see the report on the screen. If you want to print the report immediately without previewing it click the ***Print*** button.

If you choose the ***Preview*** button the Print Preview window is displayed:

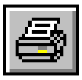


The arrow icons on the toolbar at the bottom of the report enable you to scroll forwards and backwards through the report, either a page at a time or to the beginning or end of the report. The other icons enable you to:

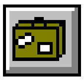
Cancel - Stops loading data into the report



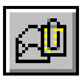
Zoom - Zooms in and out of the screen



Print - Prints the report



Export - Exports the report in a range of standard formats (e.g suitable for Excel)

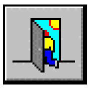


Email - Emails the report in a range of standard formats (e.g suitable for Excel)

Close - Closes the preview screen

Leaving TAX EXCHANGE

Click on to the ***Exit*** icon on the extreme right-hand side of the menu bar to shut down and leave the TAX EXCHANGE module:



Alternatively select **File / Exit**. All the tax returns in the directories will be saved for the next time you log on.

Sending E-mail messages

Click on the ***MailmaX*** icon to use the electronic-mail (E-mail) facility* to send memos, reports and other communications to individuals and other service providers.

Alternatively select **Run / Start MailmaX.**

This facility also gives you the opportunity to exchange messages and documents with other
E-Mail users in Britain and around the world. See your *MailmaX.400 User Guide* for more information.

*Note: to use this facility you will need to have applied for a separate E-mail mailbox from Racal Network Services.

Sending the returns

Your Self Assessment software produces a file for each tax return for each taxpayer which is required to be transmitted to the Inland Revenue and places it in the TEM TAXOUT directory. There may be more than one return for each taxpayer, for different return types (individual, trustee and partnership) or for different years. TEM builds the tax returns that are waiting in the TAXOUT directory into a form suitable for transmission, validates and encrypts and then transmits the files using the Racal X.400 network to the Inland Revenue. Tax return files are processed and transmitted in batches or *envelopes* of up to 100 like files.

When a batch of processed tax return files has been transmitted, TEM then checks for incoming returns, acceptance / rejection and other messages and receives and processes them. If there are no incoming messages TEM processes the next batch of outgoing tax return files and repeats the process until all the tax return files have been processed and transmitted. All files processed through this system are encrypted.

TEM monitors the entire process of file processing and transmission and produces reports which enable you to track the progress of the send / receive run and to resolve any failures. The process is as follows:

- **EDI processing** firstly ensures that the files are consistent and suitable for processing; unsuitable files are moved to a reject directory and an error message created. Files are then processed into an EDI format on a first in, first out (FIFO) basis using the date created.
- **Encryption** ensures the privacy of all the tax return files transmitted between the user and the Inland Revenue. It is an essential element in TEM and cannot be switched off.
- **X.400 MaXware** transmits the batches of processed tax return files and collects any incoming messages or files. System messages, tax messages and general notifications can be received. MaXware logs any failure in the transmission process and retries transmission until successful. You can configure the number of retries to be attempted.

Received tax messages are processed in reverse:

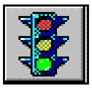
- **X.400**
- **Decryption**
- **EDI pre-processing**

before they are placed in the TEM TAXIN directory for processing through the tax software.

General notifications do not undergo any inbound processing and are simply placed in the TEM NOTICEIN directory.

You can choose to run the send / receive process only when you require it, for example, once a day or even once a week if you have only a few tax returns to process and send each day. Alternatively, you may need to run the send / receive process several times a day, in which case it is easier to set up the send / receive process to run automatically according to a pre-defined schedule (see ***Using the Scheduler to send returns***).

To start the send / receive process running immediately, click the ***Go*** icon:

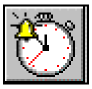


or select **Run / Go**. The TAX EXCHANGE Process box is displayed indicating that the process run is underway and showing the active steps in the process.
When the process run is complete you need to review the progress of the run to check if any outgoing files (tax returns) or incoming files (acceptances / rejections, tax statements and other messages) failed to be transmitted. See ***Checking the progress of the run***.

Using the Scheduler to send / receive returns

The TEM scheduler is a small program which can be used to initiate the send/receive process automatically according to a pre-defined schedule.

To run the send / receive process in this way you must first set up the schedule by defining one or more scheduled jobs (see ***Setting up the schedule*** below). When you have done so, you can start or enable the Scheduler by clicking the ***Run Scheduler*** icon:

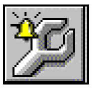


or selecting **Run / Start Scheduler**. Once you have enabled the Scheduler, it will run the send / receive process according to the schedule. Note: The scheduler will only initiate the send/receive process if TEM is not running (see ***Scheduler Operation***).

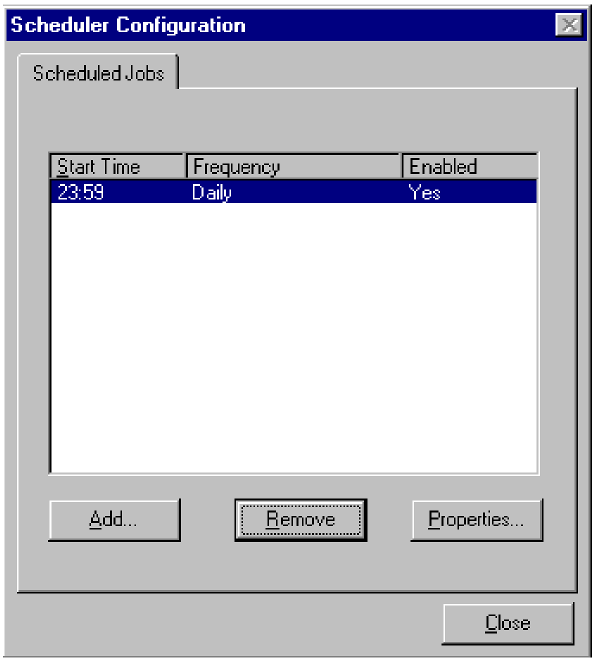
If you want to cancel a scheduled run, use the Scheduler configuration either to disable a particular run or remove it altogether from the schedule (see ***Setting up the schedule***).

Setting up the schedule

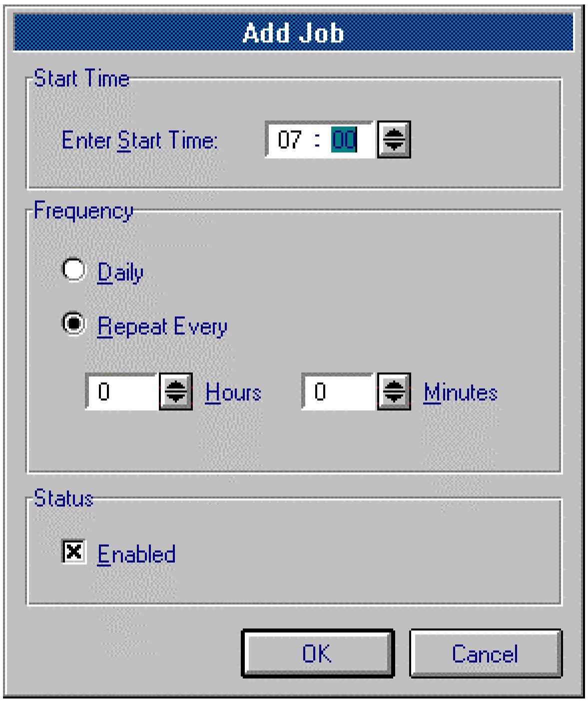
To define one or more scheduled jobs, double click the ***Scheduler Configuration*** icon:



or select **Tools / Scheduler Configuration** to display the Scheduler Configuration dialog box:



To add a new scheduled job click the ***Add*** button to display the Add Job dialog box and enter the start time and frequency details for the job:



Note that, to enter any of the time details, you must ensure that the cursor is <u>on</u> the item you want to enter (so that it is highlighted, as shown above) before you can either type, or use the arrows to select, the required value.

Ensure that ***Enabled*** is checked if you want this job to be included in the Scheduler run.

To amend the details for an existing scheduled job, click the ***Properties*** button to display the Job Properties dialog box and make the required changes.

To remove a scheduled job, select the relevant line and then click the ***Remove*** button. You are asked to confirm the removal.

Scheduler Operation

The scheduler works on a daily cycle from midnight to midnight. A job with a frequency of ***Daily*** will be initiated once each day at the selected ***Start Time***. Jobs marked as ***Repeat Every*** will be initiated at the selected start time and then repeated at the selected time interval until midnight. Note that the interval is measured from the previous start time, not from when the previous run finished.

It is possible to set the scheduler to operate on a continuous basis from the selected ***Start Time***. To do this mark a job as ***Repeat Every*** and leave the ***Hours*** and ***Minutes*** settings on zero. In this case the scheduler will initiate the send/receive process at the selected ***Start Time,*** and will then repeatedly initiate the process as soon as the previous run has completed.

The scheduler must be running in order to initiate a job. If the scheduler is started after the selected start time then it will not attempt to run missed jobs, but it will initiate the next scheduled job.

While the TAX EXCHANGE process is running a lock is in place which prevents the scheduler from attempting to initiate another instance of the process. This lock is removed when the current process is completed. When the lock is in place the scheduler window contains the message “Spooler Locked”.

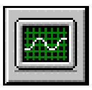
While the TEM is open the scheduler is disabled. This prevents the scheduler from attempting to initiate the process during configuration, potentially causing unpredictable results. At this time the scheduler window contains the message “Spooler Disabled”. The scheduler is re-enabled on closing the interactive application.

Checking the progress of the run

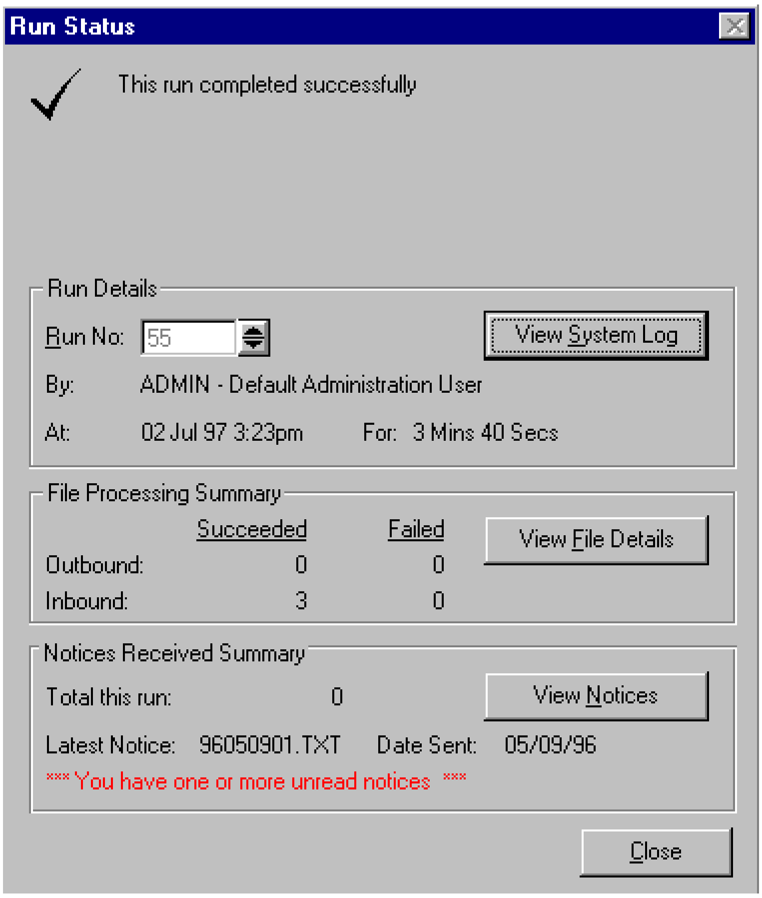
On completion of the run, you need to review the progress of the last send / receive run (or series of runs) in order to check if any outgoing files (tax returns) failed to be transmitted. This allows you to track the reason for the failure, take action to correct the error and ensure that the file is resent. It also shows you whether any incoming files (acceptances / rejections and tax statements) or messages failed to be received so that you can similarly track the reason and take action to recover the file.

Checking the run status

To check the run status select **View / Run Status** or click the ***Run status*** icon:



The Run Status dialog box is displayed:



This box shows you the status of the most recent run. Use the up and down arrows to check the status of other runs.

A run normally has one of three results:

- Successful run in which all files were processed successfully
- Partially successful run in which some files failed to be processed
- Failed run, in which there was a system failure or some other process failure

Taking action

What you do next obviously depends on the run result.

Successful run

No action required.

Partially successful run

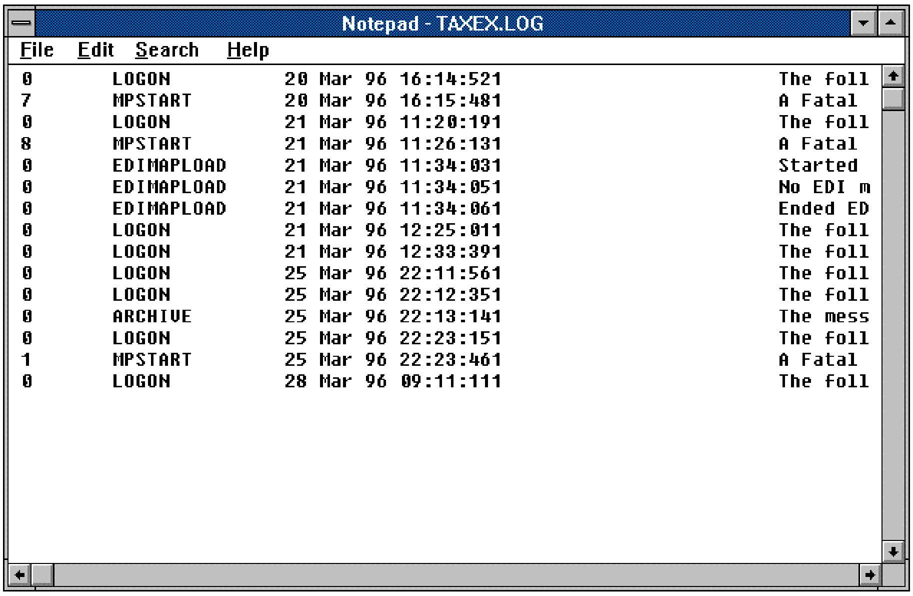
If the File Details panel shows that there were failed file transmissions, click the ***File Details*** button to see the *Process Details* report which gives you fuller details of the files sent and received.

You will be able to use the report to identify the files that failed to be transmitted so that you can take action to recreate them in the ELS software and resend them. See also ***Using the reports***.

Failed run

You should use the system log to track down the reason for a system failure. This log contains a mixture of messages produced as a result of the TEM send / receive process and messages produced by the EDI, encryption and X.400 functions. The system log information is maintained for up to five days or five runs of the process, whichever covers the greater period.

Click the ***System Log*** button to access the system log directly from this screen or alternatively you can select **View / System Log** at any time:



Releasing the Lock

In some circumstances an unexpected error causes the TAX EXCHANGE process to terminate, leaving a lock in place which prevents the process from being restarted. This is to prevent automatic restarting of the TAX EXCHANGE process by the Scheduler until the error has been resolved.

The lock should not be cleared until the cause of the error has been identified and resolved. To release the lock, select **Tools / Options** and then the Lock Status tab: Click the ***Release Lock*** button and TAX EXCHANGE can then be run normally.

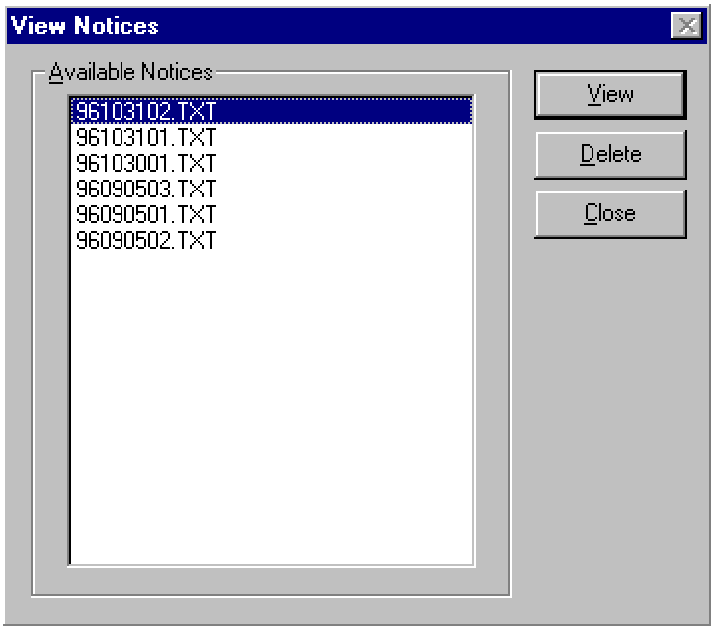
Dealing with received messages

You receive acceptances and rejections of returns, tax statements and other messages. Received messages can be routed to a file from which they can either be collected by your ELS software for further processing or be printed, depending on the way that your software application has been set up.

Notices received are summarised separately. The last notice received can be viewed directly by clicking the ***View Latest Notice*** button.

Dealing with received notices

Notices received are summarised separately. The Run Status form displays the number of notices received during a run, and shows details of the latest notice received. A list of all notices can be displayed by clicking the ***View Notices*** button:



From this form any notice can be opened for viewing or printing. Notices can also be deleted if no longer required.

Reports

TEM provides several reports to enable you to track the progress of the send / receive runs and resolve any errors. The purpose of the reports is as follows:

Process Summary	Summary of runs, identifying whether a run succeeded or failed and how many tax returns passed/failed transmission. Use this report to analyse the overall status of the TAX EXCHANGE process and whether any runs need analysing in more detail.
Process Details	Details of runs, listing which tax returns passed/failed transmission. Use this report to identify which tax returns need to be resubmitted.
Process Audit Listing	System details of the progress of runs. Use this report to analyse any system problems with running the TAX EXCHANGE process.
System Messages Audit Listing	Listing of the major system messages, such as when users logged on, what configuration changes have been made etc. Enables the system administrator to monitor TEM

For details on how to view the reports see **Using Reports.**

Housekeeping

You are advised to institute a policy for taking backups and archiving your files. How often you archive data depends on your circumstances, but you should consider the implications of loss of data in establishing an appropriate plan.

System security

You are advised to change the system administrator's password from the default in order to ensure the security of your system. See ***Changing your password***.

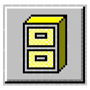
Archiving the logs

TEM writes two logs of all processes it carries out:-

- System Log - A text file of every message that TEM produces. This file is automatically cycled every five runs or days, and does not need any user maintenance.

- Audit Log - A database of key messages (run success/failure, administration functions performed etc.) and files transmitted or received. This log is not cycled and needs to be regularly archived by the TEM administrator.

To archive the audit log , click the ***Archive logs*** icon:

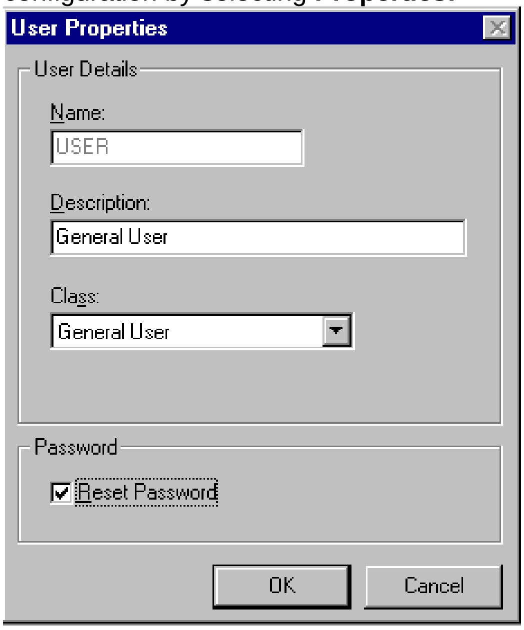


or select **File / Archive Logs** to display the Archive logs dialog box:

Enter the number of runs or number of days or both. You cannot enter fewer than 5 runs or 5 days which is the default minimum, but you can enter more.

Maintaining TEM Users

From the user Maintenance window, the system administrator can add/remove TEM users by selecting **Add** or **Remove**(See **Setting up TEM Users**), or change their configuration by selecting **Properties:**



The system administrator can change the user's Description or Class, or reset the user's password to the default ("PASSWORD").

Changing TEM configurations

You can make changes to the configuration of the TEM system using the same processes as for the initial configurations. See ***Initial configurations***.

Removing TEM

To remove TAX EXCHANGE from your computer, use the ***Uninstall*** TAX EXCHANGE icon in the Program Manager and follow instructions.

Installing TAX EXCHANGE

The Installation Notes are supplied as a text file, which can be accessed by clicking the Readme icon in the TAX EXCHANGE Program Group. Please follow the following instructions to install the TEM software programme. You should not attempt to install TEM until you have received your installation letter from Racal, as this gives important information about your unique **User ID's, etc**.

It is important that you close all other software application programmes prior to installing TEM. This includes the MS Office Bar if you are using that application.

You should delete all versions of TEM prior to Version 1.0 before installing TEM Version 3.0. For further information please see the Tax Exchange 'Readme' file.

Insert disk 1 of TEM in your 'A' drive, and in Programme Manager, under ***File, Run,*** type **a:\setup.** Then follow the instructions on the screen.

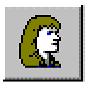
You should ensure that you always make backups of files that may be overwritten by new versions of TEM.

Setting up TEM Users

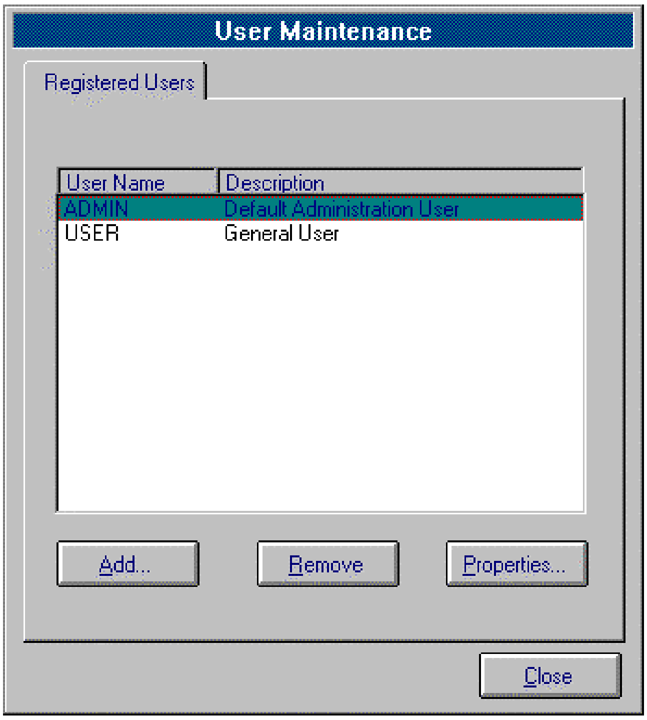
It is the responsibility of the system administrator to set up the TEM user names and passwords. Each user has a different status depending on the tasks that he or she is to carry out. There are three categories of user:

1. **Browsers** (default user name = BROWSER) can view reports and run status information, they cannot send tax returns or perform administration functions.
2. **Users** (default user name = USER) can send tax returns to the Inland Revenue and receive back returns and messages, they can check the progress of the send / receive runs, in order to detect any problems with files not being sent and take action to re-send them.
3. **System administrators** (default user name = ADMIN) are normally responsible for installing the software and carrying out the initial set up procedures and configurations, and can add and remove user names from the system. They are responsible for day to day configurations of the TEM tools, including generating and entering the encryption keys and entering X.400 addresses.

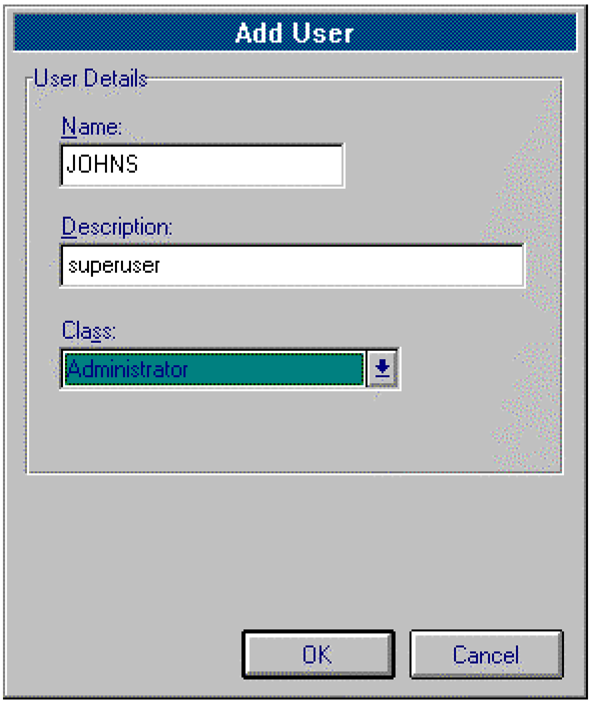
To add or change a user name, double click the ***User maintenance*** icon:



or select **Tools / User Maintenance** to display the User Maintenance dialog box:



To add a new user click the ***Add*** button to display the Add User dialog box and enter a new user name and description:



To amend the details of an existing user click the ***Properties*** button to display the User Properties box and make the required changes. To remove a user from the system, select the relevant line and then click the ***Remove*** button. You are asked to confirm the removal.

Initial configurations

If the TEM Configuration Wizard has not been run during installation of TAX EXCHANGE you must initialise the configuration settings. The TAX EXCHANGE process cannot be run until these settings have been initialised. For more information on the TEM Configuration Wizard see the next section.

Where TAX EXCHANGE is run standalone, each user needs to initialise the configuration settings on the individual PC. Where TAX EXCHANGE is run using a network configuration, these settings need to be initialised only once.

Following successful initialisation TAX EXCHANGE can be used to transmit and receive messages.

Any of the configuration settings can be changed at a future date simply by repeating the configuration process.

To carry out the initialisations, start TAX EXCHANGE and log on as ADMIN. The following settings must be set prior to running the TAX EXCHANGE process. **The order of initialisation is important and must be followed:**

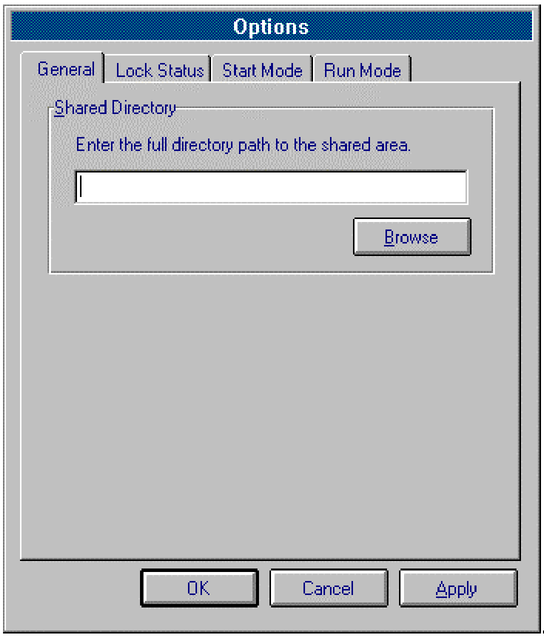
1. Creating the shared directory (mandatory)
2. Configuring MailmaX.400 (mandatory)
3. Setting up the PGP user id (mandatory)
4. Configuring EDI (optional)
5. General configuration (optional)

Creating the shared directory

A shared directory is required to exchange files with the taxation software and must be located on the same physical drive as TAX EXCHANGE. This shared directory must be created before the TAX EXCHANGE process can be run. Creating the directory automatically creates the three required subdirectories:

- \TAXOUT ~ the taxation software out tray
- \TAXIN ~ the taxation software in tray
- \NOTICEIN ~ the notices received tray

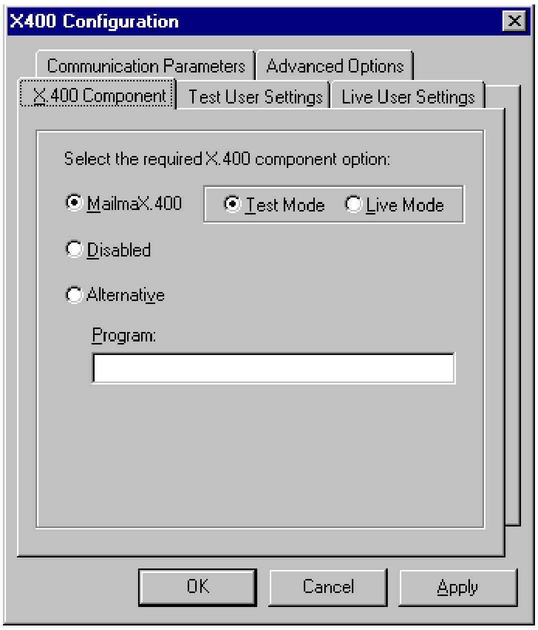
To create the shared directory, select **Tools / Options** to display the options dialog box:



Enter the full path name of the required directory (the prompt is to the default, i.e., C:\TAXEX).

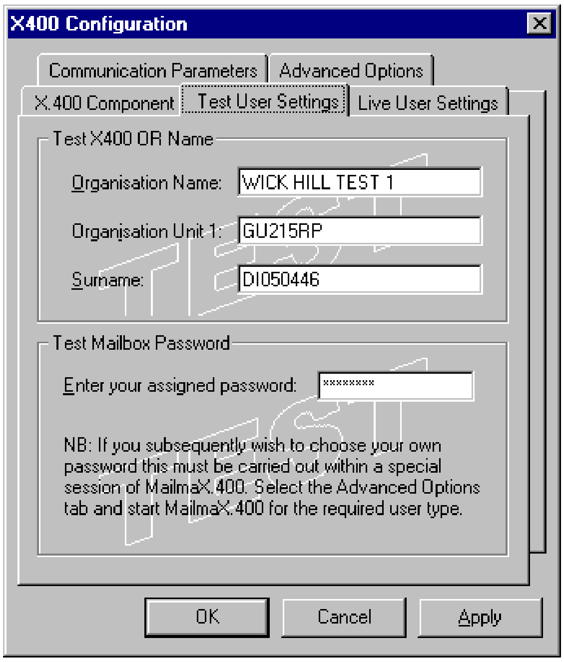
Configuring MailmaX.400

MailmaX allows you to send Tax Returns to the Inland Revenue. There are two settings - **Test** and **Live.** Test transmissions are sent but not processed and are used to assist with the confirmation that the service is working correctly. You would normally use the Live service, but can use the Test service for training purposes, etc. Select **Tools / X400 Configuration** to display the X400 Configuration dialog box.



Note that MailmaX.400 setting on this screen should only be changed if advised to do so by your ELS software provider.

Select **Test User Settings:**

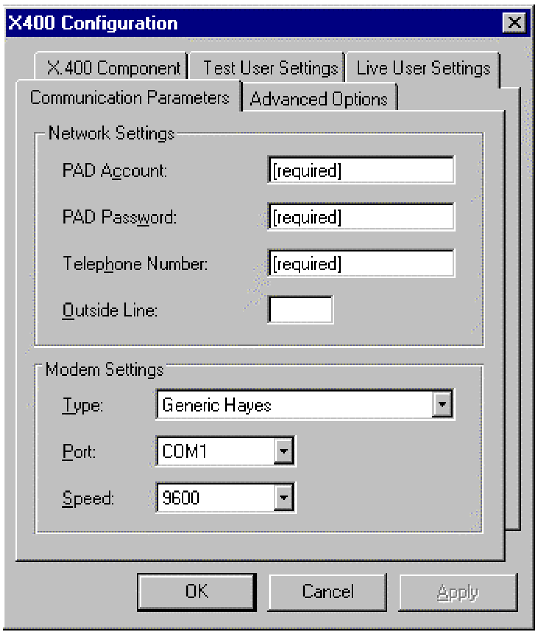


Enter your Test User details from your ELS information letter (NOTE. These fields are case sensitive and must be typed in exactly as they appear in the letter).
Select **Apply** and confirm the password when requested.

Select **Live User Settings** and enter your Live User details from your ELS information letter**.**

Select **Apply** and confirm the password when requested.

Select **Communication Parameters:**



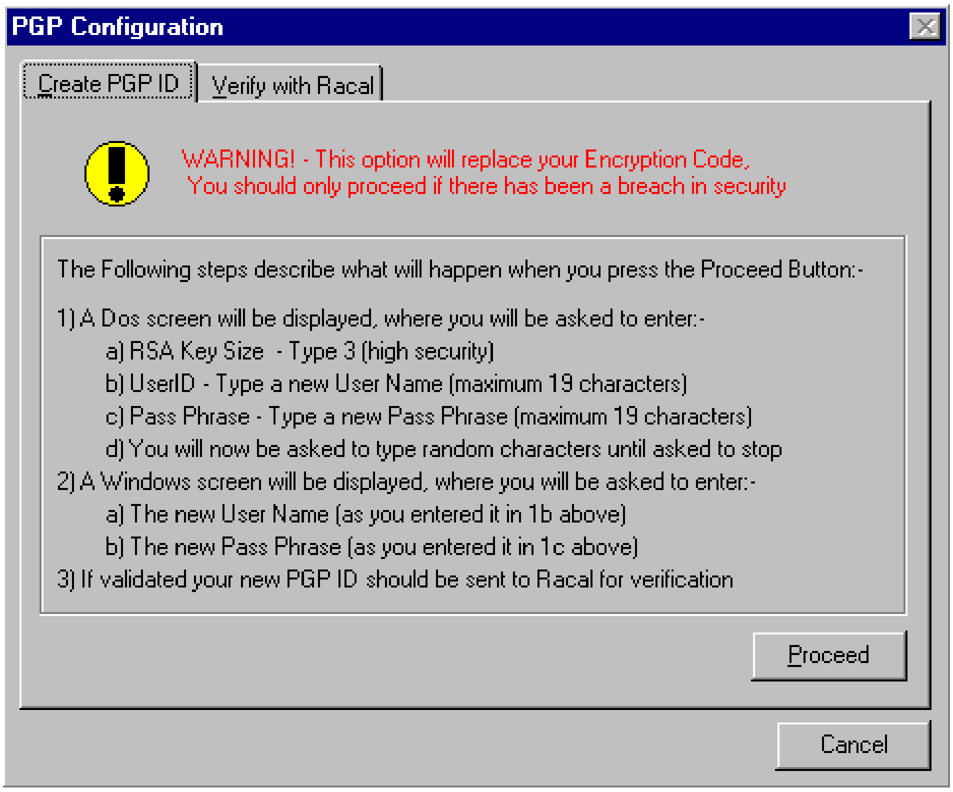
Enter your Communication Parameters details from your ELS information letter, then select **OK** to save your settings and exit the MailmaX.400 configuration.

NOTE. The Advanced Options takes you into "raw" MailmaX.400 **you should only select this option if requested to do so by your ELS software provider**

Setting up the PGP user id

PGP is responsible for ensuring the privacy of all files transmitted between the user and the Inland Revenue. In order to send and receive secure files using PGP each user must set up a user id and verify it with the Secure Messaging Gateway Administrator at Racal (the provider of the X.400 network). This has to be done before you can use TAX EXCHANGE to transmit returns.

To create your PGP user id, select **Tools** / **PGP Configuration**:



Click the ***Proceed*** button if you are ready to proceed with setting up the encryption code. A DOS window is displayed for you to enter the required parameters. Follow the instructions:

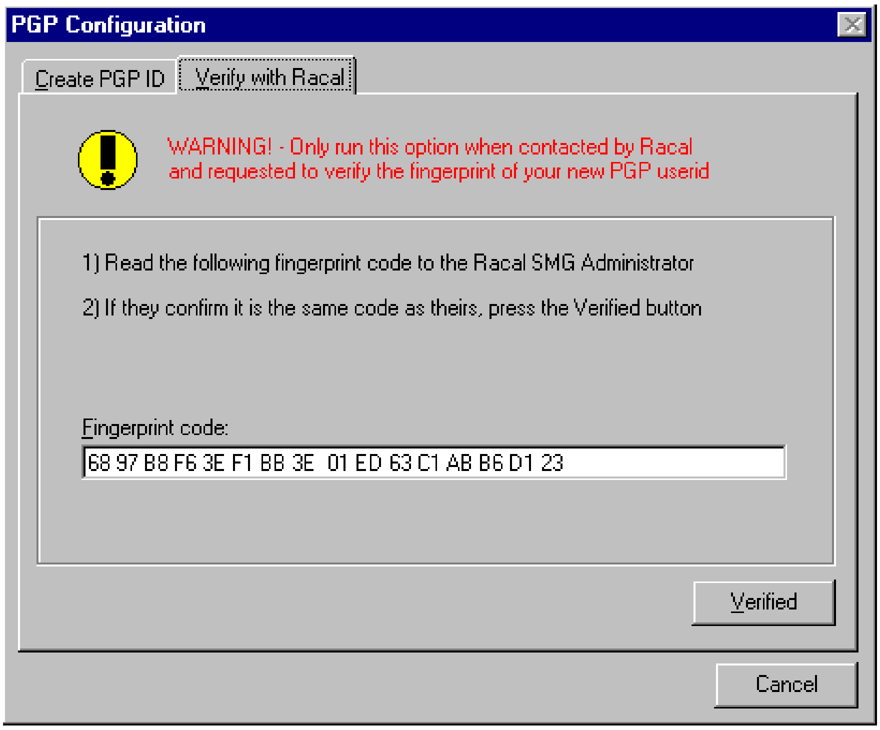
1. Choose RSA key size option 3 to provide maximum security.
2. Enter a *User ID* (<u>no more than 19 characters</u>). You should only use characters and spaces in the *User ID*, but there is no restriction on the name you use.
3. Enter a *Pass Phrase* (<u>no more than 19 characters</u>). What you type is not displayed. It is very important that you remember what you typed and its exact format because you have to type the *User ID* and *Pass Phrase* again later. Using capital letters throughout makes this easier.
4. You are then asked to type random characters. This is the *fingerprinting* process which the PGP system uses to set up the encryption code.
5. When this is complete, after a minute or two the New PGP User ID Validation dialog box is displayed. Enter your *User ID* and *Pass Phrase* <u>exactly</u> as you entered them at stages 2 and 3 above. If you enter them correctly the process is complete. If you make a mistake and enter your either your **User ID** or your **Pass Phrase** incorrectly, you will have to start the **PGP Configuration** again.

Your new PGP User ID will not be active until it has been verified with the Secure Messaging Gateway Administrator at Racal.

You must send the new ID and the encryption code for verification using the X.400 connection. At the TEM main screen, click the ***Go*** icon or select **Run / Go** to run the TEM process and send the messages.

Note that you cannot use TEM to send tax returns until the PGP verification process has been completed, and you have been contacted by Racal.

When the message has been received, you will be contacted by the Secure Messaging Gateway Administrator at Racal and requested to verify the fingerprint of your new PGP User ID. When this happens, select **Tools** / **PGP Configuration** to display the PGP Configuration dialog box and then select Verify with Racal:



Follow the instructions to confirm that the fingerprint code shown in the panel is correct. Click the ***Verified*** button to complete the installation of the new User ID.

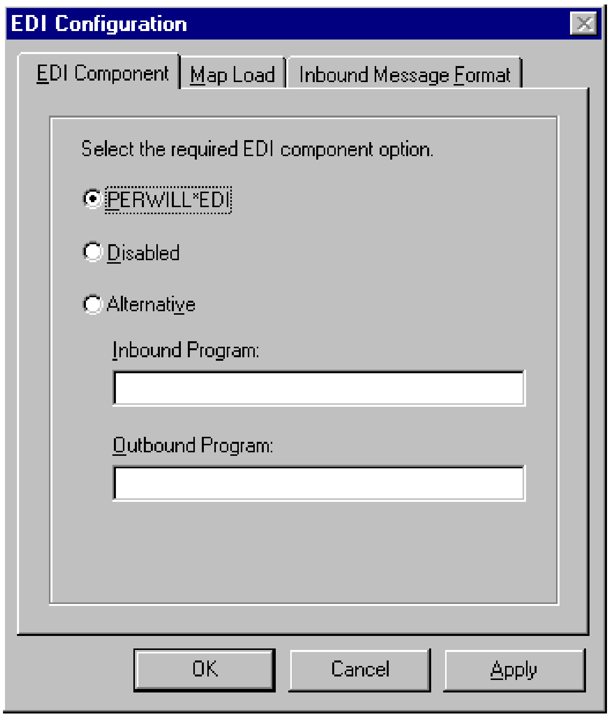
Once the ID has been verified it will be used for all future transmissions unless you change it. You should only need to change your ID under normal circumstances when, on an annual basis you do have to change it (as recommended by Inland Revenue), or, because for example you have to reload your system. You should then follow the same process as given above. Remember that again you must not send any tax returns until your new code has been verified by Racal.

Configuring EDI

When TAX EXCHANGE is first installed it should not be necessary to change the default EDI configuration. At a later stage you may need to run the EDI configuration, for instance to load a new set of EDI Map Files. (These will be issued for new versions of Tax returns and any other forms as advised by the Inland Revenue.) Full instructions will be issued if you do need to change these configurations.

You should only change the EDI configuration when requested to do so by your ELS software provider.

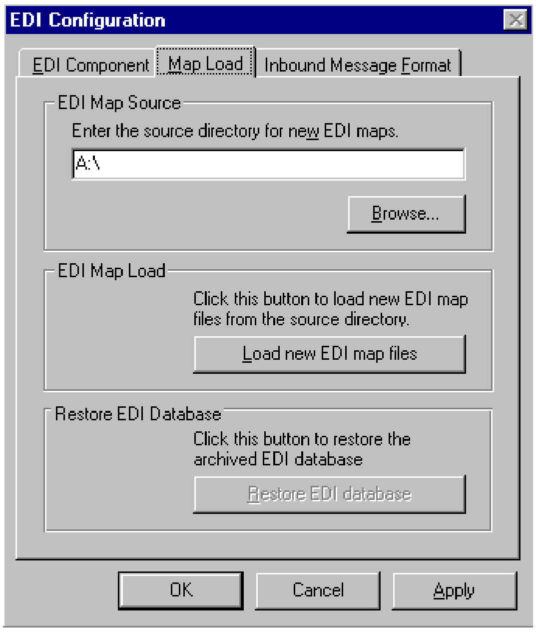
Select **Tools / EDI Configuration** to display the EDI Configuration screen:



- The **Disabled** option disables the EDI component of TEM
- The **Alternative** option enables the use of alternative EDI software, (with the specified inbound and outbound programs).

Loading New EDI Maps

When requested to load a new set of EDI maps select **Map Load:**



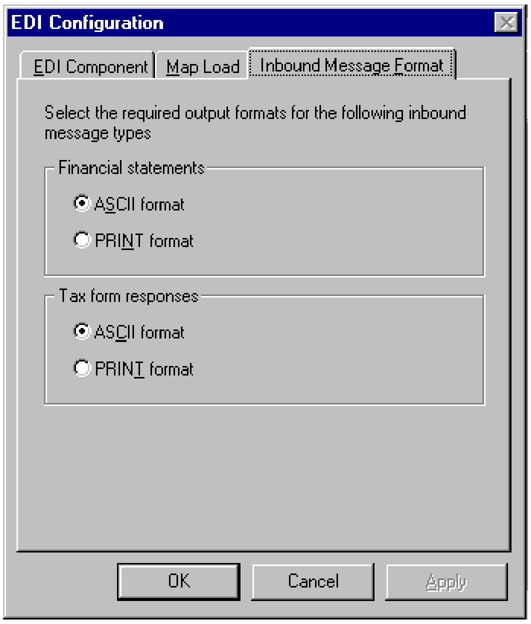
Set the source directory for the new EDI Maps (normally provided on floppy disk).

Select **Load New EDI Maps**

After loading it is possible to return to the previous version of EDI Maps by selecting **Restore EDI Database.**

Change the EDI Inbound Message Format

To change the format of EDI Messages select **Inbound Message Format:**



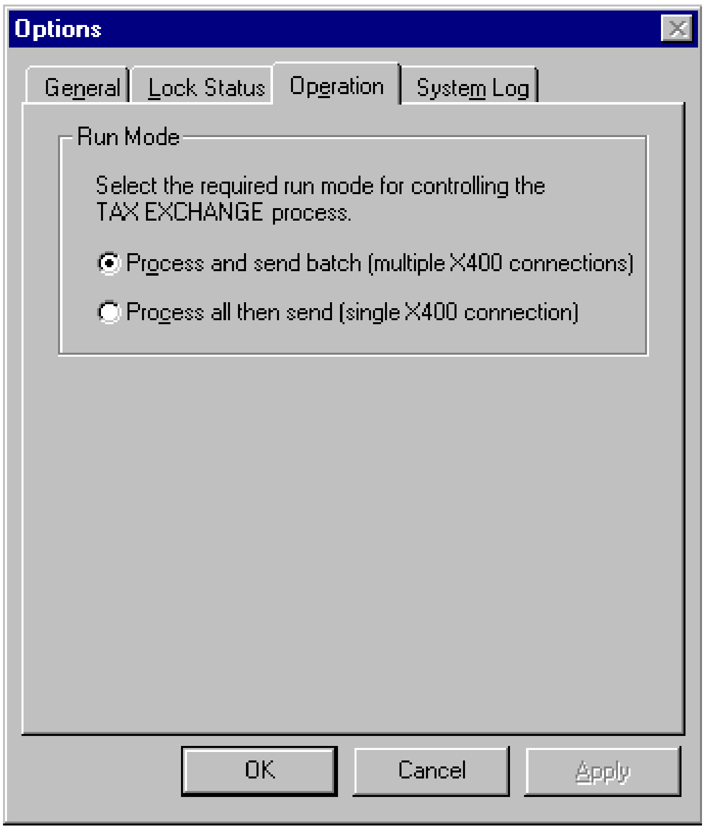
The default settings of ASCII should only be changed if requested to do so by your ELS software provider.

Other Configuration Options

To change other Configuration options select **Tools / Options.** This screen allows you to change the directory where TEM will look for it's subdirectories.

To unlock the TAX EXCHANGE process select **Lock Status/Release Lock**. This will only be necessary if a previous run has failed to complete, when for instance the PC was switched off whilst TAX EXCHANGE was running

To set the mode of operation for TAX EXCHANGE select **Operation**:



Select the required **Run Mode:-**

Process and Send Batch	Connect to X.400 and E-Mail each batch of tax returns as they are prepared. This option requires multiple connections but reduces the length of each connection (better if you have line problems).
Process all then Send	Process all the batches of tax returns before connecting to X.400 and E-Mailing the files. (faster if you have a robust line).

Using the TEM Configuration Wizard

The TEM Configuration Wizard is a Windows program that enables the configuration of all the settings within the TEM Module in a number of logical steps. These steps cover the configuration of shared directories, X.400 messaging information, EDI inbound file formats and PGP Key creation.

The TEM Configuration Wizard can optionally be run during the installation of TEM, from the TAX EXCHANGE program group on your computer, or it may be called from the programs supplied by your Taxation Software Provider.

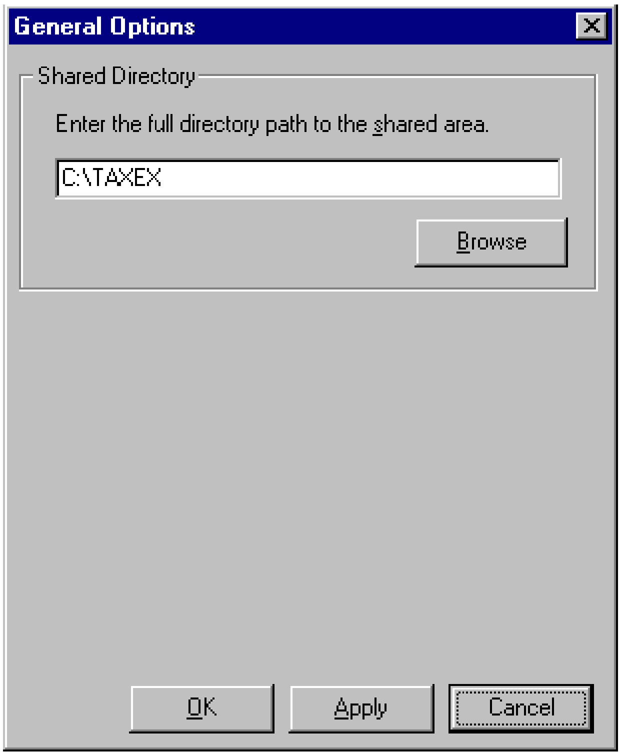
The following is an example of the opening screen of the TEM Configuration Wizard.

Each screen within the Wizard is functionally equivalent to one of the screens within the TEM Module itself. The screens are displayed in the following sequence:

- The shared directory screen; the directory where TAX EXCHANGE receives input files to the 'Electronic Lodgment' process and supplies output files
- The basic X.400 communications parameters screen; the details of PAD user and password, access telephone number and modem details
- The X.400 Test User Settings screen; details of the X.400 address of the Test User
- The X.400 Live User Settings screen; details of the X.400 address of the Live User
- EDI Inbound Message Formats screen; the message format in which inbound EDI message files will be supplied
- PGP Creation screen; the creation of PGP security keys
- Security Key Transmission screen; the transmission of the prepared PGP security keys to RACAL
- PGP Fingerprint verification screen; the verification of the fingerprint of the PGP security keys with RACAL. Note this option is run on its own and not within the sequence of the Wizard.

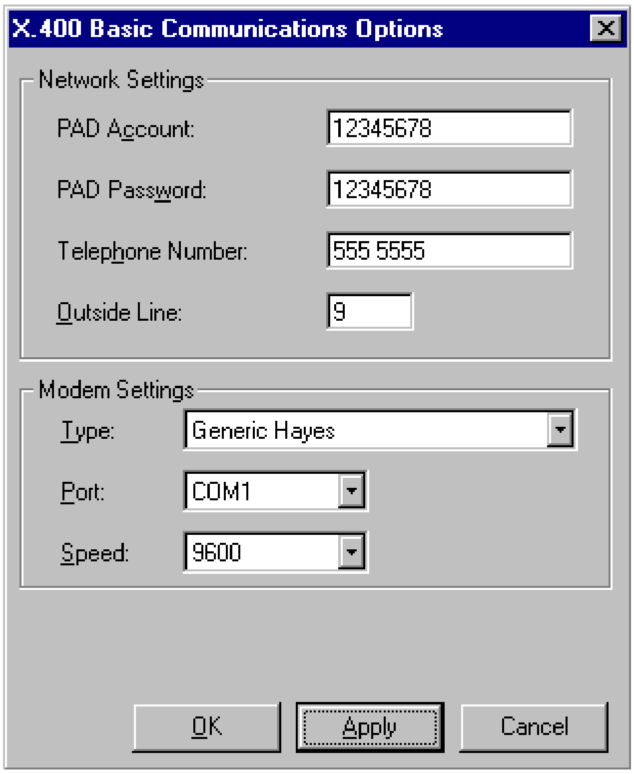
The shared directory screen

For information on using this screen refer to the notes ‘Creating the shared directory’ in the previous section ‘Initial configurations’.



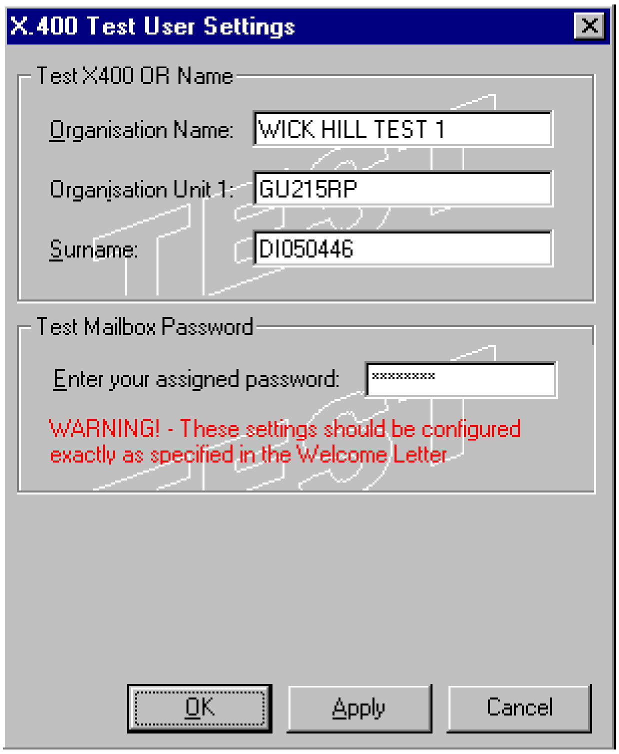
The basic X.400 communications parameters screen

For information on using this screen refer to the notes on ‘Communication Parameters’ in the previous section ‘Configuration MailMax’.



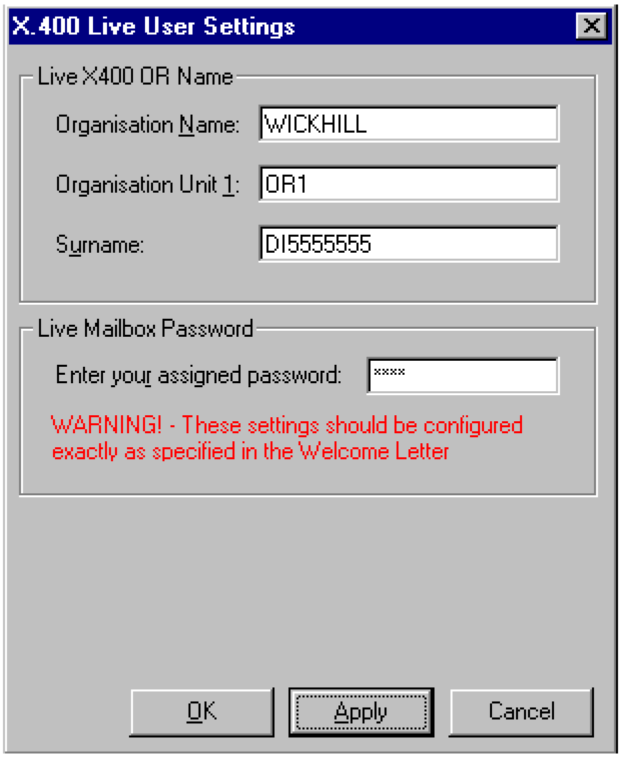
The X.400 Test User Settings screen

For information on using this screen refer to the notes on 'Test User Settings' in the previous section 'Configuration MailMax'.



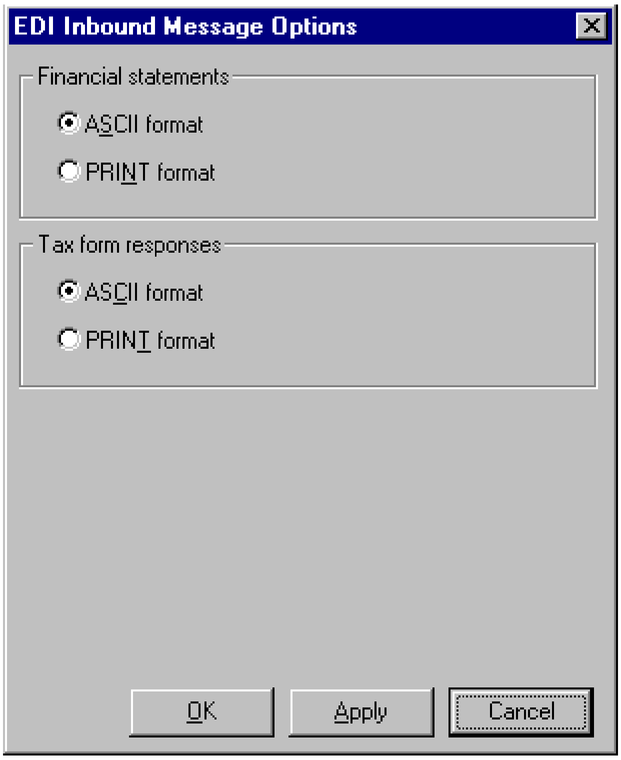
The X.400 Live User Settings screen

For information on using this screen refer to the notes on 'Live User Settings' in the previous section 'Configuration MailMax'.



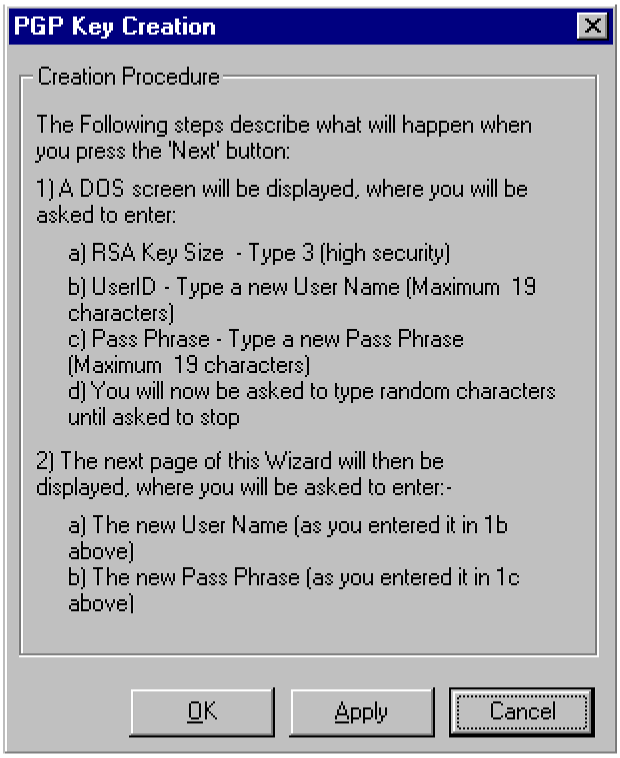
The EDI Inbound Message Formats screen

For information on using this screen refer to the notes on ‘Configuring EDI’ in the previous section ‘Initial configurations’.



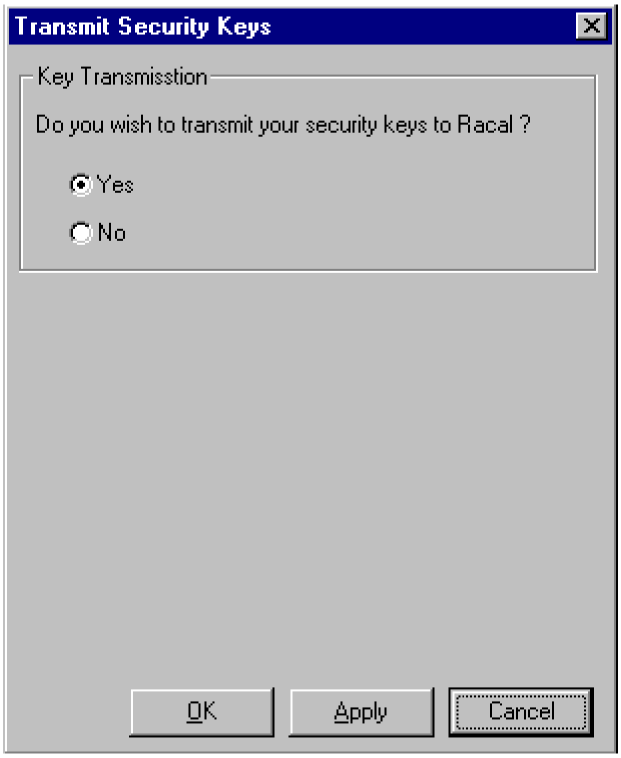
The PGP Creation screen

For information on using this screen refer to the notes on ‘Setting up the PGP user id, in the previous section ‘Initial configurations’.



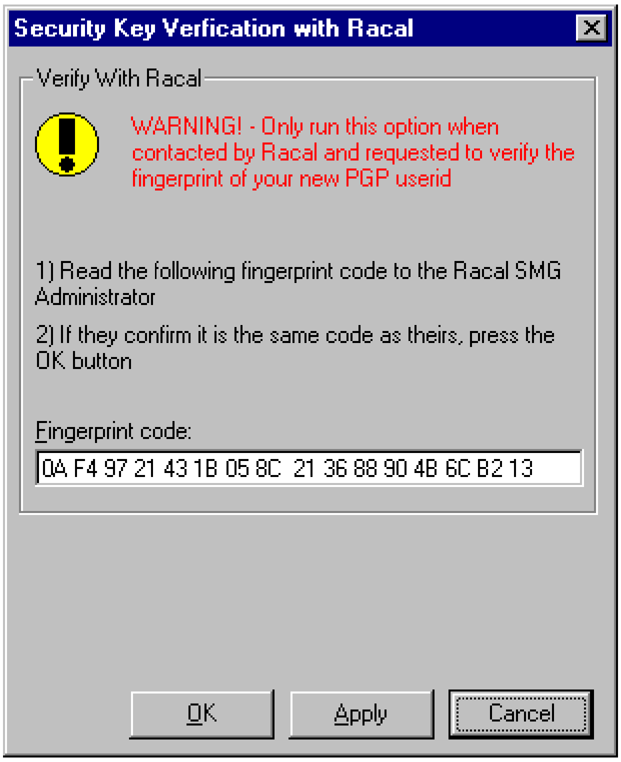
The Security Key Transmission screen

This is the functional equivalent of clicking the ***Go*** icon or selecting **Run / Go** within the TEM main screen, to run the TEM process and send the messages.



The PGP Fingerprint verification screen

For information on using this screen refer to the notes on 'Setting up the PGP user id, in the previous section 'Initial configurations'.



Glossary of Terms

Term	Description
Browser	TEM user with authority to only view the reports and logs.
Decryption	Process for converting encrypted files into a format that can be used.
EDI	Electronic Data Interchange - a standard text format used for converting tax returns for use by other applications.
ELS	Electronic Lodgement Service - service for the electronic transmission and processing of Self Assessment tax returns
Encryption	Process for making files unreadable to anybody except the intended recipient.
Envelope	Group of tax returns packaged up and ready for transmission by MailmaX.400.
MailmaX.400	see X.400
PGP	Pretty Good Privacy - software for encrypting files so that they cannot be read by anybody except the intended recipient.
Pre-processing	A check that tax returns are consistent and suitable for transmission to the Inland Revenue.
Racal	Racal Network Services, X.400 service provider.
System Administrator	TEM user with authority to send tax returns and perform configuration/maintenance tasks.
Secure Messaging Gateway Administrator	The person at Racal Network Services responsible for managing TAX EXCHANGE user's PGP user id.
TAX EXCHANGE	see TEM.
TEM	TAX EXCHANGE Module - component of the Electronic Lodgement Service (ELS) for processing and transmitting tax returns to the Inland Revenue.
User	TEM user with authority to send tax returns.
X.400	MailmaX.400 - E-mail software for transmitting files and messages between the ELS user and the Inland Revenue.