



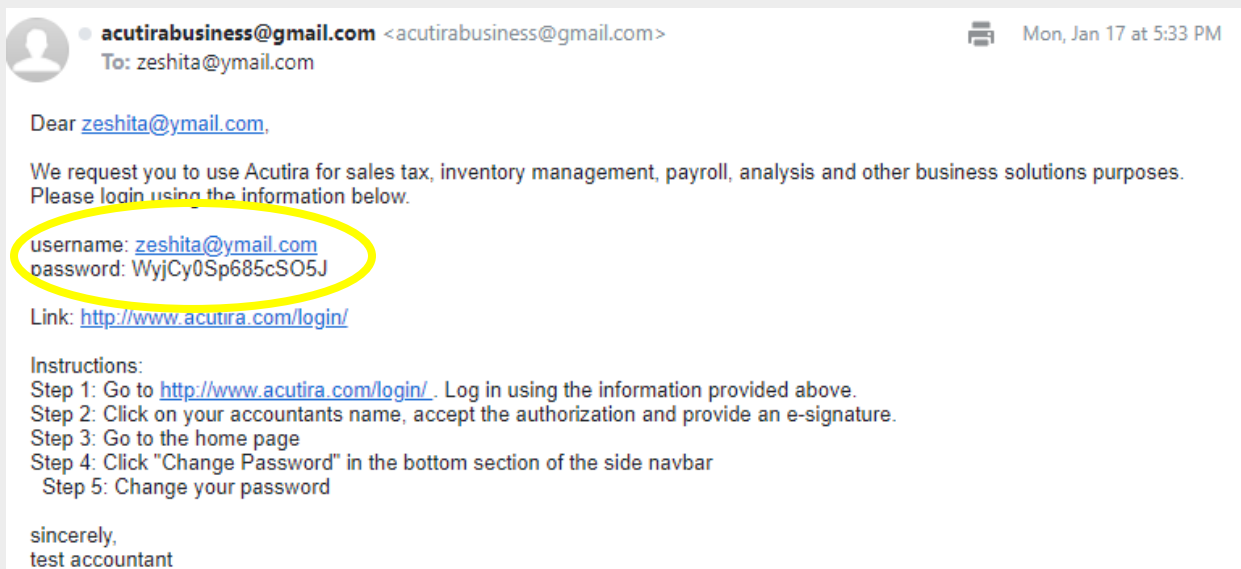
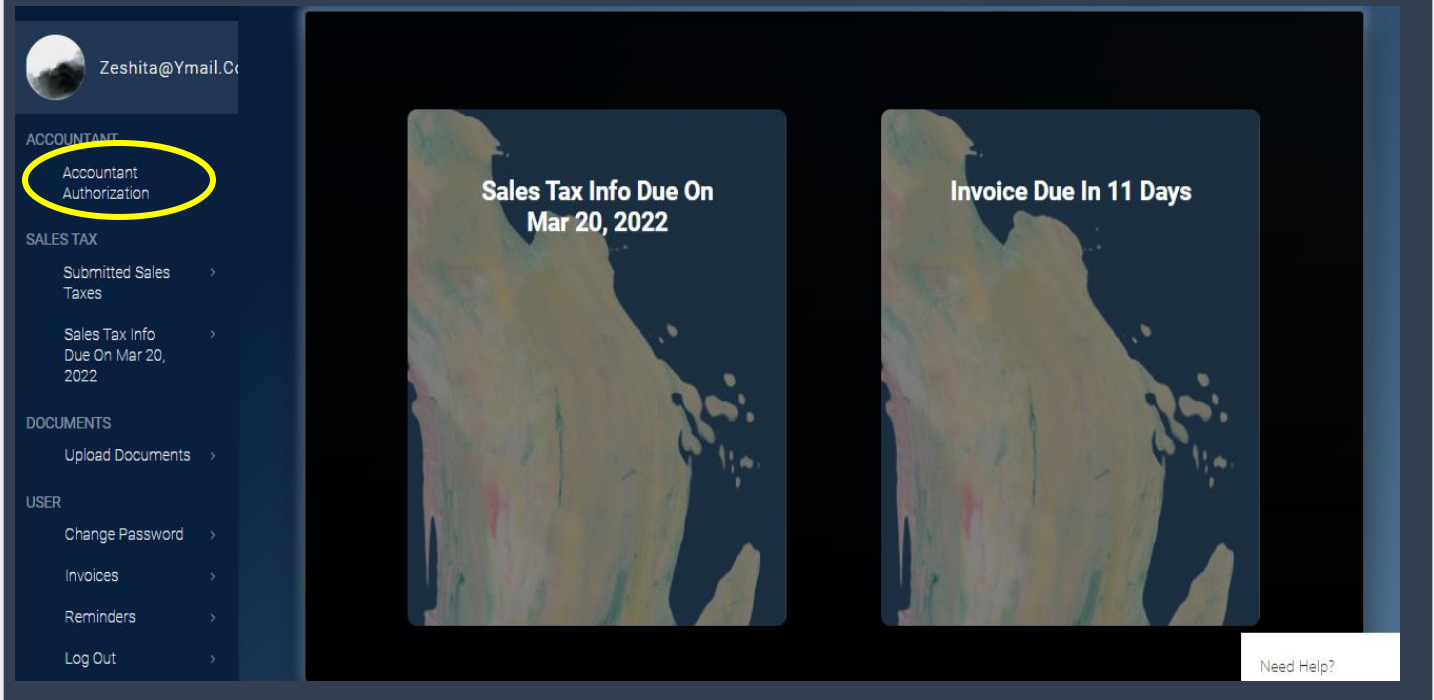
## Welcome to ACUTIRA!

Acutira is here to provide solutions to accelerate your business through digital transformation. We provide both canned and custom solutions to ensure a smooth business journey for you. Please let us know about your requirement so that we can work together to develop solutions.

### Client solutions:

1. Account creation with your accounting firm.
2. Sales tax submission to accountant.
3. Invoice details.

# 1. Account creation with your accounting firm



## Step:1

- a. Ask you accountant to open your profile.
- b. Once your accountant has created your profile you will be receiving an email with link and login details and instructions.
- c. Login with the details.
- d. Click "**Accountant Authorization**" on the top of the left bar.

## Step:2

- Click on the Authentication Request.
- Click on **“accept”**
- Put your **Signature, Date and Signature Reason.**
- Click **“Save”**
- Click **“HOME”** to go to your dashboard.

accountant authorization requests	Authorized	Remove
<a href="#">test_accountant</a>	not authorized	<a href="#">remove</a>

Home

Log Out

zeshita@gmail.com agrees that all information provided to test\_accountant is verified and official

[accept](#)

List Create

Signature:



Reset

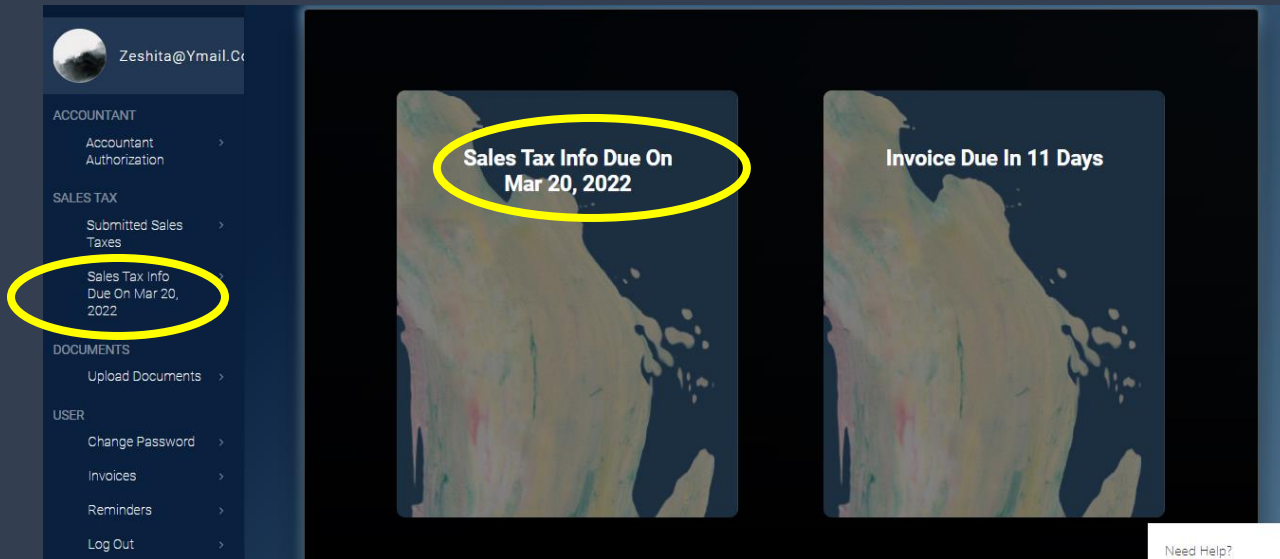
Signature date. Format: mm/dd/yyyy (Not Required):  Signature Reason (Not Required):  [Save](#) [Cancel](#)

**You have successfully posted your sales tax submission for this quarter**  
or have successfully provided authorization and an e-signature

[View My Sales Tax Submission](#)

[Home](#)

## 2. Sales tax submission to accountant.



### Step:1

- You can see the next due date of submitting your Sales Tax information on your dashboard.
- The Sales Tax Info Submission portal will open 30 days before the due date.

### Step:2

- Click on **"Sales Tax Info Due On\_\_"** on your dashboard.
- It will lead you to this form.
- Input information for your quarterly sales tax.
- Click on **"Generate Sales Tax"** to calculate your Sales Tax.
- You can upload supporting documents by clicking on the **"Provide Supporting Documents"** Box.
- Then click **"Submit"**

## Quarterly Sales Tax

Make sure to press "generate sales tax" and upload supporting documents before submitting the sales tax form.

You Are Logged In As:  
test\_accountant

[Home](#)  
[Log Out](#)

Credit Or Debit Card Sales  
0

Cash Sales  
0

**Gross Sales**  
no-input allowed

Non-Taxable Sales  
0

Prepaid Sales Tax  
0

**Total Taxable Sales**  
no-input allowed

SCH H Taxable Sales  
0

Vapor Sales  
0

**Sales Tax**  
no-input allowed

Generate Sales Tax

Please Press "Generate Sales Tax" Before Submitting

Upload Supporting Documents (Optional):

Provide Supporting Documents:

Submit

View, Edit Or Delete Sales Tax Posts

### 3. Invoice Details.



#### Step:1

- You can see the next due date for bill payment on your dashboard.
- To see the details, click on **“Invoice Due in \_\_Days”**
- You can see the detail **invoice with billing information, payment method, shipping information and shipping method.**

