

Taxnet Pro™

Tax Disputes & Resolution Centre - Transcript

Welcome to this tutorial on the Tax Disputes & Resolution Centre in Taxnet Pro.

The Tax Disputes & Resolution Centre on Taxnet Pro brings much needed clarity and efficiency to the tax disputes process. In-depth commentary and guidance on specific aspects of the disputes process are provided through numerous Practical Insights along with articles and checklists. This material along with relevant legislation and government documents is intuitively divided and consolidated by topic allowing for the quick location of relevant information and answers.

To access the Tax Disputes & Resolution Centre home page, select Centres from the Menu bar and then select Tax Disputes & Resolution Centre. Let's take a look at some the components that make up the home page.

At the top of the page is the Navigation bar and Quick Search box. Use the Navigation bar to access your history of searches and documents viewed, Taxnet Pro folders, Options and online Help. You can toggle between the English and French interface, send us your feedback, switch client files and logout. You can also access your active folder. Use Quick Search to search the entire Tax Disputes & Resolution Centre library or limit the search to a specific content type from the Search drop-down list.

On the left is the Navigation Centre. From here, you can select a link to directly access a topic or document type. On the main home page is Highlights. Here you will find editorially selected alerts to the latest news and important developments in tax disputes and resolution. Headlines and summaries are generally provided for each news article. In the headline is a link to the full document or article.

Quick Links provides often referred to items such as federal and provincial income tax acts... and in Spotlight you can read about an author who has written for our newsletter or commentary area with full biographical and contact information.

In addition to accessing Tax Disputes & Resolution Centre documents from the Centre's home page, you can also browse and search its content from the Taxnet Pro Table of Contents. Select Table of Contents from the Menu bar and then expand the Tax Disputes & Resolution Centre heading by selecting the arrow next to it. To browse, continue to expand the headings and then select the document hyperlink to retrieve the full text.

To access the Tax Court of Canada rules, select the Canadian Court System link located in the Navigation Centre. Since the layout of these rules is by topic and not section number it makes it much easier to find the rule you want.

Select Case Law in the Navigation Centre to access precedent setting cases in both the Highlights and Cases of Note section as identified by leading tax advisors. Use the Case Tracker to follow disputes cases of value, Counsel, Industry and Firm involved, and...access both GST and Federal Tax cases under appeal. You may use any combination of the search fields located on the right side to search all tax cases.

Newsletters help you to stay on top of trends and important changes in tax disputes. Select more Newsletters to retrieve its dialog box and then select the arrow icon to expand the newsletter to view the various issues. Select a link to retrieve the full text.

Checklists and Charts help you to follow procedures and make sure you don't miss a thing. Flowcharts map out procedural and court processes.

And finally, we have our topics. All topics are laid out in a similar manner and include five areas:

- Highlights inform you of what's the most important aspects in that area of tax disputes.
- Practical Insights are large, in-depth and up-to-date documents on areas within tax disputes and provide unparalleled guidance and tips on how to proceed and what to look out for. This will enable you to effectively prepare an advocacy for your client.
- Commentary. These are articles written on the topical area.

- Government Documents includes a compilation of selected government and institutional documents that provide greater analytical depth.
- And Legislation which includes all legislation related to the topical area.

And finally, Spotlight helps you find the experts within that tax area. Select *See complete biography* for more information on that expert along with their contact information.

To search the Tax Disputes & Resolution Centre library, enter your terms into the Quick Search box at the top of the page or use the Query Builder to retrieve a basic search template. You can search all content at one time or narrow to a specific practice area by selecting it from the search drop-down list. Your results list appears displaying all of your search results on the page. Use the filters on the left side to narrow down your list. To retrieve the full text of a document, select its link.

To perform more complex searches, use the Tax Disputes & Resolution Centre search template which you can access from the Search option on the Menu bar. With this search template, not only can you enter terms to be included in the documents, but you can also specify which terms should be excluded from documents. You can change the order of results list and narrow your search to specific content types. You can search legislation and case law using the fields provided, and you can also choose whether to include TaxNews documents. You may also limit your search to a specific document language. As you can see, the search template provides a lot of flexibility in building your search query.

And lastly, you can search directly from the Table of Contents. Simply select the content you want to search by using the checkboxes provided and then enter your terms into the Quick Search box at the top of the page.

To learn more about searching, navigating the results list and other Taxnet Pro functionality, please review the tutorials on those topics. To learn more about Tax Disputes & Resolution Centre, please review its Quick Reference Card. We hope you have found this tutorial on the Tax Disputes & Resolution Centre in Taxnet Pro helpful.