

# Aurecima Tax Tracker

## User Guide (2026/27)

*Practical record-keeping for sole traders and landlords*

This guide explains how to use each part of the workbook correctly, what each sheet is for, what the workbook calculates automatically, and how sole traders and landlords should use it in practice.

### 1. Introduction

The Aurecima Tax Tracker is a structured Excel workbook designed to help sole traders and landlords maintain clear, accurate, and complete financial records throughout the tax year.

Rather than acting as a simple spreadsheet, it provides a consistent system for recording income, expenses, and mileage, automated calculations for profit and tax estimates, built-in checks to reduce common errors, and a dashboard that shows your current financial position at any time.

The purpose of the workbook is not just to store data, but to help users work in a more organised and controlled way, reducing stress and uncertainty when it comes to tax obligations.

### 2. Why This Workbook Matters

Many users only realise problems at the end of the tax year, when records are incomplete, receipts are missing, totals do not match expectations, and tax bills come as a surprise.

This workbook is designed to prevent that.

By using it regularly, you can:

- keep all records in one place
- spot missing or incorrect entries early
- understand your current profit position
- build a realistic view of your future tax liability

The result is a more controlled, predictable, and manageable approach to tax.

### 3. How the Workbook Works

The workbook follows a simple structure:

**Transactions → Mileage → Checks → Dashboard → Quarterly Summary**

Each part has a specific role:

- Transactions: record all income and costs
- Mileage: track business travel correctly
- Checks: identify errors and missing data

- Dashboard: show your current position
- Quarterly Summary: prepare figures for reporting

Following this workflow ensures your records remain accurate throughout the year.

## 4. Start Here and Settings

### Start Here

The Start Here tab explains how the workbook is intended to be used.

Before entering any data, review:

- the workflow
- how the sheets connect
- the correct order of use

This ensures you use the workbook properly from the beginning.

### Settings (Important)

The Settings tab controls the logic of the workbook.

It includes:

- tax year dates (2026/27)
- thresholds used in calculations
- configuration settings

### Tax Reserve Buffer (5%)

One of the most important settings is the Tax Reserve % Buffer, which is set to 5% by default.

### Why this exists

Tax estimates are based on current data, but real-world situations can change:

- additional income later in the year
- missed expenses
- timing differences
- rounding differences in calculations

The 5% buffer provides a margin of safety.

### Benefit

Instead of setting aside exactly what the workbook estimates, you are:

- slightly over-preparing
- reducing the risk of shortfall
- building a safer financial position

This is not a requirement, but a practical safeguard.

### Important

Do not edit:

- Lists
- Tax Tables

These are used by formulas and dropdowns and should only be changed if official tax rules change.

## 5. Transactions (Your Main Working Area)

This is the most important sheet and where most of your time will be spent.

Every time you:

- receive income
- incur a business expense

you should record it here.

### How to use it properly

Each row represents one transaction.

You should:

- enter data regularly (daily or weekly)
- avoid leaving large gaps
- keep descriptions clear

### Categories

Always use the dropdown provided.

These categories are aligned with HMRC Self-Assessment headings, which means:

- your records remain consistent
- your year-end reporting becomes easier

### Receipt Links

Each entry allows you to add a link to a receipt.

This can be:

- Google Drive
- iCloud
- any digital storage

### Why this matters

- creates a digital audit trail
- supports MTD-style record keeping
- reduces the risk of missing documentation

### Amount Entry

Enter values exactly as they appear on your bank statement.

If you are not VAT registered:

- use the full amount paid

## 6. Mileage (Business Travel)

If you use a personal vehicle for business purposes, this sheet replaces fuel tracking.

### Key rule

Do not record fuel costs in Transactions. Log business travel in the Mileage sheet instead.

### How it works

Each journey should include:

- date
- miles travelled
- business purpose

### Automatic calculation

The workbook applies HMRC mileage rates automatically:

- first 10,000 miles → 45p per mile
- additional miles → 25p per mile

This removes the need for manual calculation.

### Why this matters

- compliance with HMRC rules
- accurate expense claims
- consistency across the year

## 7. Checks (Error Control)

The Checks sheet is your safety system.

It should be reviewed regularly.

### What it does

It scans your data and highlights:

- missing receipt links
- incorrect dates
- invalid or missing categories

### Why this matters

Errors are easier to fix when they happen, not at year-end.

### Goal

The sheet should show:

- OK

- 0 issues

If not, review and correct the flagged items.

## 8. Dashboard (Your Current Position)

The Dashboard gives a real-time overview of your financial position.

### Tax Pot

This shows how much you should have set aside for tax.

It includes:

- your current estimated liability
- your buffer setting

### Benefit

- avoids unexpected tax bills
- helps with cash flow planning

### VAT Warning

The workbook monitors your rolling 12-month income.

As you approach the £90,000 threshold:

- the indicator will change

This provides early awareness of potential VAT registration.

### Issue Counter

This shows if there are outstanding problems.

If not zero:

- review the Checks sheet

## 9. Quarterly Summary (Reporting View)

This sheet prepares your figures for reporting.

### Profit Calculation

- Income minus expenses and mileage
- produces adjusted profit

### HMRC Alignment

The expense breakdown matches Self-Assessment categories.

### Benefit

- easier reporting
- reduced manual work
- clearer structure

## 10. Sole Trader vs Landlord Use

The workbook supports both, but usage differs slightly.

### Sole Traders

Typically focus on:

- business income
- business expenses
- mileage (if relevant)

### Key behaviour

- more varied transaction types
- wider category use
- frequent updates

### Landlords

Typically focus on:

- rental income
- property-related costs
- fewer but larger transactions

### Key differences

Mileage often less relevant.

More emphasis on:

- maintenance costs
- letting expenses
- property-related entries

### Important note

Both use the same structure.

The difference is not in the workbook itself, but in:

- the type of entries recorded
- how categories are used

## 11. Best Practice Usage

To get the most value:

### Keep it current

Regular updates are more effective than large catch-ups.

### Use clear descriptions

Future you should understand every entry.

### **Review monthly**

Use the Checks sheet regularly.

### **Monitor the dashboard**

Stay aware of your position.

## **12. Troubleshooting**

### **Dashboard shows £0**

Ensure each transaction has a valid type (Income or Expense).

### **Dates appear as numbers**

Change the format to Short Date in Excel.

### **Negative profit**

The workbook still functions correctly.

Tax estimates will reflect this appropriately.

## **13. Important Notes**

- This workbook is an offline record-keeping tool
- It does not submit data to HMRC

It should be used alongside:

- official guidance
- or compatible software where required