Individual Tax Return Guide

This document is a quick start guide to producing an Individual Tax Return using BTCSoftware's PM Solution or SA Solution.
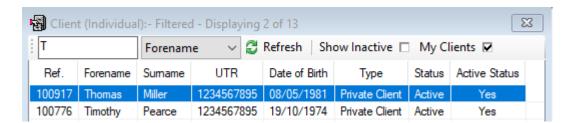
Index

Creating the Individual Tax Return

Creating the Individual Tax Return (If Using BTCSoftware for the 1st time for a given client)

1. Open the **Client (Individual)** window

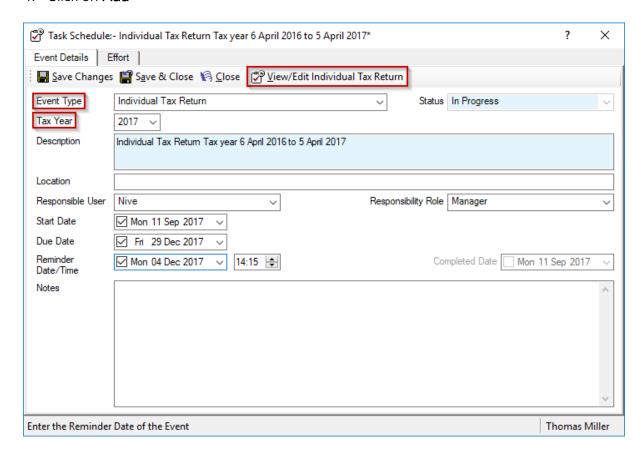   ▪ Go to **Client > Individual** from the top menu

2. Choose the client from the client list on the right window

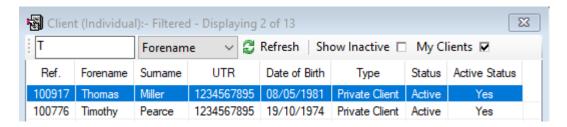3. Navigate to the **Tasks & Tax Returns** tab on the left window

4. Click on **Add**

5. Choose **Individual Tax Return** from the **Event Type** drop-down menu

6. Select the **Tax Year**

7. You are able to add location, choose a responsible user and also additional notes

8. You can then set up **Start** and **Due Date/Time** along with a **Reminder Date/Time**

9. Click on **View/Edit Individual Tax Return**
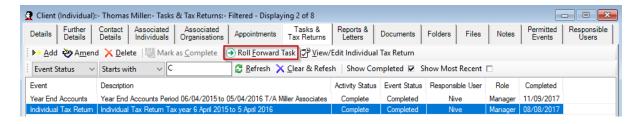
Individual Tax Return Guide

Creating the Individual Tax Return (If you have used BTCSoftware previously for a given client)

If you have used **BTCSoftware** to prepare the previous year's tax return, you are able to roll forward the data from the previous year's tax return to the current year's tax return. To do this, please see the following instructions:

1. Open the **Client (Individual)** window

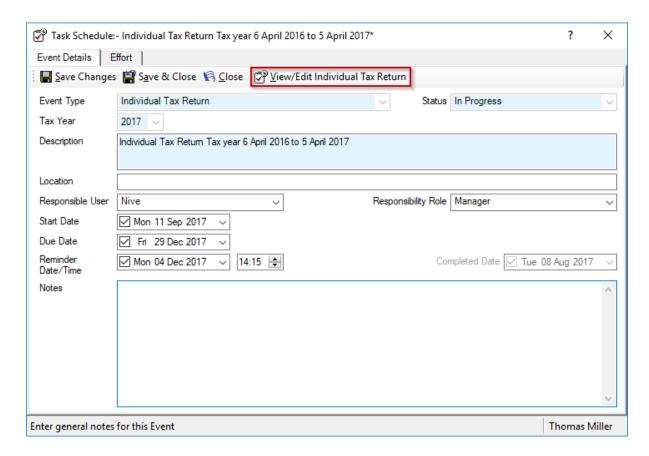   ▪ Go to **Client > Individual** from the top toolbar

2. Choose the client from the client list on the right window

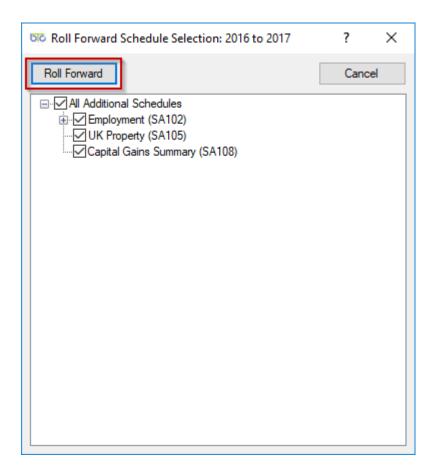3. Navigate to the **Tasks & Tax Returns** tab on the left window

4. Highlight previous years' Individual Tax Return

5. Click on **Roll Forward Task**

© BTCSoftware Limited 2017

6. The **Event Type** and **Tax Year** are auto populated

7. You are able to add location, choose a responsible user and also additional notes

8. You can then set up **Start** and **Due Date/Time** along with a **Reminder Date/Time**

9. Click on **View/Edit Individual Tax Return**

10. Check/uncheck boxes to select/unselect schedules you want to bring into the current year's tax return

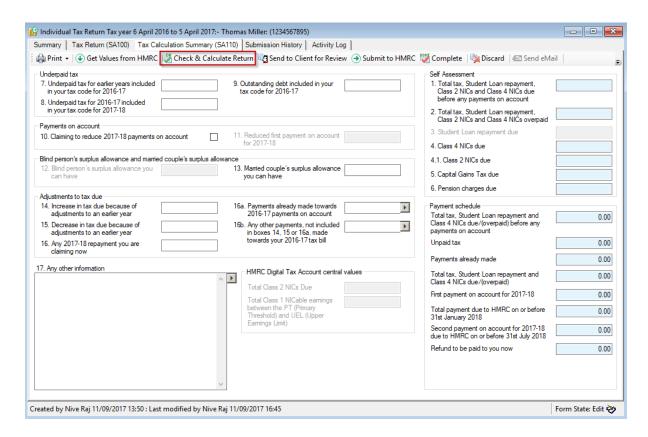11. Click on **Roll Forward** to open the tax return

When you roll forward data from the previous year, you have to review this data.

Review rolled forward data

Please see the following instructions on how to review data that has been rolled forward from the previous year:

1. Click on **Check & Calculate Return** to generate a list of data that needs to be reviewed.

Individual Tax Return Guide

2. An Example is as follows:

3. From the **Individual Tax Return Summary** screen, go into the supplementary schedules with rolled forward data by clicking on the arrow symbol to the side of each schedule

4. From within these schedules, to review the entries, open each item and click on **Save & Close**

5. Go to the **Tax Return (SA100)** tab

6. You need to go into all the relevant tabs (refer to the list in the above image) under this section to review entries within the wizards (boxes with a red arrow symbol to its side)

7. Click on the arrow symbol to open the wizards

8. Within these wizards, open the entries individually to review them before clicking on **Save & Close**

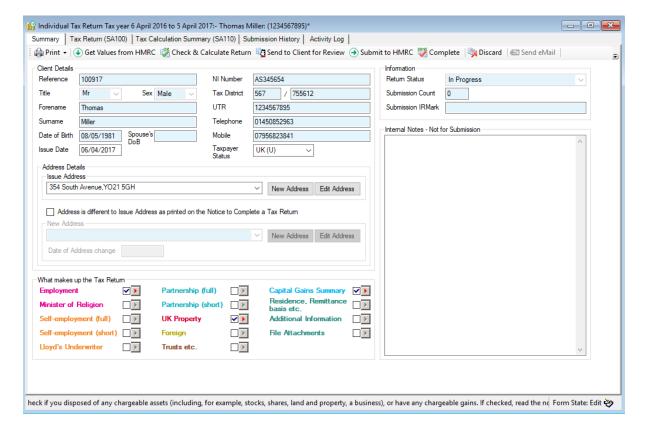9. Go to the **Tax Calculation Summary (SA110)**

10. Follow steps 5 and 6

Individual Tax Return

The **Individual Tax Return** is made up of three sections:

[Summary](#)

[Tax Return (SA100)](#)

[Tax Calculation Summary (SA110)](#)

Individual Tax Return Guide

Summary

This section contains client details and address details that are picked up from Practice Manager. It also contains the supplementary schedules that make up the Tax Return (e.g., Employment, UK Property pages, etc.)

Supplementary schedules can be accessed by checking the boxes for the schedules that need to be completed. To go into a schedule, click on the arrow symbol to the right of the checkbox.
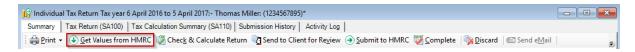
Get Values from HMRC

The Get Values from HMRC is an Application Programming Interfaces (APIs) facility which allows agents to retrieve client data for pre-populating Self-Assessment (SA) returns.

The following client data is being made available through the APIs:

● PAYE data, including employments, benefits, income and tax

● National Insurance contributions (NICs) data, specifically aimed at self-employed taxpayers

● Marriage allowance data

To use this facility, agents need to grant authority to their accounting software (BTCSoftware) to access their clients' HMRC data, and also undertake security for each Government Gateway (GG) account they currently use. Agents will need to complete 2-Step Verification (2SV) to secure each Government Gateway accounts used with the new APIs.

You can access the API link **Get Values from HMRC** from the toolbar

Tax Return (SA100)

Navigate to the **Tax Return (SA100)** tab

This screen is made up of 4 tabs:

Income (page TR 3)

Tax Reliefs (page TR 4)

Student Loan, Child Benefit and Marriage Allowance (page TR 5)

Finishing your Tax Return (pages TR 6 & TR 7)

Entries can be made directly into the given boxes or you can use the wizards to make multiple entries.
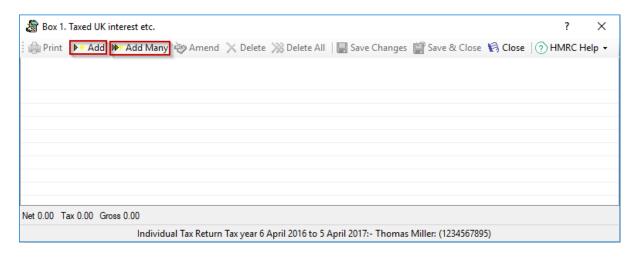
For Example, you can either enter the total consolidated figure for Taxed UK interest or you can use the wizard to provide details of each item. To do this follow the steps below:
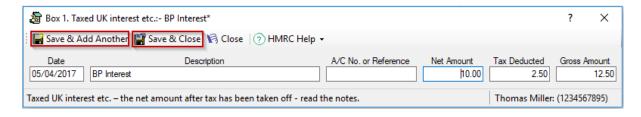
Individual Tax Return Guide

1. Click on the arrow button side of the box for **Taxed UK interest**
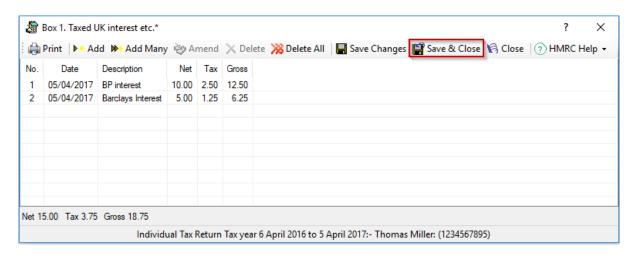

2. Click on **Add/Add Many**

3. Then, key in the details about an item

4. Click on **Save & Add Another/ Save & Close**

5. After adding multiple items within the wizard click on **Save & Close**

Supplementary Schedules

Supplementary schedules can be accessed through the **Summary** tab. To go into a schedule:

• Check the box to the right of the schedules that need to be completed

• Click on the arrow symbol to the right of the checkbox

Further guidance on certain important sections are as follows:

Capital Allowances

Linking with BTCSoftware AP Solution

Importing Accounts from Accounts Package

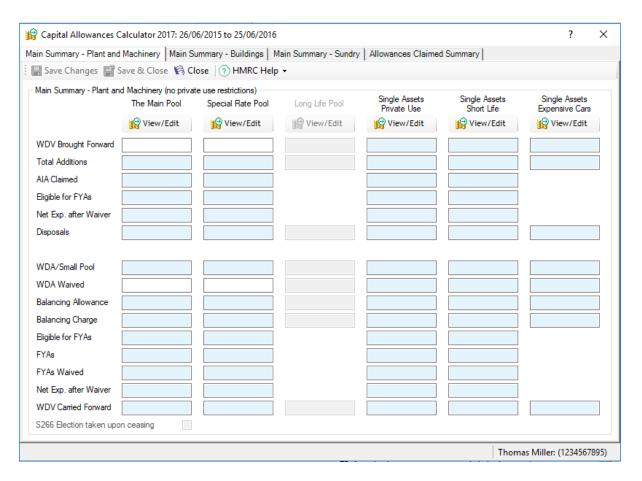Capital Gains Summary

Capital Allowances

The Capital Allowances calculator can be found on Self-employment (full) (iii)/Self-employment (short) (ii). Please see the following instructions on how to complete the Capital Allowances section.

1. Click on **View/Edit Capital Allowances Details** from within the Self-employment schedule

2. This opens the **Capital Allowances Calculator** that will calculate all necessary allowances and pool balances based on the information that is entered by the user
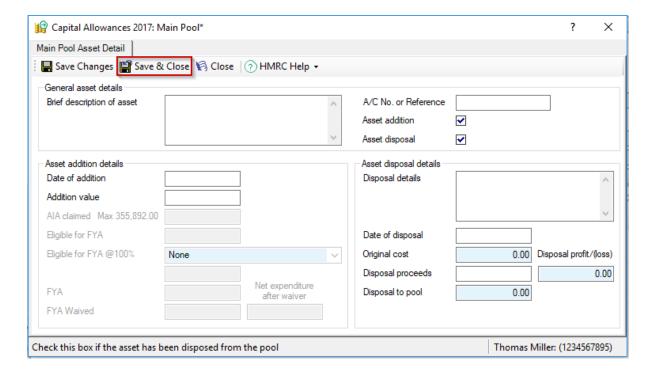
3. There are different sections on the capital allowances calculator such as **Plant and Machinery**, **Buildings**, **Sundry** and **Allowances Claimed Summary**.

4. If you are using BTCSoftware for the first time for a given client, this is where you would key in any **WDV Brought Forward** amount under the relevant category.

5. To add asset additions/disposals to the pool, click on **View/Edit** under the relevant section

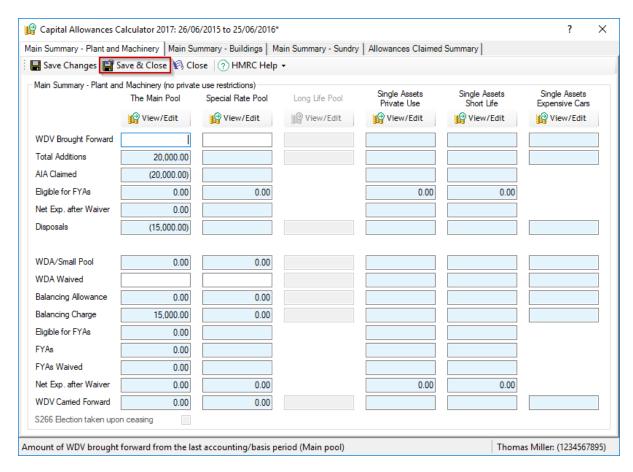6. Click on **Add** to enter individual asset details

7. Input the details, for the asset addition and/or disposal

8. Click on **Save & Close**

© BTCSoftware Limited 2017

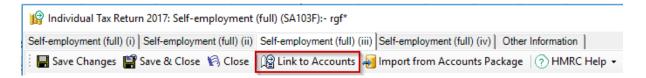9. After adding the assets to the pool, click on **Save & Close**

10. The **Balancing Charge/Balancing Allowance** is calculated dependant on the entries made

11. Click on **Save & Close** once all relevant information is completed
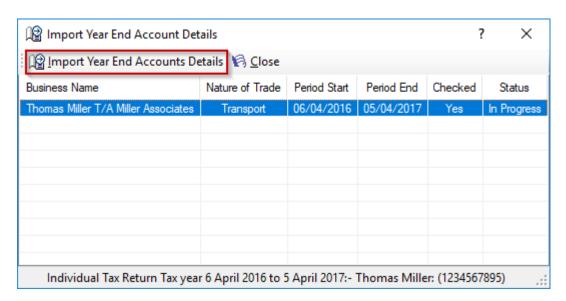
Linking with BTCSoftware AP Solution

If you are using BTCSoftware to prepare the sole trader accounts, you are able to import year end accounts data into the Self-Employment (full) pages of the tax return and this will be a direct link between BTCSoftware's accounts and the tax module.

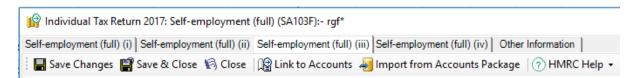1. Click on **Link to Accounts** from within the Self-employment (full) schedule

2. Highlight the Business

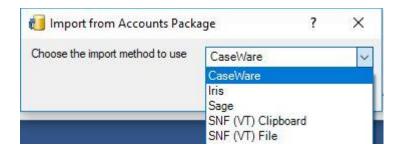3. Click on **Import Year End Accounts Details**

Importing Accounts from Accounts Package

If you are using CaseWare, IRIS, Sage or VT, you are able to import a set of sole trader accounts into the Self-Employment pages of the return. You will need to extract the file from your accounting package and save a copy locally on your machine or on a Clipboard (VT).

1. Click on **Import from Accounts Package**

2. Choose the import method from the option available from the drop-down menu
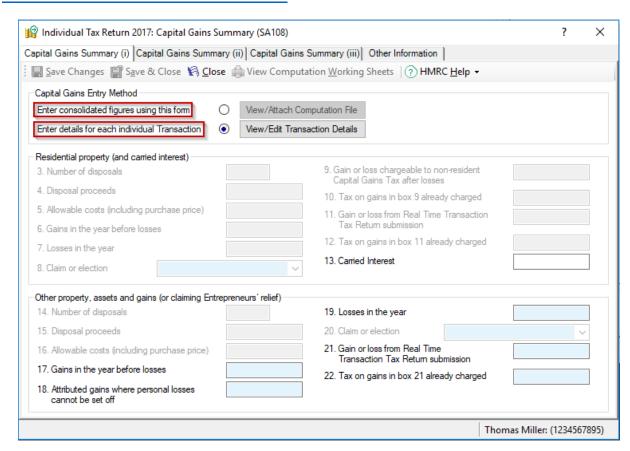

3. Click on **Import**

Capital Gains Summary

The Capital Gains Summary includes pages CG1, CG2, CG3 and CG4 of the SA108

supplementary schedule. There are two ways to enter information into this section.

[Enter consolidated figures using this form](#)

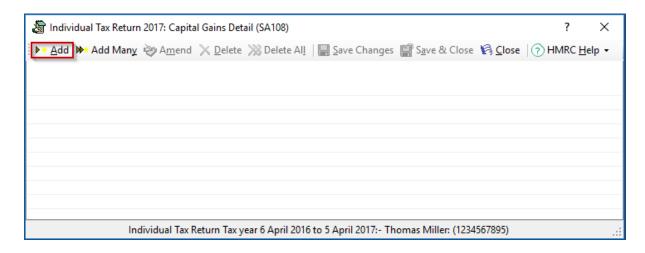[Enter details for each individual Transaction](#)

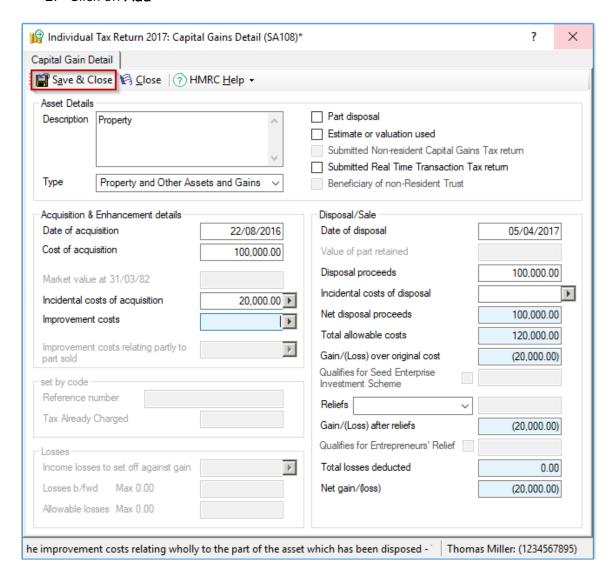## Enter details for each individual Transaction

Choose this option to enter details of each individual transaction. Please see the following

instructions on how to do this:

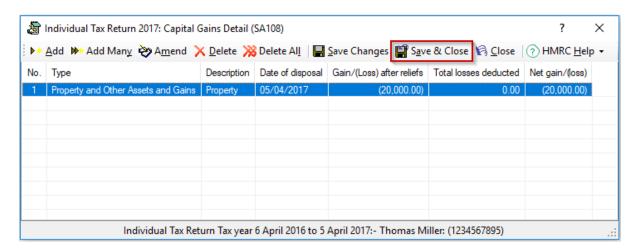1. Click on **View/Edit Transaction Details**

2. Click on **Add**

3. Click on **Save & Close** after adding the details

4. Continue to add multiple transactions

5. Click on **Save & Close** once complete
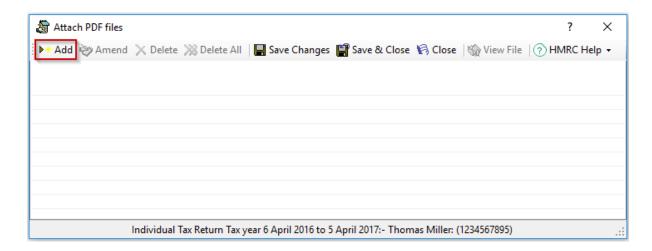
Enter consolidated figures using this form

Choose this option to enter consolidated figures into the capital gains pages and attach a computation file produced externally or you may enter the details on the **Other Information** tab. To attach a computation file, follow the steps below:

1. Once you have entered the consolidated figures, **Save & Close** the Capital Gains Summary (SA108) screen
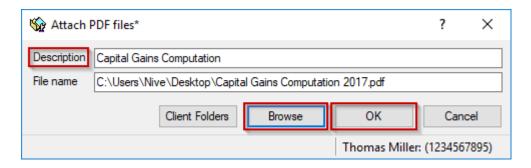

2. To attach the PDF computational file, Check the box for **File Attachments**

3. Click on **Add**

4. Enter the **Description**

5. Click on **Browse** to choose the file
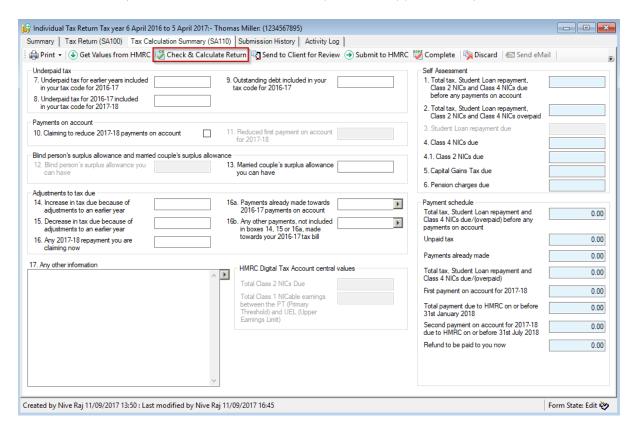
6. Click **Ok**

Tax Calculation Summary (SA110)

The Tax Calculation Summary (SA110) is where you would make entries in relation to
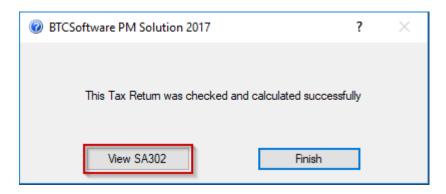
Underpaid tax, Payments on Account etc.

Individual Tax Return Guide

Check & Calculate Return

1. Click on **Check & Calculate Return** from the toolbar after completing all of the necessary entries on the SA100 return plus the supplementary schedules.

2. This will run through various checks in the background and warn you of any errors you might have made on the return.
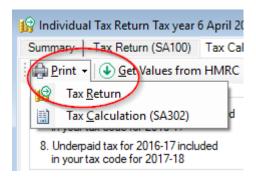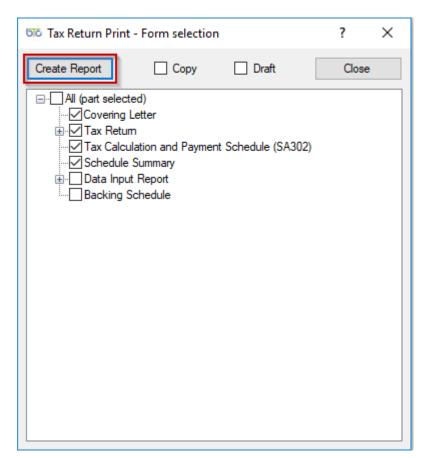
3. Click on **View SA302** after the Tax Return was checked and calculated
   successfully.

Printing the Tax return along with the SA302 summary & the Payment Schedule

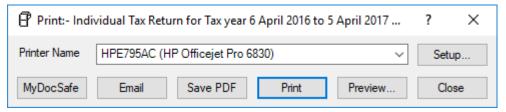1. To do this, from the summary screen, click on **Print** > **Tax Return**

2. Choose the pages you want to include in the print by checking the relevant boxes
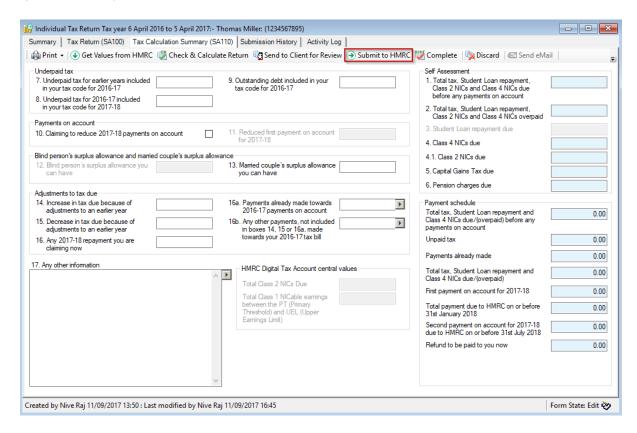
Individual Tax Return Guide

3. Then, click on **Create Report**

4. You then have options to Email, Print, Preview or use MyDocSafe (3rd party API to
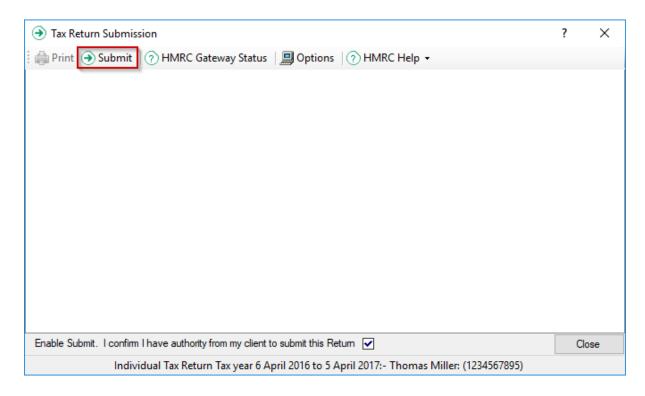
   cater for GDPR Regulations)

Submitting the Individual Tax Return

Once the Individual Tax Return has been checked and calculated and you have authority to

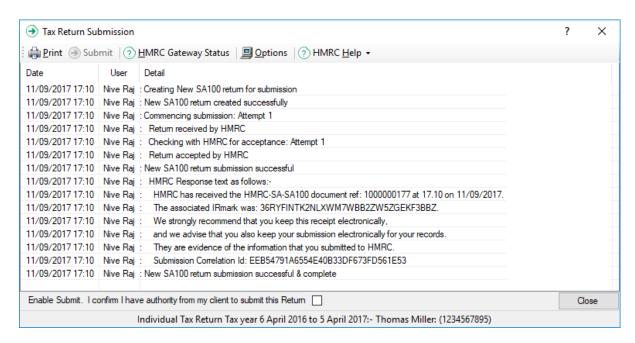file, you can then proceed to the submission of the return to HMRC.

1. Click on **Submit to HMRC** from the toolbar

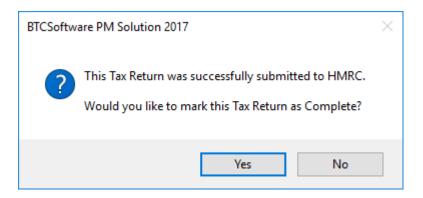2. The Tax Return Submission window opens as below

© BTCSoftware Limited 2017

Individual Tax Return Guide

3. Check box on the bottom of this window 'Enable Submit. I confirm I have authority from my client to submit this Return'

4. Click on **Submit**

© BTCSoftware Limited 2017

5. Once the tax return has been submitted successfully, you will be prompted to mark

the return as complete

6. Click on **Yes** and the return will be marked as complete