

This document demonstrates how to transfer data from a Partnership Tax Return to an Individual Tax Return.

Assuming that the **Partnership Tax Return** has been completed, the straightforward process is as follows:

## Open the selected Partner's Individual Tax Return:

- 1. Open the Client (Individual) window
  - Go to **Client > Individual** from the top toolbar

| 🖓 Client (Individual):- Filtered - Displaying 2 of 13 |          |        |            |               |                |         |               |  |  |
|---|----------|--------|------------|---------------|----------------|---------|---------------|--|--|
| T Forename V 🖉 Refresh   Show Inactive 🗆 My Clients 🗹 |          |        |            |               |                | ients 🗹 |               |  |  |
| Ref.  | Forename | Sumame | UTR        | Date of Birth | Туре           | Status  | Active Status |  |  |
| 100917  | Thomas   | Miller | 1234567895 | 08/05/1981    | Private Client | Active  | Yes           |  |  |
| 100776  | Timothy  | Pearce | 1234567895 | 19/10/1974    | Private Client | Active  | Yes           |  |  |

- 2. Choose the client from the client list on the right window
- 3. Navigate to the Tasks & Tax Returns tab on the left window

| 🔮 Client (Individual):- Thomas Miller:- Tasks & Tax Returns:- Filtered - Displaying 2 of 5 |   |                      |             |               |         |                                       |  |  |
|--|---|----------------------|-------------|---------------|---------|---------------------------------------|--|--|
| Details Further<br>Details   | Contact Associated Associated Organisations Appointments Tasks & Tax Returns                        | Reports &<br>Letters | Documents   | Folders Files | Notes   | Permitted Responsible<br>Events Users |  |  |
| 🕴 🕨 🗚 🕹 🕹 Amen   | 🕨 Add 🗞 Amend 🔀 Delete 🛛 🖉 Mark as Complete 🏾 🛞 Roll Forward Task 🖓 View/Edit Individual Tax Return |                      |             |               |         |                                       |  |  |
| Activity Status 🗸  | Activity Status 🗸 Starts with 🗸 🛛 🖉 Refresh 🗙 Clear & Refesh 🛛 Show Completed 🗖 Show Most Recent 🗖  |                      |             |               |         |                                       |  |  |
| Event  | Event Description Activity Status Event Status Responsible User Role                                |                      |             |               |         |                                       |  |  |
| Year End Accounts  | Year End Accounts Period 06/04/2016 to 05/04/2017 T/A Miller Associates                             | In Progress          | In Progress | Nive          | Manager |                                       |  |  |
| Individual Tax Return  | Individual Tax Return Tax year 6 April 2016 to 5 April 2017   | In Progress          | In Progress | Nive          | Manager |                                       |  |  |

- 4. Highlight the Individual Tax Return
- 5. Click on View/Edit Individual Tax Return from the toolbar



| Individual Ta  | x Return Tax year 6 April 2016 to 5 April 2<br>x Return (SA100) Tax Calculation Summ   | 2017:- Thomas N                 | Ailler: (1234567895)*   |  |                                  |
|--|--|---------------------------------|---|--|----------------------------------|
| E Print +  | Get Values from HMRC   | Calculate Return                | Send to Client for Review (3) Sul   | bmit to HMRC 🎬 Complete   📴 Discard            | € Send eMail                     |
| - Client Detaile   | · · · · · · · · · · · · · · · · · · ·  |                                 | 3   |  |                                  |
| Reference  | 100917   | NI Number                       | AS345654  | Return Status In Progress                      |                                  |
| Title  | Mr V Sex Male V  | Tax District                    | 567 / 755612  | Submission Count 0                             |                                  |
| Forename   | Thomas   | UTR                             | 1234567895  | Submission IRMark                              |                                  |
| Sumame   | Miller   | Telephone                       | 01//50852963  |  |                                  |
| Date of Bith   | 00/05/1001 Spouse's  | Mobile                          | 07956022001   | Internal Notes - Not for Submission            |                                  |
| Issue Date   | 06/04/2017   | Taxpayer<br>Status              | UK (U) ~  |  | ^                                |
| Address Deta   | ails<br>ess<br>Avenue, YO21 5GH<br>s is different to Issue Address as printed on th<br>ess   | ne Notice to Comp               | New Address         Edit Address           lete a Tax Return            New Address         Edit Address  |  |                                  |
| What makes u<br>Employment<br>Minister of I<br>Self-employ<br>Self-employ<br>Lloyd's Und | p the Tax Retum<br>t Partnership<br>Religion Partnership<br>ment (full) VK Property<br>ment (short) Foreign<br>lerwriter F Trusts etc. | (fuli) V<br>(short) V<br>V<br>V | Capital Gains Summary       Image: Capital Gains Summary         Residence, Remittance       Image: Capital Gains Summary         basis etc.       Image: Capital Gains Summary         Additional Information       Image: Capital Gains Summary         File Attachments       Image: Capital Gains Summary |  | ~                                |
| ector or office h  | older) or agency worker. (Also check if y  | ou received exp                 | enses payments or benefits from a form  | mer employer in the year.) - Check this box if | you were an e Form State: Edit 裬 |

Open the Partnership (full)/(short) supplementary page:

- 1. Check either **Partnership (full)/Partnership (short)** from the list of supplementary schedules under **What makes up the Tax Return**
- 2. Open the Partnership pages by clicking on the arrow symbol to the side of the

relevant partnership schedule

| 😹 Individual Tax Return 2017: Partnership (full) (SA104F)                                     | ? | Х   |
|---|---|-----|
| ▶ ★ Add 🗞 Amend 🔀 Delete 💥 Delete All   🔚 Save Changes 🞬 Save & Close 🗞 Close   ⑦ HMRC Help 🗸 |   |     |
|   |   |     |
|   |   |     |
|   |   |     |
|   |   |     |
|   |   |     |
|   |   |     |
|   |   |     |
| Individual Tax Return Tax year 6 April 2016 to 5 April 2017:- Thomas Miller: (1234567895)     |   | .:: |



## 3. Click on Add

| Individual Tax Return 2017: Partnership (full) (SA104F)                        |   |   | ? | > |
|--|---|---|---|---|
| tnership (full) (i) Partnership (full) (ii) Partnership (full) (iii) Partnersh | ip (full) (iv)  |   |   |   |
| 🛿 Save Changes 🔛 Save & Close 🛭 🚱 Close 🛛 😽 Import from Partr                  | nership Tax Return 🛛 🕐 HMRC Help 👻  |   |   |   |
| Partnership details  |   |   |   |   |
| 1. Partnership reference number  | <ol><li>If you became a partner after 5 April 2016, enter<br/>the date you joined the partnership</li></ol>             |   |   |   |
| 2. Description of partnership trade or profession                              | <ol> <li>If you left the partnership after 5 April 2016 and<br/>before 6 April 2017, enter the date you left</li> </ol> |   |   |   |
| 0  | 5. Cash basis used to calculate income and<br>expenses  |   |   |   |
| Your share of the partnership's trading or professional profits                |   |   |   |   |
| 6. Date your basis period began  | <ol> <li>Your share of business premises renovation<br/>allowance</li> </ol>  | Þ |   |   |
| 7. Date your basis period ended  | 16. Adjusted profit for 2016-17   |   |   |   |
| 8. Your share of the partnership's profit or loss                              | 17a. Losses brought forward from earlier years  |   |   |   |
| 9. Adjustment for basis period   | 17. Losses brought forward from earlier years set-off   |   |   |   |
| 10. Adjustment for change of accounting practice                               | 18 Taxable profits after losses brought forward   |   |   |   |
| 11. Averaging adjustment   | 19. Any other business income not included in the   |   |   |   |
| 12. Foreign tax claimed as a deduction   | partnership accounts  |   |   |   |
| 13a. Overlap relief brought forward  | 20. Your share of the total taxable profits from the<br>partnership's business for 2016-17                              |   |   |   |
| 13b. New overlap profit this year  |   |   |   |   |
| 13. Overlap relief used this year  |   |   |   |   |
| 14. Overlap profit carried forward   |   |   |   |   |
| /our share of the partnership's trading or professional losses                 |   |   |   |   |
| 21. Adjusted loss for 2016-17  | <ol> <li>Loss to be carried back to previous year(s) and<br/>set-off against income (or capital gains)</li> </ol>       | Þ |   |   |
| 22. Loss from this tax year set-off against other income for 2016-17           | 24. Total loss to camy forward after all other set-offs   |   |   |   |
| Class 2 and Class 4 National Insurance contributions (NICs)                    |   |   |   |   |
| 25. Pay Class 2 NIC voluntarily 26. Class 4 NIC exempt                         | 27. Adjustment to profits chargeable to Class 4 NICs  | Þ |   |   |

## 4. Click on Import from Partnership Tax Return from the Partnership (full)

# Import Partnership Income Details ? × Import Partnership Data © Close Ref. UTR Partnership Nature of Trade Period Start Period End Income Allocated to Partners Status 101039 1234567895 Fairoaks Medical Partnership T/A Fairoaks Medical Doctors 01/01/2016 31/12/2016 Yes In Progress Individual Tax Return Tax year 6 April 2016 to 5 April 2017:- Thomas Miller: (1234567895) Individual Tax Return Tax year 6 April 2016 to 5 April 2017:- Thomas Miller: (1234567895) Juit 2016 <t

(i)/Partnership (short) (i)

5. Highlight the Partnership Trade



## 6. Click on Import Partnership Data

| BTCSoftw | are PM Solution 2017  | $\times$ |
|----------|---|----------|
| ?        | Do you wish to import the Partnership Tax Return data for Fairoaks<br>Medical Partnership T/A Fairoaks Medical: Doctors for period<br>01/01/2016 to 31/12/2016?<br>This may overwrite any data you have already input on this form. |          |
|          |   |          |
|          | Yes No  |          |

- 7. Click on **Yes** to the warning message
- 8. The data will be imported and the relevant boxes in the Partnership Supplementary

pages will be populated as shown below:

| 😭 Individual Tax Return 2017: Partnership (full) (SA104F):- Doctors*                |   |               | ?                    | ×      |
|---|---|---------------|----------------------|--------|
| Partnership (full) (i) Partnership (full) (ii) Partnership (full) (iii) Partnership | o (full) (iv)   |               |                      |        |
| 🔚 Save Changes 📳 Save & Close 🚱 Close 🛛 🚑 Import from Partne                        | ership Tax Return   ⑦ HMRC <u>H</u> elp 👻   |               |                      |        |
| Partnership details   |   |               |                      |        |
| 1. Partnership reference number   | 3. If you became a partner after 5 April 2016, enter  |               |                      |        |
| 1234567895  | the date you joined the partnership   |               |                      |        |
| 2. Description of partnership trade or profession                                   | <ol> <li>If you left the partnership after 5 April 2016 and<br/>before 6 April 2017, enter the date you left</li> </ol> |               |                      |        |
| Doctors   | 5. Cash basis used to calculate income and<br>expenses  |               |                      |        |
| Your share of the partnership's trading or professional profits                     |   |               |                      |        |
| 6. Date your basis period began 01/01/2016  | <ol> <li>Your share of business premises renovation<br/>allowance</li> </ol>  | Þ             |                      |        |
| 7. Date your basis period ended 31/12/2016  | 16. Adjusted profit for 2016-17   | 15,000.00     |                      |        |
| 8. Your share of the partnership's profit or loss 15,000.00                         | 17a. Losses brought forward from earlier years  |               |                      |        |
| 9. Adjustment for basis period  | 17. Losses brought forward from earlier years set-off   | 0.00          |                      |        |
| 10. Adjustment for change of accounting   | against this year's profit  |               |                      |        |
| practice  | 18. Taxable profits after losses brought forward  | 15,000.00     |                      |        |
| 12 Ferrier tax elained as a deduction   | <ol> <li>Any other business income not included in the<br/>partnership accounts</li> </ol>                              | •             |                      |        |
|   | 20. Your share of the total taxable profits from the  | 15,000.00     |                      |        |
| 13a. Ovenap relier brought forward  | partnership's business for 2016-17  |               |                      |        |
| 13b. New overlap profit this year   |   |               |                      |        |
| 13. Overlap relief used this year   |   |               |                      |        |
| 14. Overlap profit carried forward  |   |               |                      |        |
| Your share of the partnership's trading or professional losses                      |   |               |                      |        |
| 21. Adjusted loss for 2016-17 0.00  | <ol> <li>Loss to be carried back to previous year(s) and<br/>set-off against income (or capital gains)</li> </ol>       | Þ             |                      |        |
| 22. Loss from this tax year set-off against other income for 2016-17                | 24. Total loss to carry forward after all other set-offs  | 0.00          |                      |        |
| Class 2 and Class 4 National Insurance contributions (NICs)                         |   |               |                      |        |
| 25. Pay Class 2 NIC voluntarily 26. Class 4 NIC exempt                              | 27. Adjustment to profits chargeable to Class 4 NICs  | Þ             |                      |        |
| Partnership reference number, or (due to an HMRC Special Case) if it is a f         | oreign Partnership, and you are a UK resident. vo   | our own UTR T | nomas Miller: (12345 | 67895) |



### 9. Click on Save & Close after completion

**Please Note:** Should the Partnership Return be amended once data has already been transferred to the Individual Tax Return warnings will be raised BOTH in the Partnership Tax Return and the Individual Tax Return - thus helping to prevent changes being made in the Partnership Tax Return that are not reflected in the Individual Tax Return.

The warnings appear as follows:

(a) The warning in the Partnership Tax Return when an amendment is made AFTER data has been transferred to the Individual Tax Return:

| BTCSoftwa  | are PM Solution 2017   | $\times$ |  |  |
|--|--|----------|--|--|
| If you update Doctors: Period Start: 01/01/2016: Period End: 31/12/20<br>the following Tax Return will require attention:- |  |          |  |  |
|  | Individual Tax Return for Tax year 6 April 2016 to 5 April 2017 for<br>Thomas Miller |          |  |  |
|  | Do you wish to continue?   |          |  |  |
|  | Yes No   |          |  |  |

(b) A similar warning will appear in the Individual Tax Return when re-opening the

Partnership supplementary pages:





Warnings are also given in both the Individual and Partnership Tax Returns at the **Check Return** stage, prior to submission, if the data on the related returns is not symmetrical.