

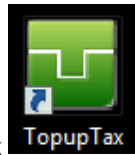
Absolute Software – Topup Tax (Year 2 onwards)

Getting Started


After having renewed the package online or with the Sales team you would have had a receipted invoice and a set of registration codes emailed to you.


To use the package

- You will need to open the software that was installed last year. On your desktop you will see



an icon for Topup Tax. Double click to open the software.

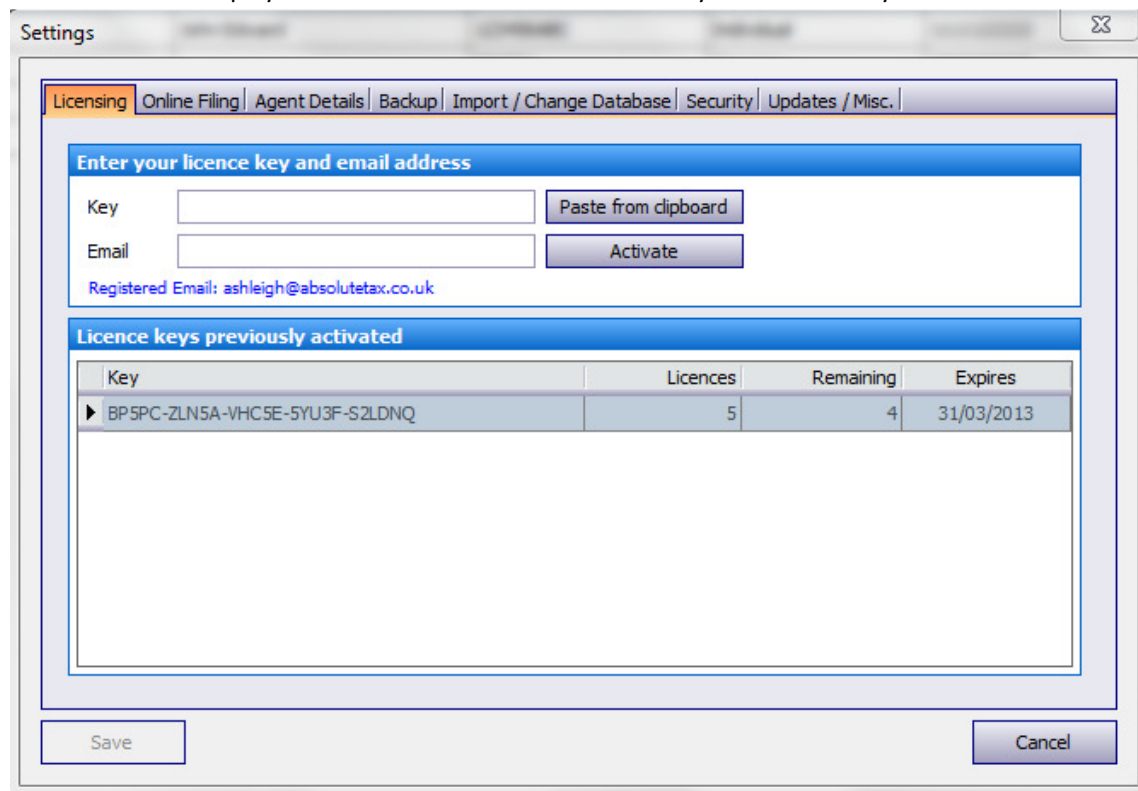
- Along the top you have various icons, you only need to use the settings icon . The

icon for Log In  can be ignored. This is only used if running the software across a network with multiple users. You do not need to do anything with this icon.

- In the top left hand corner select the Settings icon (first icon in the top left hand corner)



. This will display the screen below. This will show last year's licence key.

A screenshot of the 'Settings' window in the TopupTax software. The window has a title bar 'Settings' and a close button. Below the title bar is a tabbed interface with 'Licensing' selected. Other tabs include 'Online Filing', 'Agent Details', 'Backup', 'Import / Change Database', 'Security', 'Updates / Misc.', and 'Misc.'. The 'Licensing' tab contains a section 'Enter your licence key and email address' with input fields for 'Key' and 'Email', and buttons for 'Paste from clipboard' and 'Activate'. Below this is a section 'Licence keys previously activated' containing a table with columns 'Key', 'Licences', 'Remaining', and 'Expires'. The table has one row with the key 'BP5PC-ZLN5A-VHC5E-5YU3F-S2LDNQ', 5 licences, 4 remaining, and an expiry date of 31/03/2013. At the bottom of the window are 'Save' and 'Cancel' buttons.

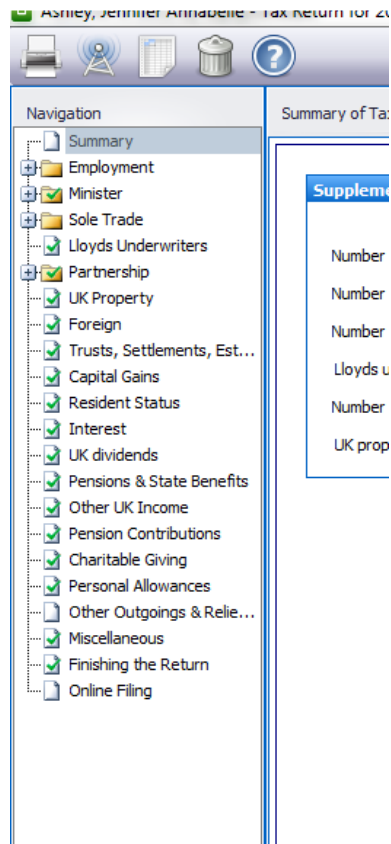
Key	Licences	Remaining	Expires
BP5PC-ZLN5A-VHC5E-5YU3F-S2LDNQ	5	4	31/03/2013

- From here you need to select the last tab “Updates / Misc.” and then click Check for Updates. This will run through an install routine and update the package for the current tax year. You will be able to confirm that the update has installed because the current version on that tab will change.
- Once updated reopen the software from the icon on your desktop for Topup Tax.



- Click the settings icon in the top toolbar. On the licensing tab enter the new Key that was emailed to you along with your invoice and also the email address. Click Activate and Save. Once this screen has been closed you will have a client list including the client(s) you completed a return for last year.
- To add a return for the new tax year, select the client in the list and on the left-hand panel choose “New Tax Return”.
- PLEASE NOTE – if you are completing a partnership (SA800) tax return for 2015/16 you need to set one of the individual partners as a “nominated” partner. To do this, select the partnership client in the list clients and go to Main Details on the left-hand panel. If you select one of the partners and click “View / Edit Partner” and tick the box for addressee and click save. This will then allow you to add and view a 2015/16 tax return.
- This will display a window as below, defaulting to the new tax year. It will automatically tick to bring forward standing data from a previous year. If this option is left ticked then any standing data such as Business Names, Bank Account Details, Pensions and Interest Sources, Dividends etc. will roll forward just for you to update with the relevant income figures. If you untick this option you will get a blank return for the return year that just has your name, address and UTR number on page 1. Click ok when you have elected to bring forward the standing data or not.

- On the left hand panel of the screen select View / Edit Tax Return which will display the Tax form for the current year on screen. The year will be shown in the top left hand side of the screen.
- It will display a menu option for each of the sections of the tax return form and supplementary pages (the screen below is an example from an individual tax form. The Partnership screen will appear with the relevant income sources for a Partnership form)



- You need to work your way through and fill in the income details as appropriate.
- Once completed you can print or create a PDF return by clicking the PRINTER icon in the top



left hand corner

- 1) You can view the computation by clicking the third icon in the top left hand corner



- 2) To file online you need to click the second icon in the top left hand corner



*****PLEASE NOTE IF YOU ARE COMPLETING A PARTNERSHIP RETURN WHERE THE INCOME IS LESS THAN £83000 THEN YOU CAN FILE A RETURN WITH LIMITED ENTRIES.** To do this in Absolute you go to the income and expenditure tab within the trade section and tick the box that reads "If box 3.29 < £83000 show totals only in boxes 3.24 and 3.25 and net profit in box 3.26". Once you have ticked this box the turnover is entered in box 3.29, other income in box 3.50 and the net total expenses (net of add backs) in the box labelled 3.25. These are the only entries that you need to make. This will then show your total profit or loss in box 3.26 and no further entries are needed on this tab.

Online filing

The process for online filing is completed as follows

- When you click the online filing icon on the tax form it opens a status window. This will show you at what stage your return is in the process.

Online Filing - Ashley, Jennifer Annabelle - Tax Return for 2016/17

Status Attachments Validate Print Return Client Approval Submit Accepted or Rejected View

Online filing current status

Number of Attachments added 1 Attachments >>

This is an Amended Return filing ☐

Validate the return ready for online filing ☐ Date

Printed Return? ☐ Date

Client approved? ☐ Date

Submitted online to HMRC? ☐ Date

Accepted by HMRC? ☐ Date

Rejected by HMRC? ☐ Date Next >>

Status: 1 attachment, Not Validated

To proceed click NEXT

- This will take you to the Validate tab. If you do wish to send any attachments to back up your tax return to HMRC this can be done by clicking the attachments tab and choosing Add. **ALL** attachments need to be sent in PDF format. It is restricted to adding 5 attachments.
- On the Validate tab you need to click the VALIDATE button. This allows the system to run the HMRC filing validations to ensure that the entries made on the form comply with the HMRC filing rules. If you have completed the Capital Gains pages of the tax return then you will need to attach a PDF file of the details of any disposals made in the year and tick the appropriate box on this tab to say the Capital Gains Computation has been attached

Online Filing - Ashley, Jennifer Annabelle - Tax Return for 2016/17

Status | Attachments | **Validate** | Print Return | Client Approval | Submit | Accepted or Rejected | View

Validate the return ready for online filing

☐ Amended Return

[Generate/Attach automatic CGT computation](#)

☒ Capital Gains computation has been attached

☐ Details of EIS & Seed EIS schemes attached

[Validate](#)

Reminder: does any Child Benefit Charge need to be entered?

[Next >>](#)

Status: 1 attachment, Not Validated

Once validated, click NEXT

- This will take you to the PRINT RETURN tab. It is necessary to print the tax form before filing to HMRC. At this stage you can either print the return or create a PDF copy that can be saved onto your machine. Click NEXT once the form has been printed

Online Filing - Ashley, Jennifer Annabelle - Tax Return for 2016/17

Status | Attachments | Validate | **Print Return** | Client Approval | Submit | Accepted or Rejected | View

Print the Tax Return ready for client approval

[Print Tax Return - to printer](#)

OR

[Print Tax Return - to PDF](#)

Not Encrypted ▼

☐ Print Summary instead of full return

☐ Print IRmark on schedules

[Save XML to file](#)

[Next >>](#)

Status: 1 attachment, Validated awaiting Printing

- Once the return has been printed you need to enter a date of signatory. This is done on the CLIENT APPROVAL tab

The screenshot shows the 'Client Approval' tab in a web application titled 'Online Filing - Ashley, Jennifer Annabelle - Tax Return for 2016/17'. The tab is highlighted in orange. The main content area has a blue header 'Client has approved the Return'. Below this, there is a text label 'Date approved' followed by an empty text input field. Under the input field is a button labeled 'Validate date'. At the bottom right of the main area is a button labeled 'Next >>'. At the bottom of the window, a status bar reads 'Status: 1 attachment, Printed awaiting Approval'.

Once the date has been entered click the VALIDATE DATE box and then click NEXT

- The next tab is SUBMIT and this is where you can submit the form to HMRC. On this tab click the SUBMIT button. This will connect to the HMRC server and file the return

The screenshot shows the 'Submit' tab in the same web application. The 'Submit' tab is highlighted in orange. The main content area has a blue header 'Submit Return information to HMRC Gateway'. Below this, there is a text label 'IRMark:' followed by a text input field containing the value 'MBFHZRVXHFUE4EC4DBZBMGINEPMCFZX3'. To the right of the input field is a checkbox labeled 'Wait for response' and a button labeled 'Submit'. Below the input field is a text label 'Service: Test in Live'. Further down is a checkbox labeled 'Received by HMRC'. Below this section is another section with a blue header 'Check HMRC Gateway for response'. It contains a text label 'ID:' followed by an empty text input field and a button labeled 'Check'. At the bottom of the window, a status bar reads 'Status: 1 attachment, Approved awaiting Submission' and there is a button labeled 'Reset'.

- Once the return has been filed, click the CHECK button to again connect to the HMRC server and collect the response for the submission
- You can confirm that the return has been accepted or rejected by clicking the last tab – Accepted or rejected

Common Rejections

If you get the following rejection(s) – you need to check

1046 – This will be caused by either your user details being invalid, or an invalid UTR number. You need to click reset status where the return is showing as rejected. If you click the settings icon in the top left hand corner when on the client list and choose online filing and ensure that here you have entered your HMRC user ID and password. The user ID is usually 12 characters, and the password between 8 and 12. They are case sensitive. The other item to check is on the main details for the client you are filing that the 10 digit UTR number entered is the correct number as provided by HMRC. Once amended you can then refile the return to HMRC.

Please note - Unless you are registered as an agent then you will have a user ID and password for each individual client.

The process that you will need to go through is clicking on the settings icon in the top left hand corner of the screen and then online filing and enter the user ID and password for the return that you are filing and then go through the online filing process and collect the responses.

You will then need to click back onto the settings icon and then the online filing tab and enter the user ID and password relating to the other return and continue through the online filing process until the return is accepted.

4085 – If you get a rejection 4085 stating that “the value xx,xx is not in the correct format” then it is likely to be due to the settings on your machine putting a comma as the decimal point within the numbers. To correct this rejection you need to click reset status where the return is showing as rejected. Once this has been done close out of Absolute. Through control panel on your machine you will then need to set the regional and language options to English (United kingdom) ensuring that the decimal point symbol is a fullstop. Once this change has been made you should be able to send the return to HMRC

6904 –if you get a rejection 6904 stating “The amount in box [N1.11] must be equal to the amount in box [3.83]. Please check” – this is usually to do with how the income has been entered onto a partnership return. To resolve this issue you firstly need to click the reset button where the return is showing as rejected. Once this has been done go to the trade section of the form and click the income and expenditure tab. On here if the income is less than £81000 then you need to tick the box that reads "If box 3.29 < £82000 show totals only in boxes 3.24 and 3.25 and net profit in box 3.26". Once you have ticked this box the turnover is entered in box 3.29, other income in box 3.50 and the net total in box labelled 3.25. These are the only entries that you need to make on the income and expenditure, capital allowances and balance sheet tabs. Once amended you should be able to refile the return.

8240 / 6509 – if you get a rejection 8240 / 6509 stating “There is an entry in box A14, Please complete A11, A12 and A13” – this is usually to do with how the address has been entered into the system. Firstly you need to click the reset status button where the return is showing as rejected. Once done close the return and select main details for the client. You need to enter the address in full, leaving no blank lines unless at the end, i.e. if you address is 3 lines long then you complete address line 1, 2 and 3 leaving line 4 blank. You cannot leave a blank line in the middle. Once done refile the return