Absolute Software Topup Tax (Year 2 onwards) – Doing your own personal and / or partnership return.

Please note a full video on how to use the software can be found by clicking HERE

All support for this software is done by email. Please send any enquiries to support@absolutetax.co.uk

The software will not run on a MAC machine (unless a windows emulator is installed). It is designed to run on a Windows PC, running Windows 10 or later.

Getting Started

After renewing the software online or with the Sales team you will have received an email containing your licence key and invoice. **Please Note** this email will be sent to the address registered on your Absolute software online account. If you have changed your email address since you last used Topup Tax please email the support team at support@absolutetax.co.uk as they will need to issue you with a reset code for the software.

To use the package

- You will need to open the program via the icon on your desktop

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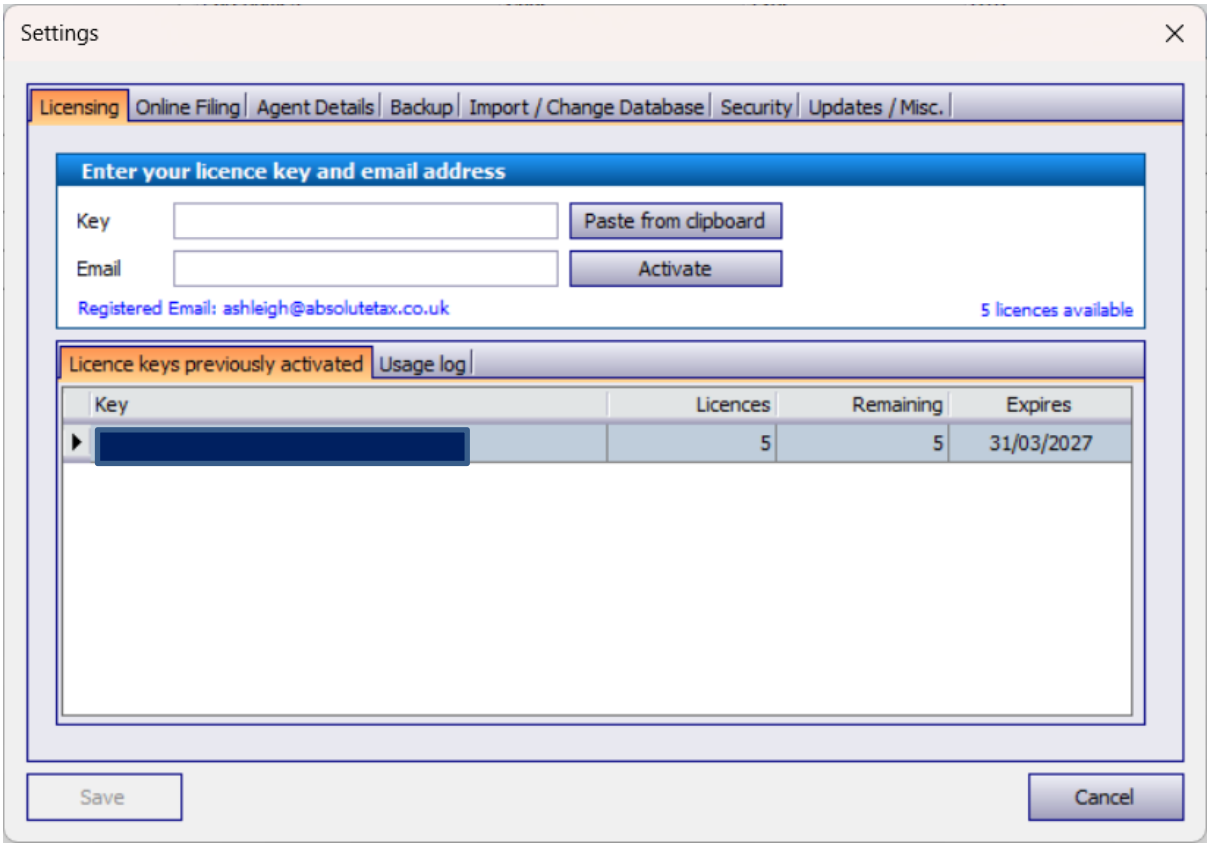
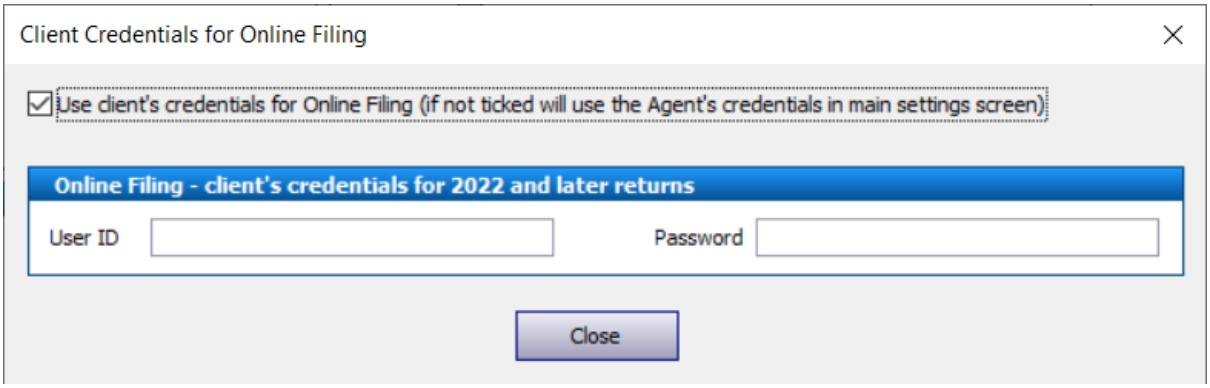
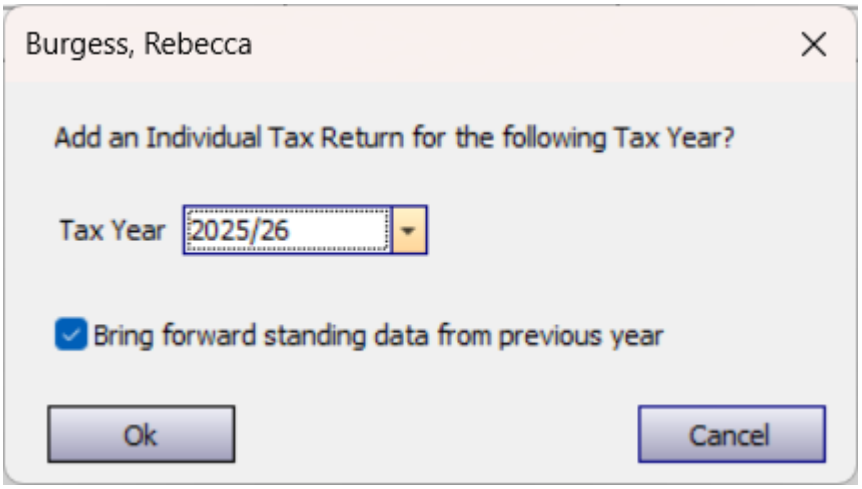
- Along the top you have various icons, you only need to use the settings icon . The icon for Log In can be ignored.
- In the top left hand corner select the Settings icon . This will display the screen below. This will show last year's licence key.



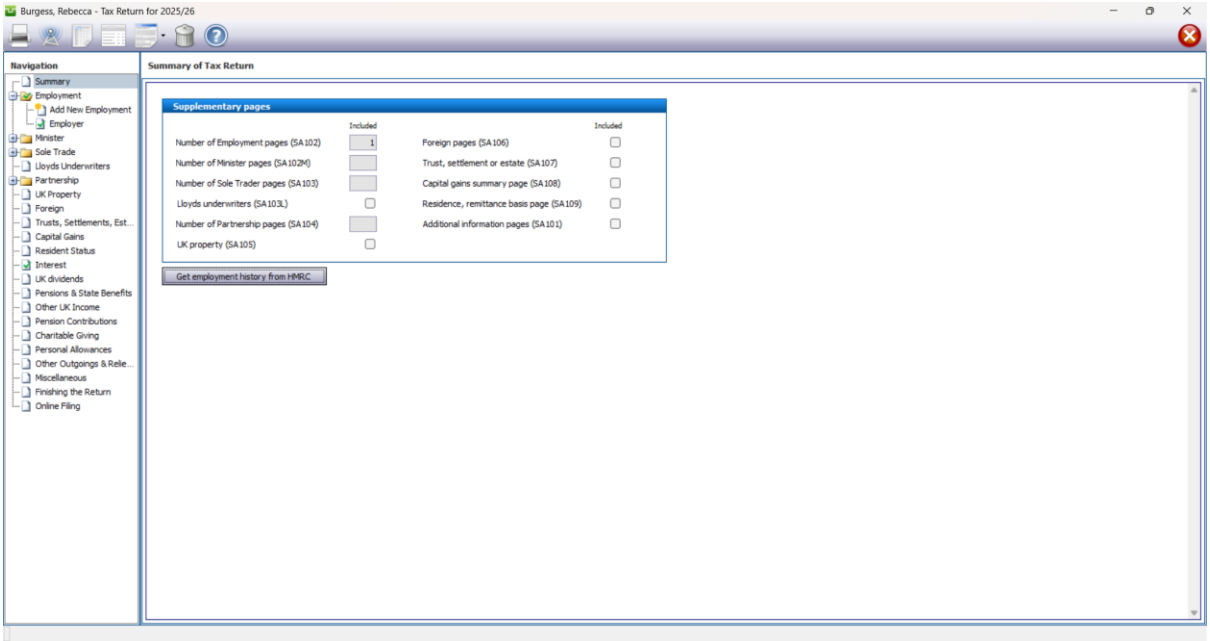
- From here you need to select the last tab "Updates / Misc." and then click Check for Updates. This will run through an install routine and update the package for the current tax year. You will be able to confirm that the update has installed because the current version on that tab will change.
- Once 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 copy and paste the licence key that was emailed to you, along with your invoice, and also your registered 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.
- For 2022 onwards, if you are filing multiple returns online, but not as an agent, you can log the individual filing credentials against each client instead of through settings / online filing. To do this select the client and go to Main Details and then credentials. It will open the below screen where you can enter the HMRC details per client. If you are filing for the 2021 tax year or earlier you will need to go to settings / online filing and ensure the correct details are showing for the client you wish to submit online. If filing for multiple clients for the earlier years you will need to change the details through settings / online filing before submitting each return online.



- 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”.
- 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.



- 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 below screen 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 down the tree on the left hand side of the screen and then tick the completed box in the bottom left hand corner of each section. Once you have filled in the appropriate income you need to review the “Finishing the return” section of the return.

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

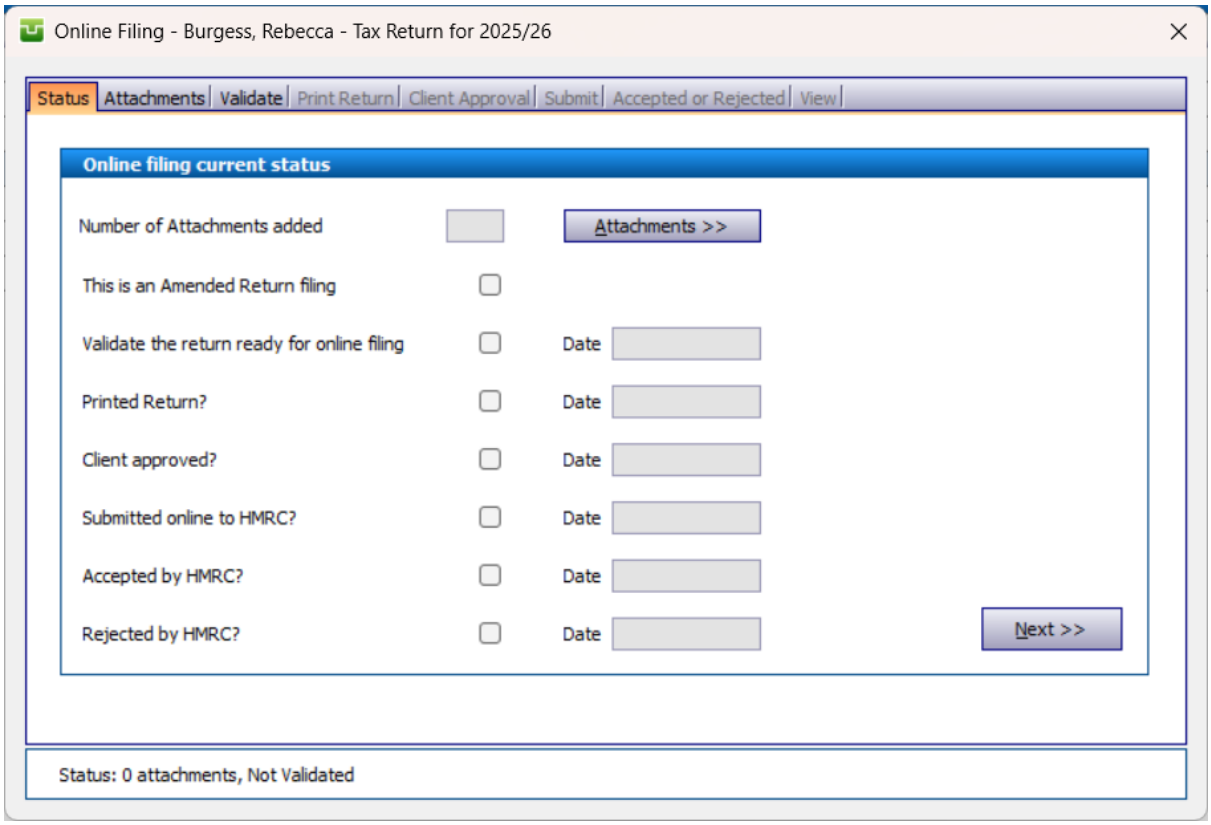
***PLEASE NOTE IF YOU ARE COMPLETING A PARTNERSHIP RETURN WHERE THE INCOME IS LESS THAN £90000 THEN YOU CAN FILE A RETURN WITH LIMITED ENTRIES. To do this in Absolute you go to the income and expenditure tab within the trade section and tick the box that reads "If box 3.29 < £90000 show totals only in 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

You need to ensure that through the settings icon you have completed the online filing tab with your HMRC government gateway user ID and password. If you are filing for multiple clients, not as an Agent, you can select each client and go to Main Details and click Credentials to enter the relevant online filing credentials per client, this will mean you can enter through settings / online filing details of one client. If you are submitting a partnership return and also the linked individuals we recommend that you submit the partnership return online first before submitting the individuals.

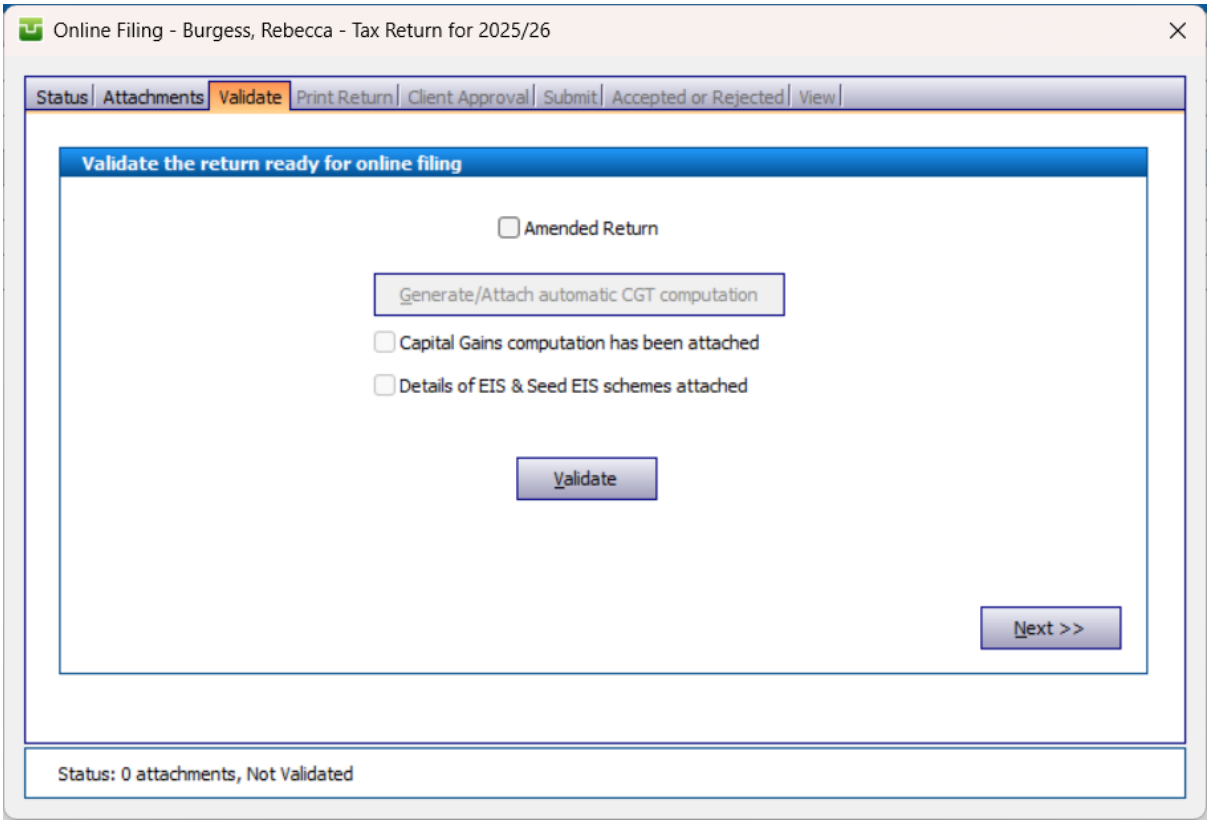
The process for online filing is completed as follows

- 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.



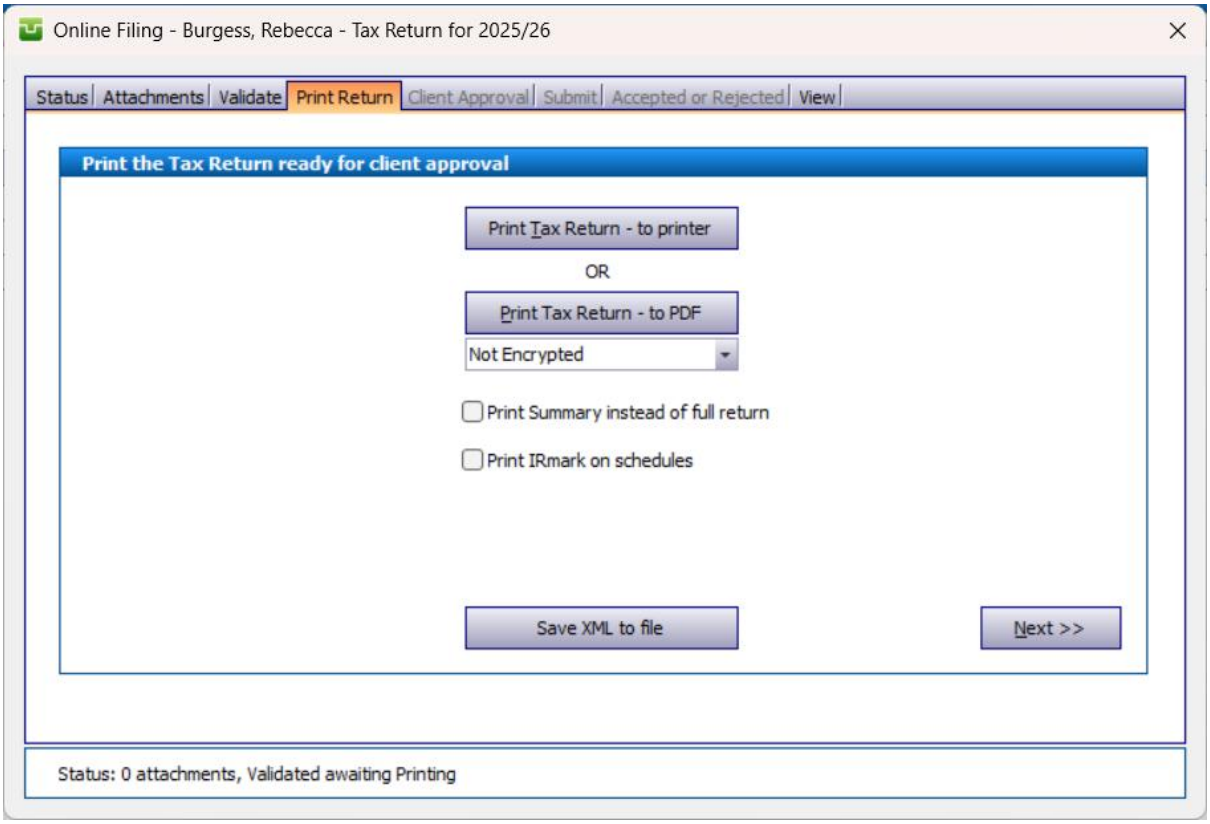
To proceed click NEXT.

- This will take you to the Validate tab.
- 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.

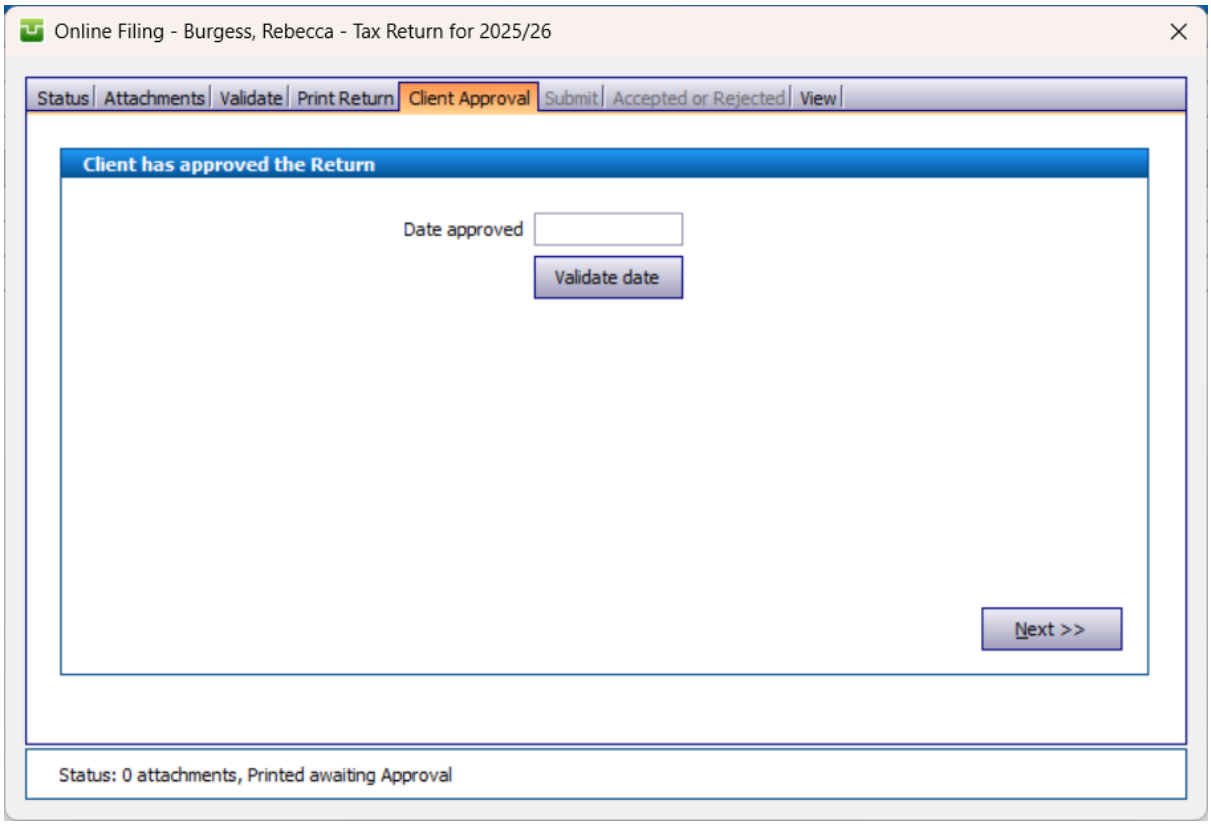


Once validated, click NEXT.

- 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.

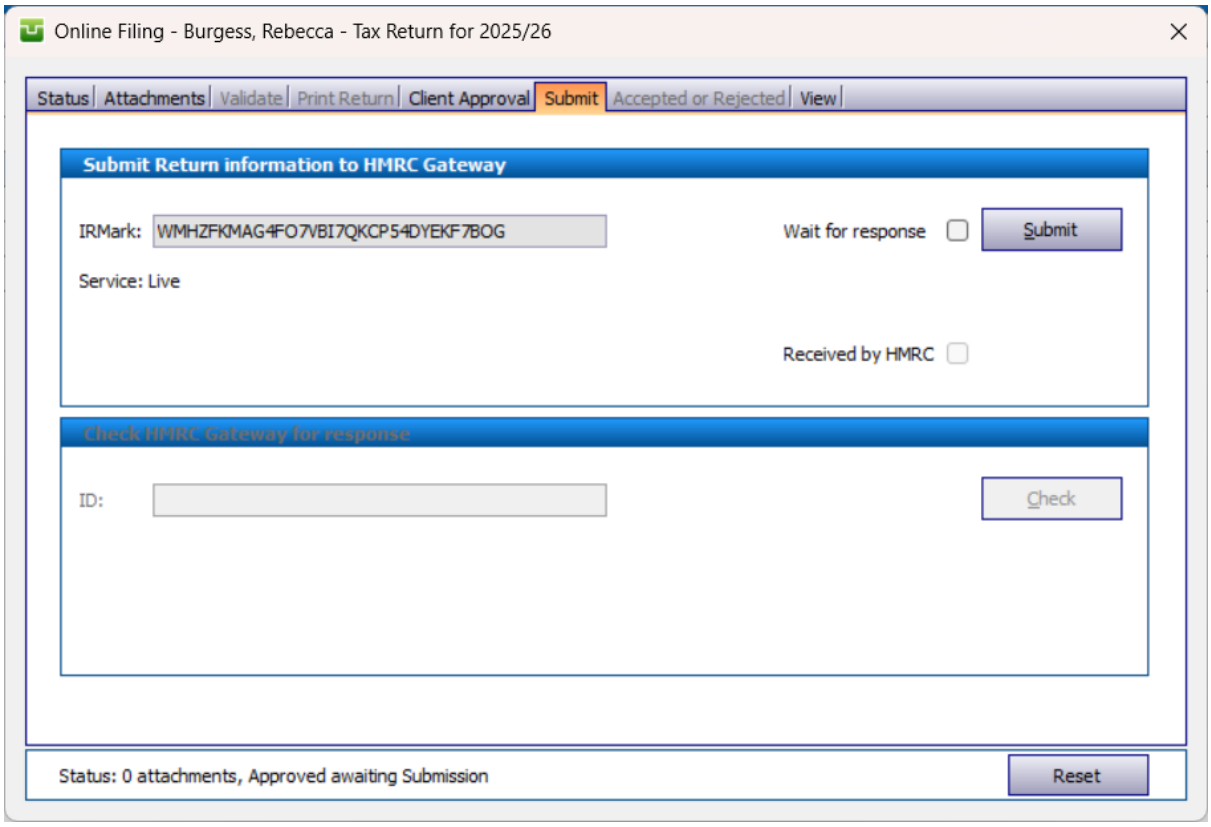


- Once the return has been printed you need to enter a date of signatory. This is done on the CLIENT APPROVAL tab.



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.



- 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 tab Accepted or Rejected. We recommend printing a copy of the acceptance receipt from HMRC for your records. You can close the online filing window and on the list clients screen it will show a status as Accepted by HMRC.
- If your return has been rejected please review the common rejections (on the next page of this guide). Before you can make the necessary changes to your rejected return you need to click the reset button in the bottom right hand corner of the online filing screen and answer yes to restart the process.

Common Rejections

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. If you haven't entered the details via the settings icon, then you will need to select the client in the main client list and click Main Details and then Credentials. 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.
These can be logged against the client record, rather than through settings / online filing, so that the returns are submitted using the correct details. To check these, you need to go to Main Details for the selected client and then click Credentials. Please Note: This will only work for 2022 onwards, so if you are filing for earlier years you will need to go to settings / online filing and ensure you have completed the relevant details for the client / return you are submitting. If you are submitting for multiple clients you will need to change the details in the settings icon for each relevant client prior to submitting their 2021 or earlier years returns.

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 £90000 then you need to tick the box that reads "If box 3.29 < £90000 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.

8375 / 6492 / 6120 – If you get a rejection 8375 / 6492 / 6120 saying the below
"There is an entry in box [SLR1]. Please complete box [SLRPT]."
"Self calculation case. The total tax due in box [CAL1] does not agree with the calculated value of £x.xx. The difference is £x.xx. Please check"
"The student loan repayment due entered in box [CAL3] does not agree with the calculated value of £x.xx. Please check"
This rejection will be caused by you having completed the student loan repayment section of the form but not set the student loan plan type in the client details. To amend this, you need to select the client on the list clients screen and click Main Details on the left hand panel. There is a drop down menu you need to select the plan type from.

8374 / 6492 – If you get a rejection 8374 / 6492 saying the below
"As there is an entry in any of [SSE36], [FSE100], [LUN63], [SPS25] or [FPS25] the sum of all instances [SSE31] + sum of all instances [FSE76] + [LUN52] + sum of all instances [SPS20] + sum of all instances [FPS20] – (sum of all instances [FSE102] + [LUN65] + sum of all instances [SPS27] + sum of all instances [FPS27]) should be less than [£6845]. Please check."
"Self calculation case. The total tax due in box [CAL1] does not agree with the calculated value of £x.xx. The difference is £x.xx. Please check"
This rejection is caused by you having ticked on the return to say that the income is less than £6845 and you want to pay class 2 NIC voluntarily but the income is more than £6845. You need to ensure the box on the self employment or partnership pages is not ticked.

Please note – All support for this product is done by email. If you have any further queries please email support@absolutetax.co.uk