

Absolute Software - Getting Started on Doing Your Own Return

You can access the full help system within the software by clicking the  icon in the toolbar or pressing F1.

- To download and purchase the software you need to access our website www.absolutetax.co.uk and click “Doing your own return” on the left hand side. Alternatively you can click [HERE](#)
- Once you have downloaded the program and purchased a licence the codes to activate the demo which has been downloaded will be emailed to you.
- You need to ensure on your machine that the regional and language settings for windows are set to English (UK) so that the date format is dd/mm/yyyy and the decimal point is a fullstop rather than a comma. To check this click start > control panel > regional settings on your windows machine.



- To launch the software you click the  icon on the desktop.
- This will open the List of client’s screen which will display the demo records created.
- In the top left hand corner, you will see various icons – the first one is Settings, .

The second icon is  which is for Reports which enables you to run a report showing returns that have been filed. If you are just doing one return this icon is not

applicable. The third icon is  which allows for the submission of multiple returns at a time. This option can be ignored as can only be used if you are registered as an agent with HMRC.

The fourth icon is Log in  which can be ignored. This is an option that you can use if you have activated the security module in the system, but if you are dealing with your own return then you do not need to use this option, the fifth is the help

system - . The help system can be accessed from any screen by clicking this icon or pressing F1 on your keyboard

- To licence the product you need to click the icon in the top left hand corner for

Settings 

- This will show you a configuration screen as below

Settings

Licensing | Online Filing | Agent Details | Backup | Import/Change Database | Security | Updates

Enter your licence key and email address

Key Paste from clipboard

Email Activate

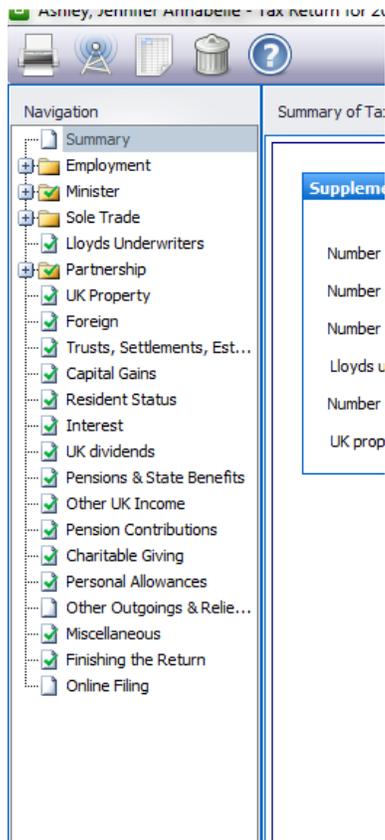
Licence keys previously activated

Key	Licences	Remaining	Expires
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Save Cancel

- On this screen you need to complete the following
 - 1) Licensing Tab – you need to enter the key that was emailed to you when the order was placed, along with your email address. Once entered click activate and then save in the bottom left hand corner – **A LICENCE IS USED WITHIN THE SYSTEM WHEN YOU ADD A RETURN. EVEN IF THE RETURN IS DELETED THIS WILL STILL USE ONE LICENCE.**
 - 2) Online filing tab – you need to enter on here your HMRC user ID and password – this is the details you would have been given by HMRC when you registered to file your return online. The user ID is usually 12 characters, and the password elected by you. This is usually between 8 and 12 characters. ***** PLEASE NOTE THIS IS NOT THE DETAILS YOU USE TO LOG ONTO THE ABSOLUTE WEBSITE BUT YOUR HMRC ONLINE FILING DETAILS*****

- Once this screen has been completed you are ready to create the tax return and then file online. To do this you need to do the following
 - 1) On the list of clients screen click NEW CLIENT and then choose when prompted whether it is an individual or partnership. If this client is a partnership you need to create a separate record for the partnership as well as any individual partners – if the client you have is a partnership, once you have created the individual partners as well as the partnership return you need to go to main details for the partnership client and click add partners and link the individual partners to the partnership return. If you don't act for or aren't completing a return in the system for the individual partners you can tick the box in the main details that says "Don't act for" which enables the clients to be in the program just for the purpose of adding them to the partnership record.
 - 2) Once you have selected individual or partnership complete the necessary details. You need to provide a client code, which can be anything but we recommend alpha numeric. **Please note that the client code is specific to the return you are dealing with. It is for internal purposes only and not transmitted to HMRC. We would recommend the clients surname as an example.** When entering the address this is split into four address lines and a postcode field. You cannot leave a blank line in the middle of the address; therefore if your address is only 3 lines then you enter this in address lines 1, 2 and 3 and leave line 4 blank, rather than completing lines 1, 2 and 4. If you have a foreign address to comply with the HMRC filing rules the postcode entered needs to be Q1 1IJ. Once completed click save. This will then show this client in the list on LIST CLIENTS
 - 3) If you are completing a partnership tax return, you need to create the partnership client as well as the individual clients. They all need to have a unique client code. Once you have created each client, you would select the partnership in the list and go to Main Details on the left-hand panel. On this screen, there is a box for Partners, click add partner and you can then select each individual partner from the list. You also need to set one of the partners as being the “nominated” partner. To do this when you add one of the partners there is a tick box for addressee – you need to tick this box for one partner.
 - 4) Select the client and click NEW TAX RETURN on the left-hand panel and choose the year you wish to work on, for example the current tax year 2016/17. **A LICENCE IS USED WITHIN THE SYSTEM WHEN YOU ADD A RETURN. EVEN IF THE RETURN IS DELETED THIS WILL STILL USE ONE LICENCE**
 - 5) Then click VIEW / EDIT TAX RETURN which will display a menu option for each of the sections of the individual tax return form and supplementary pages



(please note the screen will differ if the client is a partnership as the income sources will vary)

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



in the top left hand corner

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



- 9) 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 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: 0 attachments, 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

Capital Gains computation has been attached

Details of EIS & Seed EIS schemes attached

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

Status: 0 attachments, 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

OR

Not Encrypted

Print Summary instead of full return

Print IRmark on schedules

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

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

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

Client has approved the Return

Date approved

Validate date

Next >>

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

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

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

Submit Return information to HMRC Gateway

IRMark: Wait for response

Service: Test in Live

Received by HMRC

Check HMRC Gateway for response

ID:

Status: 1 attachment, Approved awaiting Submission

- 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 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 £82000 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