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Adminsoft Accounts User Guide

Construction Industry Scheme

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INTRODUCTION

I will assume you already have a basic knowledge of what CIS is, and how it operates. If you're not sure, Google "HMRC CIS" and check out some of the information provided by HMRC.

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There are two main parts to CIS: contractors and subcontractors. Operating CIS as a subcontractor is quite simple. You apply a deduction of 20% or 30% to the sales invoices you create. The amount of this deduction depends on whether you're registered with HMRC for CIS or not. If you're not registered, you need to deduct the higher amount. If you are not registered, and make no deduction, or deduct the lower amount, the contractor you are invoicing may deduct 30% anyway. Part of the CIS process as a contractor is to verify the status of their subcontractors. This can be done on-line via the HMRC CIS portal, or via Adminsoft Accounts. The result is then mailed to the contactor by HMRC.

NOTE: you can only operate CIS if the accounts system is running in **Level 2** (which is the default), and your company/organisation is located in the **United Kingdom**.

IF YOU ARE A SUBCONTRACTOR

As a subcontractor, you will be working for another business (the contactor) and sending them one or more sales invoices. Adminsoft Accounts can automatically deduct the 20% or 30% necessary. But it needs to be set up to do this. Click on '**Setup**' on the top menu bar, go to '**Sales Ledger**', and select the option '**Settings**' at the bottom of the menu. Click on the '**Miscellaneous 2**' tab at the top of the form that appears, it will then look something like this:

As you can see, near the bottom of the form is the input field '**Construction Industry Scheme deduction**'. This would normally be 0.00, but in this case I have already set it to 20.00 It should always either be 0.00 (if you do not operate CIS), 20.00 or 30.00. You can enter other values, but at this time (Feb.'21) HMRC only use 20.00 or 30.00. Next, you need to click the '**N/L Accounts & Transaction Defaults**' tab. Just over half way down the form on the left hand side, you'll see the input field '**Account for CIS Deductions**'. This should already have an account selected. If not,

you may need to select a N/L account for it. This is complicated by the fact that if your software has been updated from an earlier version, an account for CIS deductions may not exist. If one doesn't exist, you'll have to exit this form (click on '**OK**' button) and go to the Nominal Ledger account details form and click the '**New**' button to create an account. The account details should look something like this:

Then go back to the Sales Ledger '**Settings**' form and select the account you have just created.

You may have several customers, and not all of them will be contractors. If you do some work for a private individual or a business/organisation that is not in the construction industry, you would not want a CIS deduction on the invoice. So, in the Sales Ledger, select each of your customers who are contractors, and set the '**CIS**' input field in their account details to '**Y**'. If the customer is not a contractor, this input field can be set to '**N**' or left empty. In the account details, make sure you're in the '**Financial**' tab, and you'll see '**CIS**' in the top right corner. Click the '**Save**' button. You can now raise a sales invoice for this contractor.

You would enter the invoice details as normal. The only difference is you have to be careful which Sales Analysis Code you use in an invoice line. When you create a sales invoice, only labour is subject to a CIS deduction, it is *NOT* applied to other items such as plant hire or materials. Adminsoft Accounts uses a system of Sales Analysis Codes to identify what each line in an invoice is. When creating an invoice, you will always have to select a Sales Analysis Code. This allows the system to make the correct posting into the Nominal Ledger (though it's almost always a/c 4000), it also allows it to know whether the invoice line is for labour or something else. When the software is installed, there will be two Sales Analysis Codes set up, one is "MISC" which is for goods (this could include plant hire as well as materials), the other is "LAB" which as you may have guessed, is for labour.

Note: the 20% or 30% deduction is calculated on the labour *before* VAT.

Next, I have created an invoice with two lines of charges in it, one is labour and one is materials. Please see the following screen image:

As you can see, on the line for labour I used the Sales Analysis (S/A) code 'LAB', and on the line below for the concrete slabs I used the code 'MISC'. All the figures look as you would expect to see on any invoice. But it has calculated a deduction of £149.60 for CIS. This can be seen if I click the **'Details'** tab:

You'll see **'CIS Deduction'** on the left hand side, near the bottom of the form. Note, you cannot edit this amount. When the invoice is printed out, the following image is what it may look like:

INVOICE

S T W Services

Test Contractor 14
100 Some Little Street
Some Big Town
SB10 2LK

INVOICE	6291
Tax date:	04/01/2018
Delivery date:	04/01/2018
Your P/O ref:	
Account code:	TEST014
Payment due by:	03/02/2018
Page number:	1

Quantity	Description	Retail each	Price each	Amount	Tax
1.00	34 hours labour, site ref. 12GH6	0.0000	748.0000	748.00	1
1.00	150 concrete slabs	0.0000	450.0000	450.00	1

A CIS deduction of £149.60 applies.
The balance to pay is £1,288.00

Please send payment to:
S T W Services
Woodrough
Nottingham
NG16 6GD

Sub total:	1,198.00
VAT	239.60
Total amount due:	1,437.60

Your VAT registration number:

Cd	VAT%	Description	Goods/Services	VAT Amount
1	20.0000	STANDARD RATE	1,198.00	239.60

Tel: 0115 9427765
Fax: 0115 9523865
Email: support@adminsoftware.biz
Web:
VAT registration number:464763737

Accounts software from www.adminsoftware.biz

I've shortened the invoice a bit, so it doesn't take up so much space on the page. Ignore the actual layout, as you can edit invoice layouts as required (there is a separate guide on how to do this). As you can see, a message has been automatically added to the body of the invoice indicating the CIS deduction that applies to it, and the balance that is due to payment. Note: the CIS deduction has no bearing on the VAT calculation (if you're registered for VAT). It does affect your Nominal Ledger postings though, as the balance due £1,288.00 gets posted to the Debtors Control A/c, while the £149.60 the contractor is expected to deduct gets posted to the CIS Deduction control a/c. The postings into the N/L are below:

Sales Ledger - Nominal Ledger Postings

A/c Code	TEST014
Customer	Test Contractor 14

Type	Invoice	S/L Transaction	S13393	Posted by	SUPER
Date	04/01/2018	N/L Transaction	10276	Posted on	04/01/2018 at 18:19
Reference	6291				
Description	CIS Demo 1				

Journal	A/c	Description	Debit	Credit
31611	1101	Debtors Control Account (Trade)	1,288.00	
31612	1600	CIS deduction control	149.60	
31613	2202	VAT Control Account		239.60
31614	4000	Sales		1,198.00
		Totals:	1,437.60	1,437.60

If you don't know how to use the Nominal Ledger, and/or intend to leave that side of it to your bookkeeper or accountant, you can ignore most of the references to Nominal Ledger, or N/L as it's often referred to. Though it will require the 'CIS deductions control' account to exist, normally it's

created for you automatically.

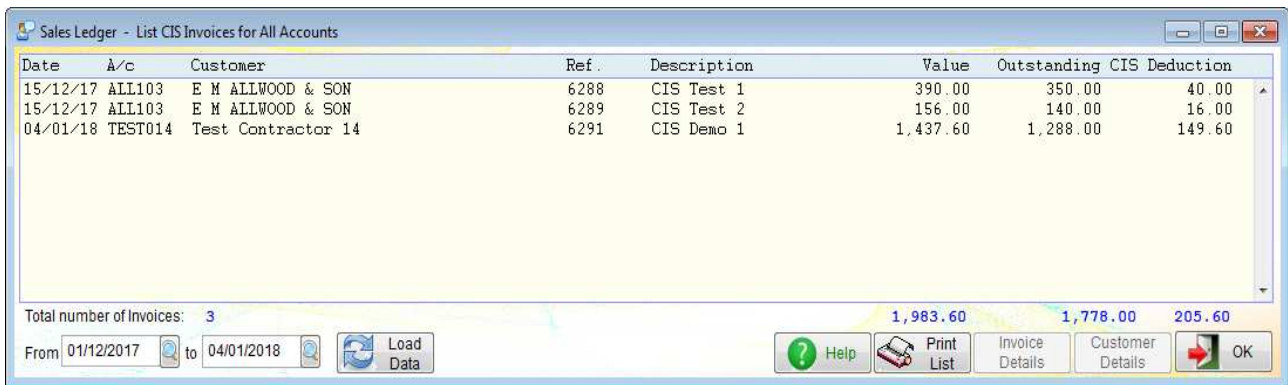The customers (contractor) account will now look like this:

The total value of the invoice £1,437.60 is shown, but the outstanding balance is £1,288.00 When the contractor pays, you would enter their payment (for £1,288.00 in theory) and allocate it against the invoice, which would then clear the invoice balance. The invoice would then go into history and no longer appear in the list of current transactions. Please seen the 'Getting Started ' guide for general details on how to operate invoices and payments.

If you are registered for VAT, and use the **Cash Accounting** scheme to account for VAT, then as you're aware, you only pay VAT on invoices that are paid.   If an invoice is part paid, then you pay a proportion of the VAT, depending on how much of the invoice was paid. If an invoice has a deduction for CIS, even if the invoice hasn't been paid, this deduction will be considered to be a part payment. This is because, in theory at least, the contractor has to pay that CIS amount to HMRC. So, for example, if you have an invoice of £1,000.00 plus VAT of £200.00, making a total of £1,200.00 and there is a 30% CIS deduction (we'll assume the whole invoice is for labour) of £300.00, the software will report the invoice on your VAT return has having been 25% paid (ie. £300 of the £1,200 total), and will put £50.00 (ie 25% of the VAT amount of £200.00) on your VAT return. If the invoice is never actually paid, you need to raise a Credit Note, this will reverse the CIS deduction, and you will get the VAT back. Normally, if an invoice is not paid and never likely to be, you would enter a 'Write Off' transaction. But you can't do that on customers (contractors) that operate CIS, **because it would not reverse any CIS deductions**.

There is an option in the Sales Ledger menu to list all invoices that are subject to a CIS deduction. It's at the bottom of the '**Lists**' section of the menu, and looks something like the following screen image:

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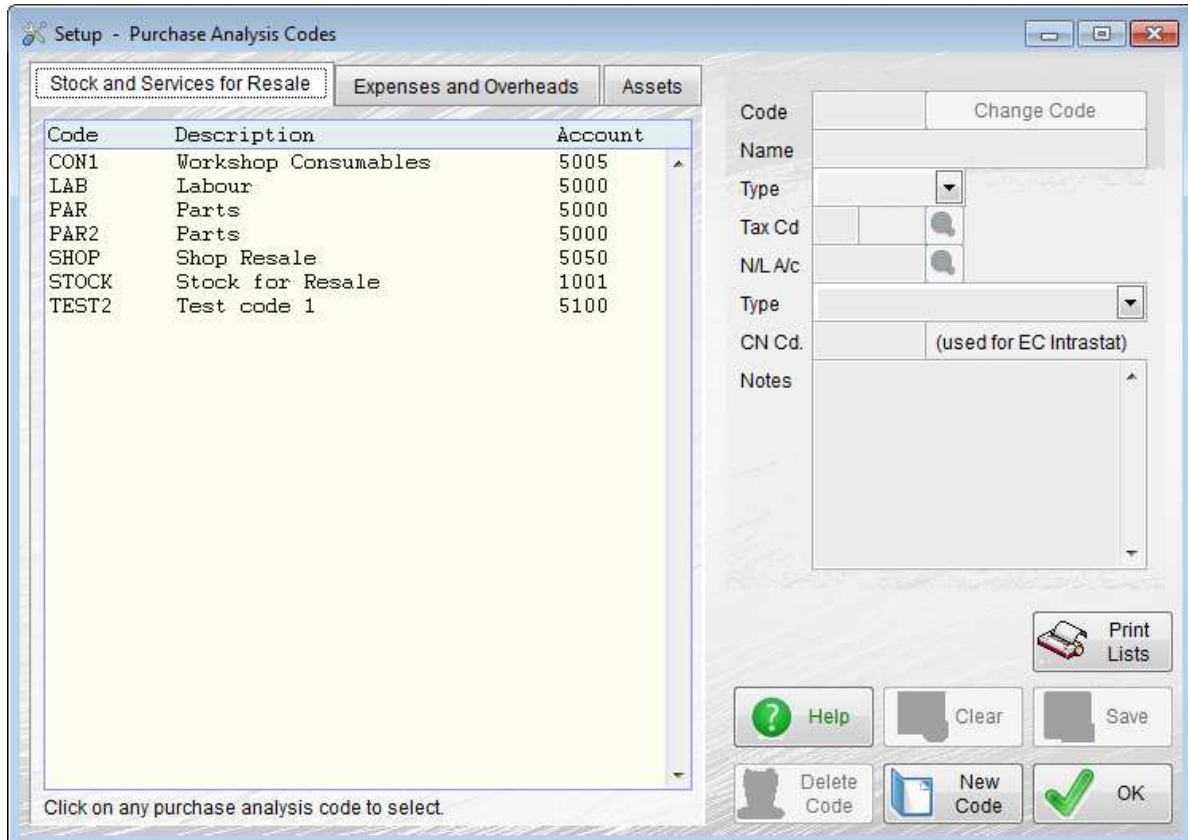
You can see the invoice I entered above in the list. This is a useful to see just how much CIS deduction you are suffering over any given period.

As a subcontractor, that's about it. The next section is about operating CIS as a contractor, and that's rather more involved.

IF YOU ARE A CONTRACTOR

Whereas all the CIS processing involved with being a subcontractor is in the Sales Ledger, all the processing for a contractor is in the Purchase Ledger. The first thing we need to do is set up the software up to handle CIS. Click on '**Setup**' on the top menu bar, go down to '**Purchase Ledger**' and select the option '**Purchase Analysis Codes**'. The following form should appear:

We're only interested in the codes listed in the '**Stock and Services for Resale**' tab. This is what first appears by default. There should be at least three codes listed in there: STOCK, SERVICE,

and LAB. Although, as you can see, SERVICE is missing from our image. Anyway, the first two will be set as '**Goods**', while the last will be set as '**Labour**'. Click on each code to check the setting, look at the '**Type**' drop down field. You need at least one code for goods and one for labour. These codes are entered into each line of the subcontractors invoice when you enter it into the system, so the software knows what the charges represent (eg. whether they are for labour for something else). You may create as many Purchase Analysis Codes as you wish. For example, you might want a separate code for plant hire, another for vehicle hire, etc. In the Purchase Ledger, there are reports available that allow you to analyse purchases by Purchase Analysis code. For CIS they are important, because it's necessary to identify what charges are for labour, as only labour is subject to CIS deductions.

For the next (and final) stage of setting up, click on '**Setup**' on the top menu bar, go down to '**Purchase Ledger**' and select the option '**Settings**'. The form that appears will look something like this:

Most of what we need is on the first page (under the '**Counters and CIS**' tab). Set the '**Operate CIS for Sub-contractors**' input field to '**Y**'. What you do next depends on whether you intend to submit your CIS Return data to HMRC directly from Adminsoft Accounts (the same details also allow you to submit a **Verification Request** to HMRC directly from within Adminsoft Accounts. If you do not, you can skip the rest of the detail in this '**Counters and CIS**' tab concerning gateway information, tax office references, etc.

The communications between Adminsoft Accounts and HMRC can run in Test mode, which is the default. This means you can send data to HMRC, they will check that it's valid, but they won't do anything with it. To use the software in Test mode, you don't need to fill in any other information at this time, but you will need to fill it in if you want to make a 'live' submission. In other words, send data to HMRC for real.

The '**CIS Return Gateway user ID**' and the '**CIS Return Gateway P/word**' are the user ID and

password you would use to access HMRC's CIS on-line web site.

'**Tax Office Number**' is a three digit number that specifies which HMRC tax office deals with your tax affairs. It's the same reference you will have been given for payroll. See below.

'**Tax Office Reference**' is usually a few letters followed by numbers, which will be the same as your PAYE Reference Number. It would not usually be all characters as displayed in the image. The '**Tax Office Number**' and '**Tax Office Reference**' are sometimes presented by HMRC as one reference, with three numbers, a slash, followed by up to 10 characters. A typical example would be: 123/AA54321

'**Employer Accounts Office Ref.**' is your payroll reference. Bear in mind, the CIS deductions are a kind of very simple PAYE operation, and so are related to payroll. Even though some subcontractors may be companies or trusts. The reference is alpha-numeric, consisting of 3 numbers, plus 2 letters, and then 8 numbers. The screen image gives a good indication of what it may look like.

'**Unique Tax Reference**' is your tax reference with HMRC (though why its needed in addition to the above references I honestly don't know, but it is). It's 10 digits, and is sometimes abbreviated as 'UTR'.

'**Your Organization Status**' refers to your business type. The options are sole trader, partnership, company (as in a Ltd. company), and trust.

If you operate payroll through Adminsoft Accounts, you may have already entered some of the above information into the payroll system. If so, it does need entering again here, just in case your payroll details are different (though they're usually the same).

The next two input fields allow you to specify which CIS process you want to run in test mode. Initially, I recommend you leave them both in test mode, until you have tried them out. Then you can come back to this option and set them to '**N**' to put the system into live mode.

The information in the screen image of the Purchase Ledger Settings form is all made up, but you can get an idea of what the completed form should look like. Be careful entering the gateway password, as it is case sensitive, and easy to mistype because of the way the characters and numbers are mixed together.

One last thing to do in this option is to click the '**N/L Accounts & Transaction Details**' tab. In there it specifies the default N/L accounts to use for various transactions, including CIS deductions. The input field '**Account for CIS Deductions**' may already have a/c 2610 set up ('**CIS Withholding Control**'), if not you will need to select it. If you updated your accounts system to v4.172 or later from an older version, the account may not exist in your Nominal Ledger, so you will need to create it. The N/L a/c type needs to be a liability type, because the amounts posted to it are the amounts you are withholding from your sub-contractors, and you will then owe to HMRC. To create the account, exit the 'Settings' option by clicking the '**OK**' button. In the Nominal Ledger menu, select '**Account Details**', then click the '**New**' button, and enter the details something like this:

Once the account is created, you'll need to go back into the '**Settings**' option and enter the account code into the '**Account for CIS Deductions**' input field.

We've now set up the system ready to operate CIS for your subcontractors. But, before any invoices are entered, you need to do some work on each subcontractor account. Note: a 'subcontractor' account is simply a 'supplier' account. You will see references to both, though they're actually the same thing. 'Subcontractor' account is simply a 'supplier' account setup for CIS.

Below I've selected the '**Supplier Details**' option in the Purchase Ledger menu, and selected an account:

By default, the details of the '**Financial**' tab would be displayed, but I've clicked the '**Balances**' tab. This shows not just a collection of balances (all 0.00 in this case as the account hasn't yet been used), but various input fields for miscellaneous stuff, and a button '**CIS Details**'. This is what we're interested in. Click this button and a form will appear, as per the next screen image:

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This allows you to setup the specific CIS details for the subcontractor.

'**Apply CIS to Invoices/Crds**' needs to be set to '**Yes**' if you intend to operate CIS for this subcontractor. This applies even if the CIS deduction will be 0% (because the subcontractor may need to be verified every so often).

NOTE: once you have set this to '**Yes**', if at any time the account no longer falls under the CIS scheme, do NOT set this to '**No**' if there are any CIS transactions still to be reported in the CIS Return. Set the CIS rate to 0%, so no further CIS deductions will be made, then once all transactions that have had a CIS deduction have been reported in a CIS Return, you can set this to '**No**'.

'**CIS Rate**' will be either 0, 20 or 30. This allows any value, and up to 2 decimal places, but this is only in case HMRC introduce some new rates. At this time (Aug.'22) there are only the three rates: 0%, 20% and 30%. The rate to use will be automatically set when you run a **Subcontractor Verification** from Adminsoft Accounts. If you verify the subcontractor manually via the 'phone to HMRC or via their web site, then you can manually set the deduction rate accordingly.

'**Verification Number**' is a reference that HMRC will give to you to confirm the subcontractor is registered with them. This is set automatically when you run a **Subcontractor Verification** from Adminsoft Accounts. If you verify the subcontractor manually via the 'phone to HMRC or via their web site, then you will need to enter this number yourself.

If you are moving to Adminsoft Accounts from another accounting system, you may need to enter the details for the '**CIS Rate**' and '**Verification Number**' manually anyway to start with. Though if you wished, there is no reason why you cannot create all your accounts, and then run the **Subcontractor Verification** for all of them from within Adminsoft Accounts. Even though you may have verified most/all of them previously either manually or from within another accounting system. We'll discuss how to verify subcontractors from within Adminsoft Accounts shortly.

'**Unique Tax Ref.**' (UTR) is optional, and is used where the subcontractor is a sole trader, company or a trust. It helps HMRC process your CIS data if you do supply the reference. However, should you need to re-verify the subcontractor (HMRC call it 'matching'), a valid UTR will be required.

'**Partnership Uniq. Tax Ref.**' is the Unique Tax Reference (UTR) for partnerships only. It will be greyed out for other business types. This is optional. However, should you need to re-verify the subcontractor (HMRC call it 'matching'), a valid UTR will be required.

'**NI Reference**' can be 8 or 9 characters. It will always start with two letters, followed by 6 digits. At the end will be a letter in the range A to D, or a space (in which case it looks like 8 characters, although technically it's still 9). This input field is only required where the sub-contractor is a sole trader, even then it's optional. But it is advisable to enter the NI ref. if at all possible, as it helps HMRC to identify the sub-contractor.

'**Company Registration No.**' is for companies only. Note, this input field also appears in the account details form (in the '**Financial**' tab). So, if you opened this CIS details form from the account details form (as we have in our example), then edit the '**Company Registration No.**' here and click the '**OK**' button, the contents of the company registration input field in the account details form will be updated. Although HMRC say this is optional, in fact it appears they cannot identify a company without the company registration number.

'**First Name**', '**Second or Middle Name**' and '**Surname**' are only required if the subcontractor is a sole trader or partnership. It is mandatory for sole traders, but optional for partnerships. Otherwise the account name is used as the trading name. If you need to enter the names here, then you must enter a first name and surname, the '**Second or Middle Name**' is optional.

'**Business Type**' can be: sole trader, partnership, trust, or company (as in Ltd. company). If you select '**sole trader**', then you must enter the traders personal name (see above), if you selected '**company**', then you must ensure the '**Company Registration No.**' has been entered. Note, in the example above the background is pink, because I haven't made a selection, a selection is mandatory, and the '**OK**' button will remain greyed out until the contents of this form are valid.

Enter as much information as you can into this form, as it helps HMRC to identify the subcontractor. If a subcontractor cannot be identified, they will suffer a CIS deduction rate of 30%.

IMPORTANT: any changes you make in this form will be applied to the account as soon as you click the '**OK**' button. Even if you opened this form from within the account details form (as we have done in this example), ie. it does not rely on the '**Save**' button in the account details being clicked. So, if you click the '**Cancel**' button in account details, these CIS details would still be saved. If you do not want to save any changes to these CIS details, then click the '**Cancel**' button in this form.

If the above information is *completed*, you can start entering invoices for that subcontractor. However, if this is a new subcontractor, or you have not verified the subcontractor or received any invoices form them in the last two years, you will need to verify them with HMRC.

SUBCONTRACTOR VERIFICATION

As you will be aware all new subcontractors need to be verified by HMRC. This can be done over the telephone, via HMRC's web site, or directly from within Adminsoft Accounts. In the '**Lists**' section of the 'Purchase Ledger' menu, there is an option '**CIS Subcontractor Verification**'. When you select this option, the following form will appear:

You can add individual subcontractors to the list to be verified by clicking the '**Add to List**' button. You can also remove any from the list (this does not delete their account) by using the '**Remove from List**' button.

If you prefer, you can click the '**Load Subcontractors**' button to load up a range of subcontractors all in one go. When you click the button, you'll be presented with a few options. For example, you can load ALL subcontractors, or if required just load up those that have not been verified before. NOTE: if you use this option, the list is re-created. So, any subcontractors added from a previous load or via the '**Add to List**' button will be overwritten.

If a subcontractor has not been verified or has not appeared in a CIS return in the last two years, you will need to verify them again. The '**Load Subcontractors**' button when clicked provides an option to automatically create a list of these accounts. The form will look something like the next image:
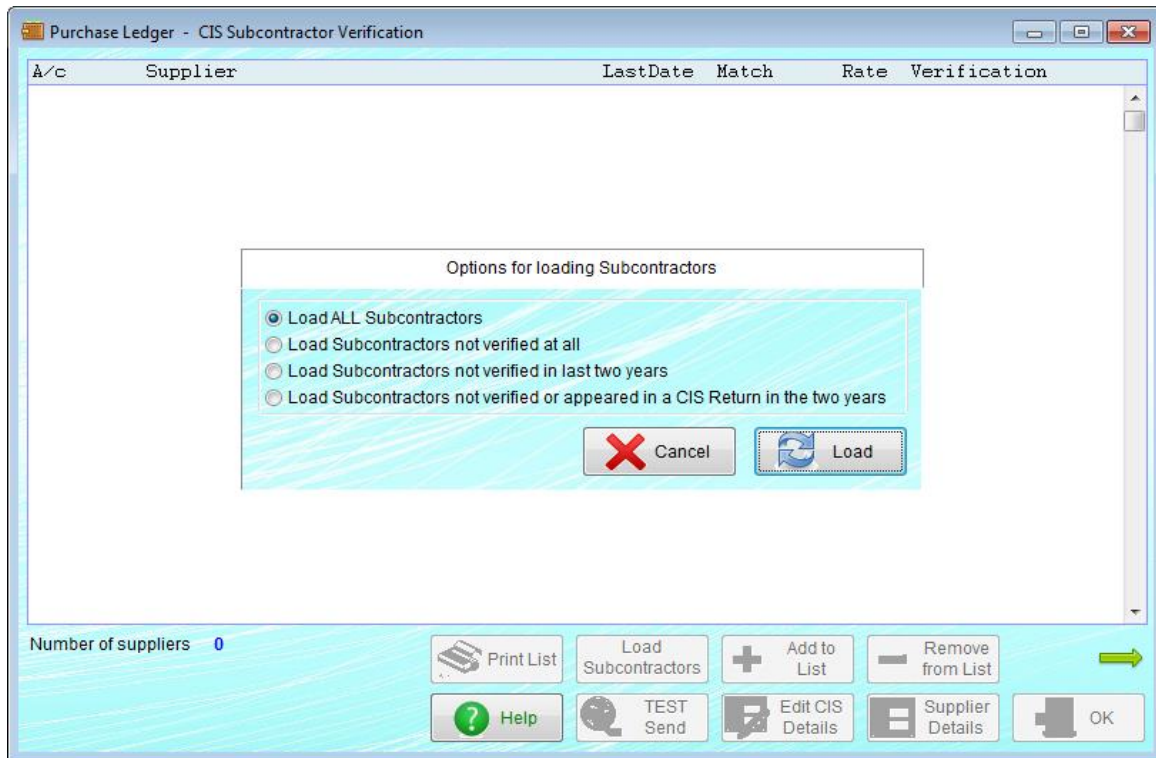
In the example below I've loaded up some subcontractor test accounts so you can get an idea of what the list should look like:
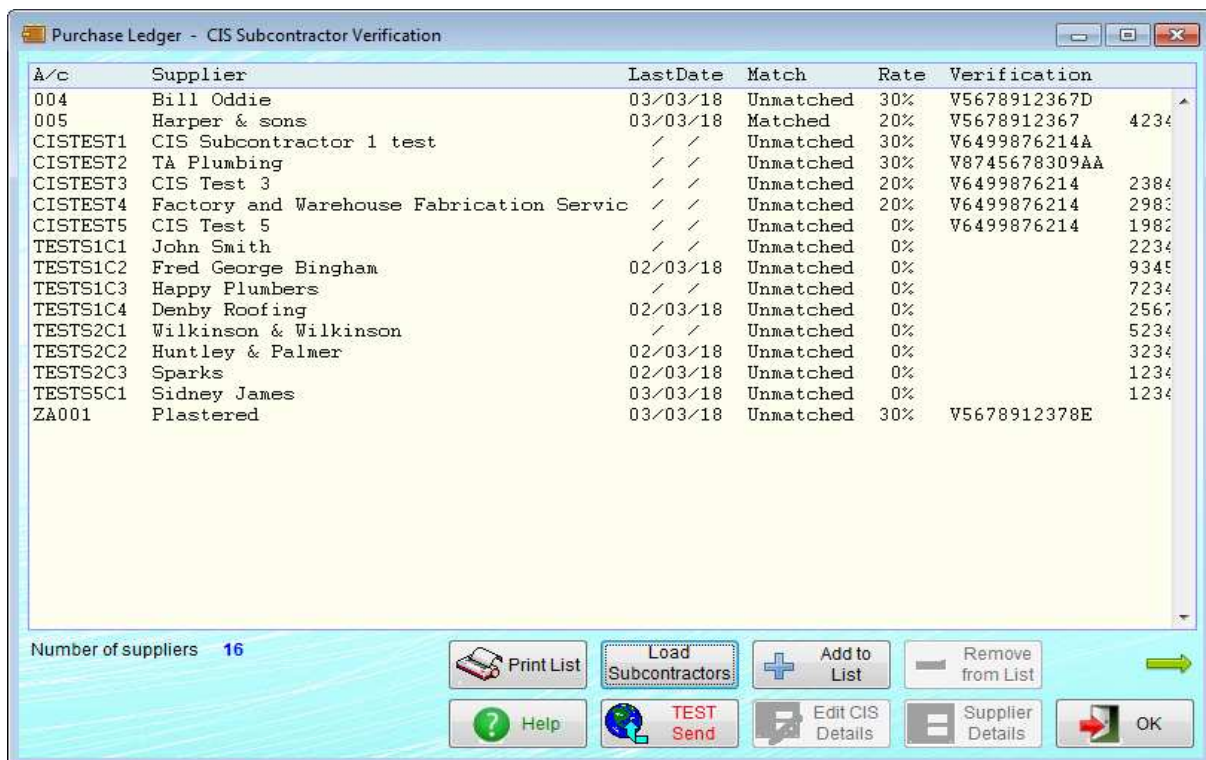
Notice information in the list is 'bleeding' off to the right. That's because when the list appears it's at its smallest, just to make sure it fits on your monitor. You can drag it wider to display more columns, or you can click the green arrow above the '**OK**' button which will display the list at maximum width. At its widest it'll look like this:

As you can see, it's so wide this example image is barely readable in this page.

The list can contain a maximum of 100 subcontractors. This is a limit placed on the system by HMRC, as they can only process up to 100 at a time. 100 is a lot, and so is only likely to only affect large businesses. If there are over 100 subcontractors that need verification, the software will load in the first 100, which you can then verify. If you run the option again, it will load in the next 100, and so on until all subcontractors that need verifying have been verified.

'**Edit CIS Details**' will produce the form that allows you to view/edit the CIS details for the selected subcontractor. This is the same form we activated from the subcontractor account in our example earlier on in this guide. If you edit of the details, they will appear in the list once you have finished with the CIS Details form.

'**Supplier Details**' displays the subcontractor account details form. Unlike the '**Edit CIS Details**' option discussed above, if you edit any details in here, including CIS details, the changes will NOT automatically appear in the list. You would have to remove the subcontractor from the list and then add them back in using the '**Remove from List**' and '**Add to List**' buttons.

Once you're happy with the list, click the '**Send to HMRC**' button (if in test mode, it will say '**TEST Send**'). A prompt will appear asking you to confirm some details, and then the data will be sent to HMRC. The form that does this is the same as used by the CIS Return (and Payroll for that matter). When it's finished and you exit the form, all the subcontractors in the list will be updated and the list will vanish. It all happens very quickly. However, if there were any errors while communicating with HMRC, or if the system is in test mode, the subcontractors will not be updated, and this list will remain on your screen.

ENTERING PURCHASE INVOICES

Below, I have entered a simple invoice containing one charge for labour and another charge for some materials (stock). As you can see, it's automatically calculated the CIS deduction (30% in this case) for the labour:

Please note: CIS will only operate on invoices that are in GBP (Great British Pounds). If you receive an invoice from a subcontractor in another currency, even if that subcontractor account has been set to apply CIS, CIS will NOT be applied. This is because CIS only applies to subcontractors based in the United Kingdom.

When you have finished entering the invoice, you can edit the input field '**CIS Deduction**' if you wish. But do not change anything in the invoice, otherwise it will be automatically recalculated, wiping out your edit.

When the invoice is posted (eg. by clicking the '**Post & Print**' button if you want to output a copy of the invoice, or just by clicking '**OK**', which is the usual method), it will automatically make all the necessary postings into the Nominal Ledger, including a posting to the '**CIS Withholding Control**' account. The '**Postings**' option (in the supplier account details form, '**Trn: Current**' tab) will display something like the following:

In the suppliers account, the invoice will show as having a total value of £1,230.00, but the outstanding balance will only show as £1,042.50, as it will have deducted the CIS deduction amount. In this example, the labour charge of £625.00 has been posted into N/L a/c 5000, which is a general purpose account for buying in services or stock for resale. In practice, you may want to create a separate N/L account to use for labour, particularly labour subject to CIS.

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So, the list of current transactions in the suppliers (subcontractors) account looks like this:

When you pay the invoice, it will of course be the outstanding amount you're paying. So, in this case, to pay the invoice in full, you would pay £1,042.50 Note, you can pay less than that, and leave a balance outstanding. If you do, the CIS Return will be based on the part payment. If a further payment is made after the CIS Return, that part payment will be included on the next CIS Return. You can also increase the outstanding figure, by un-allocating a payment, and this will be reflected in the next CIS Return. But you should be aware that no CIS figure for a subcontractor can be negative. So, if un-allocating a payment would produce a total negative figure for the subcontractor, it will NOT be reported in the next CIS Return. Though any subsequent payment should correct the transaction. If you find you're allocating and then un-allocating (un-allocating should be very rare, really), make sure you keep a close eye on the transactions involved.

If you are registered for VAT, and use the **Cash Accounting** scheme to account for VAT, then as you're aware, you can only claim VAT back on invoices that are paid. If an invoice is part paid, then you claim a proportion of the VAT, depending on how much of the invoice was paid. If an invoice has a deduction for CIS, even if the invoice hasn't been paid, the amount of the deduction will be considered to be a part payment. This is because the sub-contractor effectively claims the CIS deduction from HMRC. So, for example, if you have an invoice of £1,000.00 plus VAT of £200.00, making a total of £1,200.00 and there is a 30% CIS deduction of £300.00 (we'll assume the whole invoice is for labour), the software will report the invoice on your VAT return has having been 25% paid (ie. £300 of the £1,200 total), and will put £50.00 (ie 25% of the VAT amount of £200.00) on your VAT return. If you never actually pay the invoice, you need to raise a Credit Note, this will reverse the CIS deduction, and the VAT that's been claimed. If you do not pay an invoice, you need a Credit Note from your sub-contractor, or you need to raise a Debit Note. These will ensure the CIS deduction and VAT are properly reversed. Do NOT use a Write Off or Adjustment, as these will not reverse the CIS deduction.

IMPORTANT: CIS is dependent on the date an invoice is paid. It is a cash based system, and so invoices and invoice tax dates have no bearing on it at all. Just entering an invoice will not cause it to appear in a CIS Return, until it's paid or part paid. It is of course quite possible for an invoice to have two or more payment dates if it's not paid in one go. It will be the date when the payment (or credit note) is allocated to the invoice that determines its 'paid' date. This can be 'todays' date, but

can be edited in the allocation option. It's important to remember this, as it's is critical.

Credit Notes are handled just like Invoices, but in reverse. A Credit Note will reduce the CIS Deduction amount for the subcontractor. So, for example, if the subcontractor has an invoice for £1,000+VAT, and has £200.00 deducted from it, if you raise a Credit Note for £1,000+VAT, it will contain a negative deduction of £200.00. Making the total deduction £0.00, of course. To account for this in the CIS Return, it's the date of the Credit Note that will be used as the 'paid' date. ***If you allocate an old payment/credit note to an invoice, that pre-dates the current CIS period, it will still appear in the next CIS Return. Backdated transactions will get picked up in the same way as they do when running a VAT period end.***

Be careful with Credit Notes though, because a CIS deduction amount cannot be negative! So, if a deduction of say £100 was made in one period, then a Credit Note is raised in a subsequent period which reclaims the £100 deduction, the -£100 figure will NOT get reported. Credit Notes can reduce the total amount of deductions for a subcontractor in any one period, but not to the point where the total deduction becomes a negative figure. If there are insufficient invoices to offset the Credit Note, you will need to contact HMRC for advice.

It is quite possible to make a payment on account to a subcontractor. The payment then sits in the account until an invoice is entered. It will not appear in a CIS return until it's allocated to an invoice. When you allocate the payment to an invoice, the date used will of course be the date of the allocation. Even if the payment was made months ago, it'll still appear in the current CIS Return period.

That's it as far as entering invoices and credit notes goes. Please see the 'Getting Started' user guide for more details on how to handle entering invoices, credit notes, and handling payments (this guide is general, and not specific to CIS).

There are some options in the 'Purchase Ledger' menu, in the '**Lists**' section, that you may find useful:

'**CIS Subcontractors**' will list all supplier accounts that have had a CIS rate set. It will list the CIS details, and has an option that allows you to easily edit those details. It displays the same form as the '**CIS Details**' button in the supplier account details.

'**CIS Invoices**' will list all invoices and credit notes within a given date range (which you can edit). One useful thing about this list, is that you can see at a glance which invoices have been reported on a CIS Return and which have not, and which have been 'Removed' (from a CIS Return, see CIS processing below). You can un-remove a transaction in this option.

'**CIS Previous Returns**' will list all CIS Returns that have been processed, whether submitted directly from Adminsoft Accounts or not.

'**CIS Submissions**' will list all submissions for CIS Returns and Verification Requests made directly from Adminsoft Accounts, whether successful or not. Including those made while in '**Test**' mode. You can select a submission and view the details.

Finally, is the CIS Return itself. The '**CIS Return**' option is at the bottom of the '**Reports**' section of the menu. When you select this option, the form that appears will look something like the following image:

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The actual form is deeper than this, but I've closed it up a bit, so as not to waste a lot of space on this page, as there's only two subcontractors listed.

First thing to note is the warning message at the top in red. Your CIS Return HAS to be submitted to HMRC on or before the 19th of each month. The period for reporting is always a calendar month, it always starts on the 6th of one month and ends on the 5th of the next month. So, if your period ends on say 5th June, you only have until 19th June to submit your CIS Return. That's not very long. Holidays, sickness, technical issues, one or two invoice queries, it doesn't take much and those two weeks between the 5th and the 19th are gone. If you are late, or if the information you submit is not accurate, you could be fined. Therefore, we strongly recommend you process your CIS Return as early as possible.

For the avoidance of any doubt, Adminsoft Ltd. and its associates and representatives will not accept any responsibility whatsoever for late submissions or inaccurate submissions, even if apprised of the possibility. Do NOT assume the figures being presented are correct, always check them carefully. The CIS Return is entirely your responsibility.

So, the first job is to satisfy yourself that what is being displayed is correct. Is the correct period being displayed? Are these the sort of figures you were expecting? You can find out how the figures were calculated by selecting a subcontractor and clicking the '**List Trans.**' button. This will display a list of transaction for that subcontractor. Below, are the transactions for A/c. TES007:

This list contains two invoices and one credit note. The credit note is the middle transaction in this list, note the negative numbers. The invoice on the first line and credit note on the second line were for the same amount, and so their figures cancel each out.

If a transaction should not be included in this CIS Return for any reason, you can select it and click the '**Remove Trans**.' button. The transaction will be removed, and the CIS Return figures immediately updated. If you abandon this CIS Return, any transactions removed will stay removed.

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The only way to get them back into a CIS Return is to select the **'CIS Invoices'** option under **'Lists'** in the 'Purchase Ledger' menu, and un-remove it from there. I do not recommend you remove a transaction that's there simply because there is an issue of some sort. It's better to exit the **'List Trans.'** option and return to the CIS Return, then click on the **'Supplier Details'** button. Any changes you make in there, should be reflected in the CIS Return after you click the **'OK'** button to exit the supplier account details form.

If all the transactions are there, but the totals need adjusting (perhaps a correction from a previous CIS Return is required), you can select the subcontractor, and click the **'Edit Figures'** button. Any figures can be entered in here, provided they are valid. So, no negative numbers, and the figures for materials and the CIS deduction must be less than the **'Total Value'**. Note, unlike removing transactions, if you abandon the CIS Return, any edits will be lost. You will have to re-enter them when you go back into the CIS Return option again.

If you need to submit figures for a subcontractor that is not listed in the CIS Return (again, perhaps to correct a previous error), you can click the **'Add Supplier'** button. Locate the supplier, and enter the required figures. Again, as with the facility to edit the figures, if you abandon the CIS Return, you will have to select the subcontractor again when you return to the CIS Return option.

When a CIS Return is saved, all the information discussed above is also saved, and can be recalled at any time.

Once you're sure the figures are all correct, if you're not submitting the CIS Return to HMRC directly from within Adminsoft Accounts, you may want to click the **'CIS Return Report'** button to print out a report you can use in order to enter the information into HMRC's web site. Though, even if you are submitting the CIS Return to HMRC directly from within Adminsoft Accounts, you may want to run this report anyway. It gives you one last chance to check over all the details, including things like company reg. number, verification numbers, etc. It also means you have a report showing exactly what was sent to HMRC in an easy to read format.

The next job is to click the **'CIS Sub. Statements'** button. This produces a statement for each subcontractor in the CIS Return. By law, each subcontractor must receive a statement. By the way, it is possible to re-print a statement for a subcontractor. Go into the supplier account details and select the subcontractor, click on the **'Balances'** tab, and then click **'CIS Returns'**. This will list all the CIS Returns the subcontractor has been reported in. Select the required return, and click the **'Print CIS Statement'** button.

Anyway, once the report and statements have been printed, we have one last step:

If you're not submitting the CIS Return directly from within Adminsoft Accounts, click the **'Save and Exit'** button. The system will process the CIS Period end and save the information. As far as the accounts system is concerned, that's the CIS Return completed. You will now have to enter the information into HMRC's web site. In practice, I suggest you enter the information into their website before clicking the **'Save and Exit'** button, just in case there are any unforeseen issues that need attention before the CIS Return can be filed with HMRC.

If you're submitting the CIS Return directly from within Adminsoft Accounts, click the **'Send to HMRC'** button. If this button is greyed out, it's probably because you have not entered all the required information in setup to allow this option to function. When this button is clicked, a form will appear called **'CIS Declarations'**. It will ask up to five questions, some of the answers will be pre-filled in. The form looks like the next image:

The options are pretty self explanatory. They are required by HMRC (and sent to them as part of the submission), and if in any doubt as to how to answer any of them, please explore HMRC's web site for information, or contact HMRC.

As you can clearly see, this is in test mode. Which means the submission to HMRC will be validated by them as if it were a real submission, but they will not process the data. When it's in test mode, after making the test submission (by clicking '**OK, Send to HMRC Now**') it will leave you back in the CIS Return option. You can then save the CIS Return, or abandon it. If it's not in test mode, and the submission was successful, it would automatically save the CIS Return for you and close the CIS Return option. That would be the CIS Return completed.

Below, I'll go through what you'll see when actually making a submission to HMRC.

When the CIS Return is being submitted directly from Adminsoft Accounts, the following will appear:

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The last screen image shows the submission in progress. What happens is that the CIS Return information is put into an XML file, this is a text file in a special format as specified by HMRC. The file is then sent to HMRC's computer system over the internet. When the file is sent, HMRC's computer system will usually ask Adminsoft Accounts to wait for 10 seconds to give it time to process it. You can see what's happening in the green text displayed.

We want the text to remain green, because that means everything is OK. If it goes red, it means there's a problem. If it stays green, click the '**Message from HMRC**' tab to see if HMRC have sent you a message. Sometimes, important information is in there. You can then click the '**Close**' button. All data will be saved, this includes the submission details (which can be recalled at any time) and the CIS Return information itself.

If there are one or more errors, the submission form will look something like this:
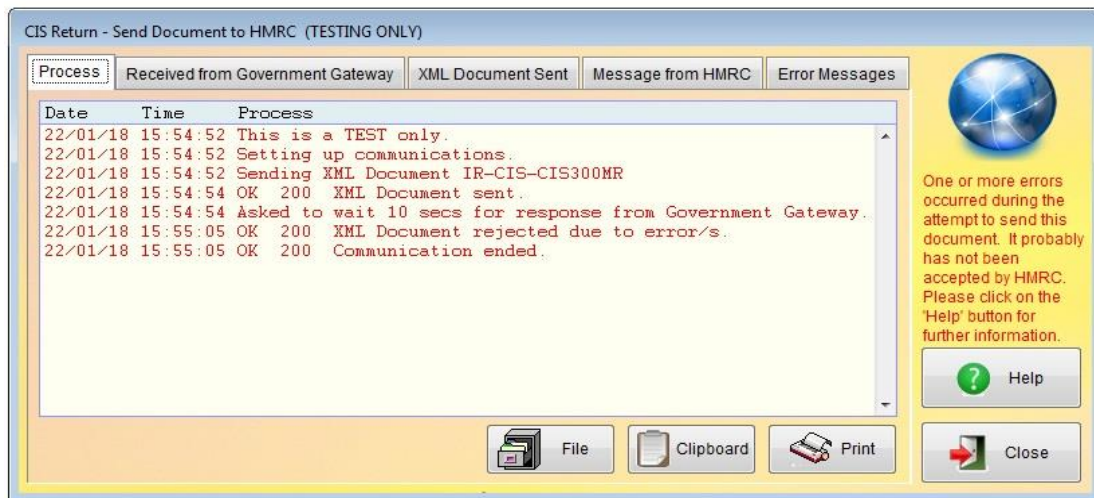
First thing is to click on the '**Error Messages**' tab. There may be something in there that will indicate what the error is. However, HMRC's error reporting is very poor. So, you may have to click the '**Received from Government Gateway**' tab and view the actual XML text file returned by HMRC. It will look something like this:
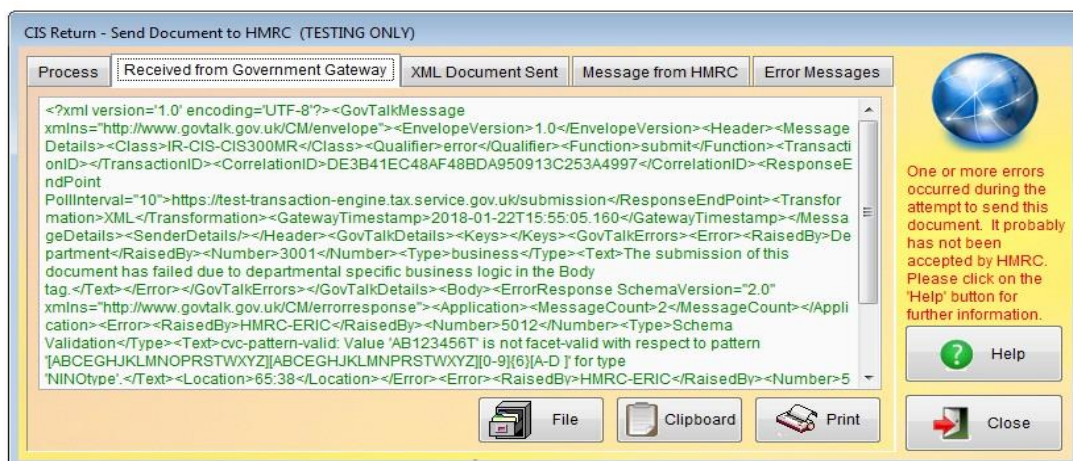
It looks horrible! Although as a software developer I can see what the error is straight away. It doesn't like the NI reference (or 'NINO' as it calls it). To fix this, I will have to click on the '**Close**' button, select the subcontractor in the CIS Return, click the '**Supplier Details**' button, then edit their CIS details (the '**Balances**' tab, 'CIS Details' button). Then I can try the submission again. Note, in

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Adminsoft Accounts v4.174 onwards, the XML text it is formatted to be a little easier to read. Though it's still rather cryptic.

If you can't figure out what's wrong, you'll have to email support@adminsoftware.biz and please include a copy of the XML file received from the government gateway, and copy of the XML file that was submitted.   You can use the '**Clipboard**' buttons to put a copy on your Windows clipboard that you can then paste (Ctrl-V) into an email, or use the '**File**' button to save the contents of the XML to text files and send then as attachments.

When a submission is successful, the submission form will look like this:

That's pretty much it. Your CIS Return is completed. As already stated above, when you click on the '**Close**' button, the submission data will be saved, along with the CIS Return information, and all transactions associated with the return will be processed. This is all done very quickly, so the CIS Return form may only remain visible for a second or so, and will then automatically close.

*** end of document ***