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Reporting for P11D and NIC

It is a legal requirement in the UK to report annually to HM Revenue and Customs particulars of expenses payments, benefits and facilities made to employees earning over £8,500 pa and Directors.

A P11D return setting out the details for each person must be returned to HMRC by a deadline date. It is possible that tax and national insurance (NIC) may be payable on the particulars identified. Information is available from the HMRC web site.

In conjunction with a partner accountant/advisor the system allows for the ongoing recording of information relevant to preparing a P11D Return. A few minutes spent setting up employees in advance is well spent.

We strongly recommend that appropriate advice is sought when dealing with these returns.

Setting up to Collect Information

Your partner accountant/advisor will have allocated to expense accounts the nature of the impact that P11D or NIC will have

P11D recording is activated via the **Optional Features** tab, under the **Profile**.

ENTITY NAME→ PROFILE→ OPTIONAL FEATURES

Activate P11D recording by checking **Allow P11D recording?**

Ensure that the necessary employee's or Directors are set up; see **Setting up Officers & Employees** user guide

LISTS→ OFFICERS/EMPLOYEES → ADD NEW

Capturing Information at the Transaction Point

When an expense transaction is being entered, the **Analysis Tab** will present a drop down box, **Employee for P11D purposes**, from which the relevant employee/director is selected.

Note that if the **Prompt for Analysis** box (set in **Profile**) is ticked then when transactions are entered which require analysis to branches, IR35 or P11D reporting; the analysis tab is presented first by default so that the required analysis is not forgotten.

Usual transactions in which P11D data capture could be expected are:

- Expense Claim
- Mileage Claim
- Cash Expenses
- Bill Payment
- Cheque Payment
- Debit/Credit Card Payment
- Electronic Payments

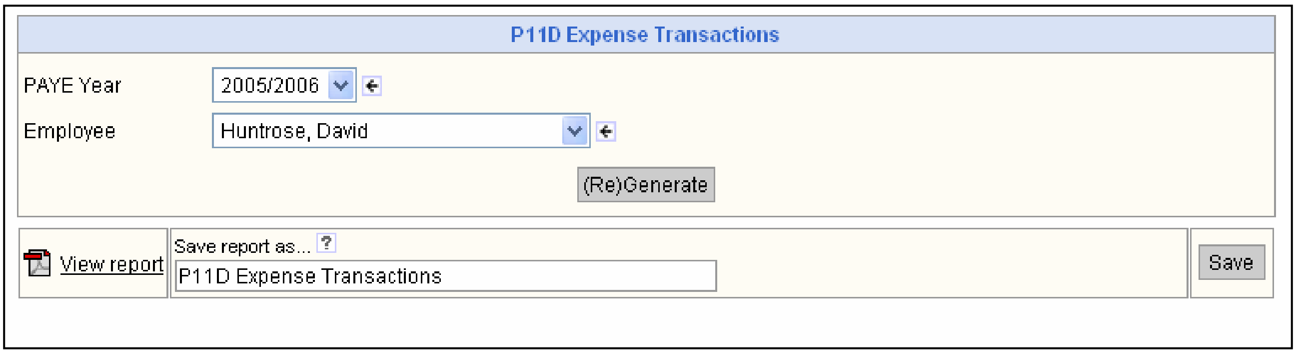
Accessing Reports

Reports for both P11D and NIC transactions by employee are available via the **REPORTS** menu.

REPORTS→ TRANSACTION → P11D EXPENSE TRANSACTIONS OR

REPORTS→ TRANSACTION → NIC EXPENSE TRANSACTIONS

Select the appropriate tax year and relevant employee from the dropdowns



The elements of the report, which is in pdf format, will be dependent on how your partner accountant/advisor has set up the expense accounts.