

# TAXSHIELD<sup>o</sup>

## the accountants choice

### P11D Manager Workflow / Support Guidance Notes

This document is provided as a generic guide to support users with setting up and using Taxshield's P11D Manager software to file P11Ds/(b) online to HMRC. We have included some useful hints and tips within the relevant sections as you go through the process.

Please note that data can be manually inputted, or uploaded in bulk using the various CSV templates through the Import/Export Data tab. In this tab you will also find a "CSV Help to illustrate" guide that shows required fields and formatting etc.

### **Getting Started and Inputting Benefits**

- Select appropriate tax year you require
- Check the number of licenses is correct in the right of the screen to provide enough licenses for your number of employees/P11Ds
- Begin by adding your Employer, all required fields are highlighted by \* and click save once completed
  - You can also select here if you wish to View All Employees – recommended for smaller Employers
  - If you are planning to email direct from Taxshield P11D Manager, you may wish to password protect the P11D which can be set up here with either NI Number or DOB
  - If you plan to use CSV templates once you've manually set up Employer, please ensure you take note of the Short Name added as this is used as unique identifier by P11D Manager
  - Government Gateway user identity and password must be entered under the FBI Details tab as this is needed for online submission
- Once the Employer is set up click on either the Employer Name in the Employer List or View Employees
- Select Add Employee and again all required fields are marked by \* and click save once completed
- The Employee will then appear in your Employee List and can be selected by clicking on their name
- To add Benefits & Expenses under your Benefit Selection simply click the button next to that you wish to add which should show a tick in the box. Once all are selected save the changes
- Adding data and figures to the benefits can be done by clicking on them in the list or View Section under the Benefit Selection
- Once in the benefit data can be added – there are Hints and Tips available for each section should you require further information on each box

- Under each section there is a Benefit tab that will show calculated benefit figure to be shown on P11D

## Checking P11Ds

Once all data is entered into P11D Manager there are several methods available to check your P11D submissions to HMRC. P11D Manager comes with a full suite of reports available under the Reports tab available once you have selected the tax year and these include:

### Employer Reports:

- P11D(b) summary for Employer
- Bulk P11D and P11D(b) ZIP download – this will produce a folder with all individual Employee P11Ds and Employer P11D(b)
- Class 1A reports – these can be used to see liability as a summary, as department (cost centre), or detailed per benefit per employee

### Employee Reports:

- Detailed information can be produced per employee such as P11D, Worksheets, and Benefit/Expense Totals
- It is useful to note here if you print or wish to collate information into one document for checking here you can use the Group By drop down function (right hand side above Employee list) to produce a single or smaller number of documents

### Alternates:

- By clicking on the individual Employee under the Employer there is a Reports tab that will allow you to produce their P11D and benefit summaries
- Using the Import/Export Data tab you can extract data per Benefit per Employer and even down to per Employee

## Submitting P11Ds/(b)

P11D Manager collates and calculates your reporting requirement to HMRC for both P11Ds and P11D(b). Submission can be completed one of two ways. Under the FBI tab by clicking P11D, selecting Employer and clicking submit. Alternatively, you can select from the Reports tab File by Internet & Email, selecting your employer, and clicking Generate.

**Please note HMRC only accepts a single online submission so please ensure all data is correct prior to submission. Any amended P11Ds must be posted – please see How to Submit Amended P11D help sheet.**

Once the submission has processed you can View the FBI Status Page. This will provide you with either a green tick or warning triangle. By clicking on the symbol, you will open a window with either a HMRC receipt or error message.

If the error message does not clearly state your error, please contact Taxshield Support on

**01384 563098** or email [support@taxshield.co.uk](mailto:support@taxshield.co.uk)

### **Emailing P11Ds**

This function is often used to send draft P11Ds to Employees so they can notify Employers prior to online submission to HMRC. A separate How to Guide is available in the Help section for this but we recommend it be included as part of the Workflow to avoid the need to send amended P11Ds by post.

### **Amending P11ds after Submission**

If you find that a P11D needs to be amended after you have submitted online to HMRC this must be done via post. Unfortunately the Government Gateway does not allow for software providers to submit amended P11Ds. The P11D can be amended within P11D Manager and printed along with the P11D(b) ready for posting to HMRC. There is further How to Guide available in our Help section for more details.

**Should you require any further guidance or support please get in touch with a member of our support team who will be happy to help.**