

Kingswood Accounts Reference

- VAT Only Version



Kingswood Windows Accounts

Transactions		Sales	Purchases	MTD VAT/Year End		Reports		
Double click grid row to edit transaction								
TX No.	Date	Comment / Stub No.	Customer / Supplier	Reference	Amount	VAT / Discount	Bank Account	Trans Type
229	30/09/19	Car Fuel	Car Fuel		186.60	23.40		Purchase Invoice
220	16/09/19	July Milk	Milk Co Op	17841649	24,561.47	-74.80		Sales Invoice
217	11/09/19	Export electric	NIE	185981	0.00	0.00		Sales Invoice
214	10/09/19	Cattle	T Thompson	9810354	3,700.00	0.00		Sales Invoice
211	07/09/19	Heifer Nuts	Andersons Feeds	1126451	500.00	0.00		Purchase Invoice
208	06/09/19	Diesel	Maxol	87124666	428.57	21.43		Purchase Invoice



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Introduction

For users who need to comply with the new HMRC Making Tax Digital rules, but want to keep their book-keeping to a minimum, Kingswood has produced a cut-down version of the Accounts program, which has a similar layout to a spreadsheet grid for those familiar with that type of system, which will allow them to quickly enter their purchase and sale invoices and digitally submit their VAT return each month or quarter.

Although it is better to use the system to its full potential, entering all bank entries as well as VAT invoices, it is possible to use Kingswood Accounts **only to 'do the VAT'**. This booklet concentrates on how to enter only what is necessary to submit a VAT return.

You must be careful to include **all purchases and sales, including those with zero-rate VAT**. You can submit VAT returns, without entering payments, receipts and reconciling bank. However, if you do that, it is important to note that:

- What you enter is of little value to your accountant.
- By not entering payments, receipts and reconciling your bank, then items left out, items entered twice, a decimal point in the wrong place and other mistakes may not be noticed and you could receive penalties from HMRC in the event of a VAT inspection.
- There are some reports, (see page 5 for reports menu) but most other typical accounting software report functions are unavailable – (Profit & Loss, Customer and Supplier Age of Debt, Balance Sheet).

What to enter for VAT recording:

1. All purchase invoices
2. All sales invoices
3. Car Fuel VAT – see later instructions on how to repay to HMRC a fixed amount according to your vehicle capacity
4. Submit VAT Return

This is not a complete manual but rather a set of procedures to follow, with graphical instructions to make it easier for you to get into a good book keeping routine.

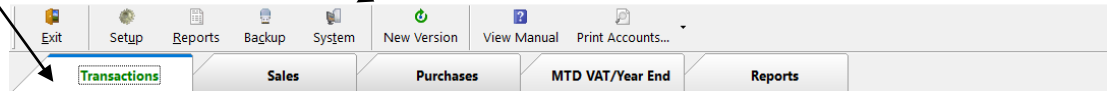
Program Layout

5 Main Buttons

1. Transactions List
2. Sales Entry Screen
3. Purchases Entry Screen
4. MTD VAT / Year End
5. Reports Menu

Exit, Setup, Backup, System and New Version Buttons

Kingswood Windows Accounts



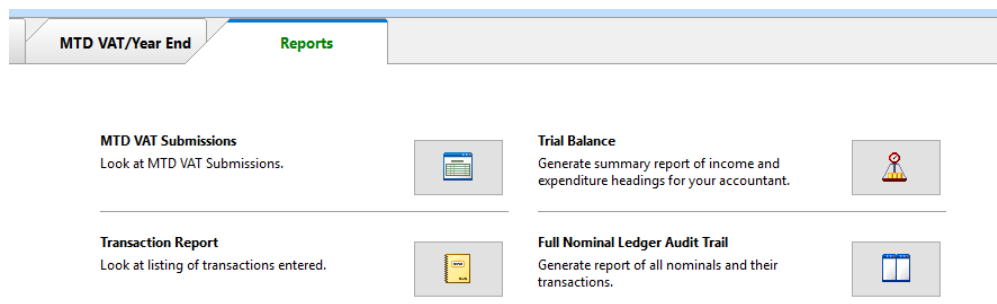
Double click grid row to edit transaction

TX No.	Date	Comment / Stub No.	Customer / Supplier	Reference	Amount	VAT / Discount	Bank Account	Trans Type
192	31/05/2019	vat received	vat received	vat rece	3,245.87	0.00		Others
191	31/05/2019	vat paid	vat paid	vat paid	1,752.54	0.00		Others
187	23/05/2019	Other Miscellaneous Sup	Other Miscellaneous Sup	wages	1,000.00	0.00		Cash Purchase
180	30/04/2019	car fuel	Maxol		186.60	23.40		Purchase Invoice
178	02/05/2019	00000000	Dublin Farm Supplies		350.00	0.00	Current Account	Purchase Payment
174	02/05/2019	Thompson -straw	T Thompson		1,250.00	0.00		Cash Sale
170	07/05/2019	00000000			260.42	0.00	Current Account	Cashbook Expenditure
166	07/05/2019	00000000			250.38	0.00	Current Account	Cashbook Expenditure
165	01/05/2019	car insurance	car insurance	insuranc	243.42	0.00		Others
161	01/06/2019	00000000	phone	phone	29.99	6.00	Current Account	Cashbook Expenditure
157	01/06/2019	00000000	phone	phone	25.99	5.20	Current Account	Cashbook Expenditure
156	07/05/2019	electric	electric	electric	298.10	0.00		Others
152	01/06/2019	00000000	Phone	Phone	20.00	4.00	Current Account	Cashbook Expenditure
150	03/05/2019	00000001	Milk Co Op		35,488.00	0.00		Sales Receipt
148	04/05/2019	00000000	Milk Co Op	56	47,031.45	0.00		Sales Receipt
146	04/05/2019	00000012	J Brown Machinery Ltd	parts	14,000.00	400.00	Current Account	Purchase Payment
137	30/04/2019	milk sales	Milk Co Op	567	35,570.00	-82.00		Sales Invoice
130	30/04/2019	milk sales	Milk Co Op	235	36,206.00	-38.80		Sales Invoice
121	01/05/2019	fertiliser	Dublin Farm Supplies	6875983	10,000.00	2,000.00		Purchase Invoice
114	01/05/2019	2nd handTractor	J Brown Machinery Ltd	343457	10,000.00	2,000.00		Purchase Invoice
111	30/04/2019	tractor parts	J Brown Machinery Ltd	7803456	500.00	100.00		Purchase Invoice
108	30/04/2019	tractor parts	J Brown Machinery Ltd	57864	500.00	100.00		Purchase Invoice
105	31/12/2017	tractor parts	J Brown Machinery Ltd	t65409	1,000.00	200.00		Purchase Invoice
103	05/12/2018	00201684	J Brown Machinery Ltd		25,000.00	200.00		Purchase Payment
101	03/12/2018	00000000	T Thompson		350.00	10.00		Sales Receipt
99	03/12/2018	00920028	R Reid		3,000.00	0.00		Sales Receipt
96	01/11/2018	Beef Cattle Sales	T Thompson	2	300.00	60.00		Sales Invoice

Full List of all Saved Transactions

Navigate, Search and Print Functions

Reports Menu



Entering Purchase Invoices

Entering Purchase Invoices in this version is much like a spreadsheet.

Transaction Numbers (Tx No) are automatically generated. They don't necessarily go up in sequential order but that is normal.

Transactions Sales **Purchases** MTD VAT/Year End Reports

Save Invoices (7) Cancel No. Of Invoices: 7 Current Invoice Amount: 120.00

Pressing the tab key at the end of the row starts a new invoice. Pressing the down arrow key at the end of the row starts a new line for multiline entry.

TX No.	Supplier Name	Invoice Date	Invoice Number / Reference	Invoice Comment	Expense Account	Quantity	Amount	VAT Code	VAT Amount
236	HARDWARE SUPPLIES LTD	01/09/19	4874894346	Paint	Farm Repairs	0.00	100.00	S	20.00
239	NEW WAY TELECOMS	02/09/19	4874984165	Phone	Telephone Costs	0.00	52.65	S	10.53
242	ANDERSONS FEEDS	03/09/19	65826	Dairy blend	Meals Fed To Cows	15.00	4,275.00	Z	0.00
245	J BROWN MACHINERY LTD	04/09/19	894784156	Parts	Tractor/Machinery Repairs	0.00	680.00	S	136.00
248	DUBLIN FARM SUPPLIES	05/09/19	9878561	electric fence	Other General Expenses	0.00	98.50	S	19.70
251	MAXOL	06/09/19	8768465	Diesel	Farm Fuel	1,000.00	428.57	F	21.43
254	ANDERSONS FEEDS	07/09/19	8486514	Meal	Meal Fed To Replacements	2.00	500.00	Z	0.00
					Meal Fed To Beef	4.00	1,000.00	Z	0.00

Fill in the grid one line at a time.

- Choose the Supplier (or add a new one),
- Enter the Invoice number/Reference,
- Enter a comment,
- Choose the Expense Account,
- Enter a quantity if appropriate (e.g. tons of feed, litres of fuel)
- Enter the Amount before VAT,
- Make sure VAT code is correct and the VAT Amount will be calculated.



- You can use the **Tab** key on your Keyboard to move to the **next box**.
- Pressing the **Tab** key at the **end of a row** starts the **next invoice**.
- Pressing the **down arrow** at the end of the row starts a new line for **multi-line entry** (where you have more than one item on the one invoice e.g. 2 types of meal, as in the example above).

* For Multi-line entries where you want to enter your own description for items, turn on 'Allow overwrite of Nominal Description' by clicking on the 'System' button. A new column called 'Line description' will now be in the entry grid.

See page 15 on how to delete an item from the grid before you Save.

When you click 'Save' the invoices will now appear in the main Transactions grid.

Entering Sales Invoices

Entering Sales Invoices in this version is also much like a spreadsheet.

Conveniently, sales where there are deductions are easily handled on the one grid. Deductions are entered as **negative** lines. The software is 'smart' enough to realise these are costs and to put them in the purchase boxes on the VAT return.

Transactions **Sales** Purchases MTD VAT/Year End Reports

✓ Save Invoices (3) ✗ Cancel No. Of Invoices: 3 Current Invoice Amount: 24465.47

Pressing the tab key at the end of the row starts a new invoice. Pressing the down arrow key at the end of the row starts a new line for multiline entry.

TX No.	Customer Name	Invoice Date	Invoice Number / Reference	Invoice Comment	Income Account	Quantity	Amount	VAT Code	VAT Amount
238	MILK CO OP	16/09/19	5684841	August Milk	Milk Sales	90,000.00	24,300.00	Z	0.00
					Milk Recording Fees	0.00	-160.00	S	-32.00
					Haulage and Other Dairy Costs	0.00	-214.00	S	-42.80
					Milk Bonuses	0.00	635.47	Z	0.00
245	R REID	20/09/19	8684564	Calf Sales	Calf Sales	3.00	1,700.00	Z	0.00
248	S SMYTH	22/09/19	6548614	Cull cows	Cull Cow Sales	1.00	650.00	Z	0.00

Fill in the grid one line at a time.

- Choose the Customer (or add a new one),
- Enter the Invoice number/Reference,
- Enter a comment,
- Choose the Income Account,
- Enter a quantity if appropriate (e.g. litres of milk)
- Enter the Amount before VAT,
- Make sure VAT code is correct and the VAT Amount will be calculated.

Note how the 2 deductions of the milk cheque are put in with a negative (-) symbol and also a different VAT code.

In the example above for Milk Sales the following procedure is followed:

1st Line - Enter the amount paid for the milk before deductions with VAT code 'Z'.

2nd Line - Enter the first deduction with a negative amount e.g. Milk recording fees with the VAT code 'S'.

3rd Line - Enter the next deduction with a negative amount e.g. Haulage fees with the VAT code 'S'. (Enter further deductions on subsequent lines if you need to. You may have some deductions with no VAT).

4th Line - Enter the amount for the milk bonus with VAT code 'Z'.

The total invoice amount is calculated as:

£24,300.00 + £635.47 - £160.00 - £214.00 = £24561.47 with £74.80 of VAT deducted, so the amount you will have been paid is £24,486.67. This should match your milk cheque final amount paid.

Sales for Cattle or other livestock are entered a similar way with deductions as negative lines if necessary.

See page 15 on how to delete an item from the grid before you Save.

When you click 'Save' the invoices will now appear in the main Transactions grid.

Entering Car Fuel VAT

If your business is a Limited company, or if the vehicle is a business vehicle, **check with your accountant** as to whether any VAT should be claimed on fuel.

If the vehicle is a private vehicle, then, **provided you use enough fuel to justify claiming the VAT**, the following procedure should be followed.

Claim all VAT on all car fuel, **NOT a percentage**.

According to the CO2 emissions of the vehicle(s) you must pay back to HMRC a fixed amount of VAT per vehicle. That's why you have to be sure you're claiming more than the fixed amount which you have to pay back.

In the example below, all car fuel invoices have been added up and entered as one total for the month. The fixed amount back of £58 + £11.60 VAT is only an example. **Check on HMRC site, or check with your accountant for the actual fixed amount for your own vehicle type** and adjust the figures accordingly.

In the example below the total fuel for the month is £175 + £35 VAT.

The amount to give back to HMRC is £58 + £11.60 and this amount (total £69.60) is then treated as private expenditure and gets entered as a 3rd line.

Make a supplier named 'Car Fuel' or 'Fuel Stations'

-Total fuel in 1st line

TX No.	Supplier Name	Invoice Date	Invoice Number / Reference	Invoice Comment	Expense Account	Quantity	Amount	VAT Code	VAT Amount
229	CAR FUEL	30/09/19		Car Fuel	Cars - Fuel	0.00	175.00	S	35.00
					Cars - Fuel	0.00	negative -58.00	S	-11.60
					Private Expenditure	0.00	69.60	0	0.00

-Car VAT scale charge amount in 2nd line as a negative

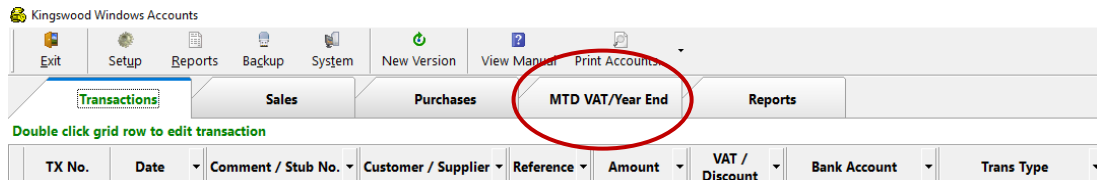
-3rd line, use 'Private Expenditure code' and the total of the Car VAT scale including VAT

Click 'Save Invoice' when you are finished.

Submitting a VAT Return

Before you Use the MTD facility for your first VAT Return, we will make sure everything is set up correctly and supervise the first VAT Return. Call us to do this.

Click 'MTD VAT / Year End'



Click 'MTD'

MTD VAT

Submit a VAT Return to the HMRC via the Kingswood MTD Link.

MTD

Year End

Do a year end clear down of current year, including archiving of current year data.

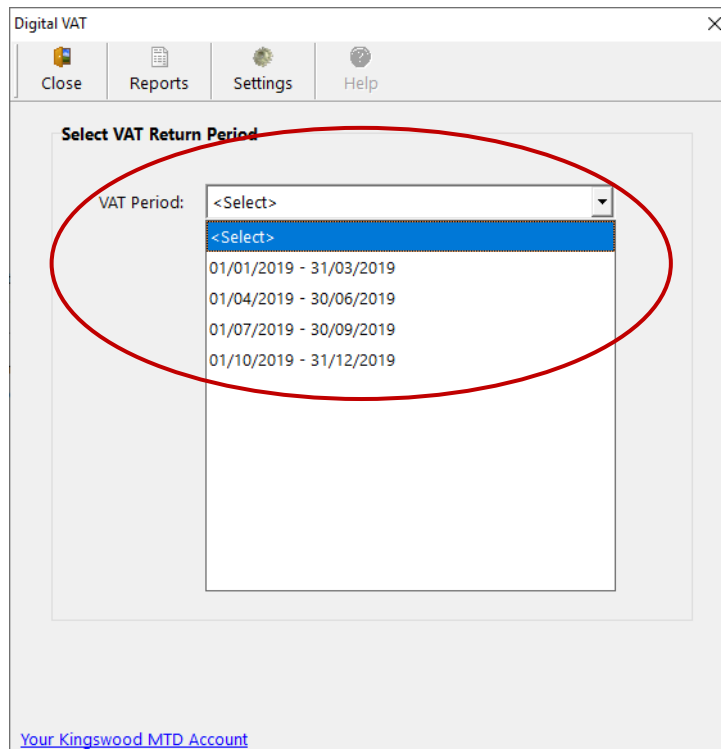
MTD VAT Submissions

Look at MTD VAT Submissions.

Send/Receive Accountant Data

Send data to your accountant online or receive data from the the accountant online.

Choose the VAT Period



At this point we recommend you View the **VAT Audit Trail** to proof check you have everything entered and nothing in twice. If everything looks correct, **Print the Audit Trail** which will be useful if you get a VAT inspection in the future.

If all looks correct in boxes 1 to 9, then click 'Submit Return'.

The screenshot shows the 'Digital VAT' application window. It has a menu bar with 'Close', 'Reports', 'Settings', and 'Help'. The main area is titled 'VAT Return Figures' and contains a table of VAT return data:

Box	Description	Amount
Box 1	VAT Due from Sales	47689.41
Box 2	VAT Due from EC Sales	355.00
Box 3	Total VAT Due	48044.41
Box 4	VAT Reclaimed inc. EC	49280.20
Box 5	NET VAT (Repayable)	1235.79
Box 6	Total Sales Ex VAT	252945.28
Box 7	Total Purchases Ex VAT	204536.05
Box 8	Total EC Supplies Ex VAT	120.00
Box 9	Total EC Acquisitions Ex VAT	1775.00

Below the table are three buttons: 'Cancel Return' (with a red X icon), 'Submit Return' (with a green checkmark icon), and 'View Audit Trail' (with a magnifying glass icon). The 'Submit Return' and 'View Audit Trail' buttons are circled in red. At the bottom, there is a link for 'Your Kingswood MTD Account'.

At this point your Internet browser will open. Log in to the Kingswood MTD site with your username (VAT Number) and password, which you will have received by email from Kingswood Computing.

The 9 boxes are displayed again – 'Tick' the box to confirm you have read the declaration, then click '**Submit VAT Return**'.

The screenshot shows the login page for the Kingswood MTD site. It has a heading 'Please enter your login credentials'. Below this are two input fields: one for the username (VAT Number) containing '256489001573' and one for the password with masked characters '.....'. A green 'Log In' button is at the bottom.

When finished, you should receive a message to indicate the return was successful.

Finally, click the blue '**Copy Receipt Details**' button, click 'OK' and return to the Kingswood Accounts program and the **receipt number** will pop into the screen.

COPY RECEIPT DETAILS

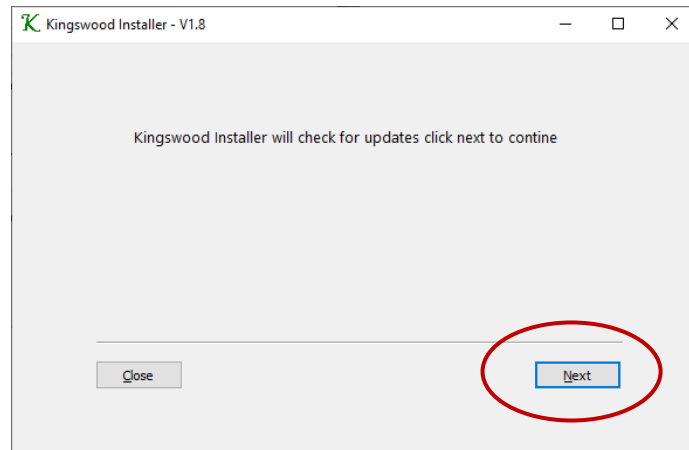
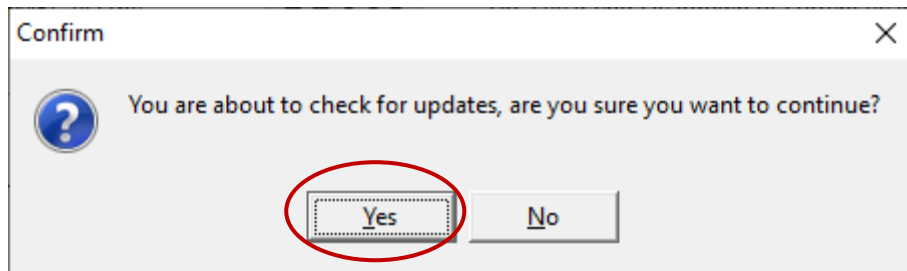
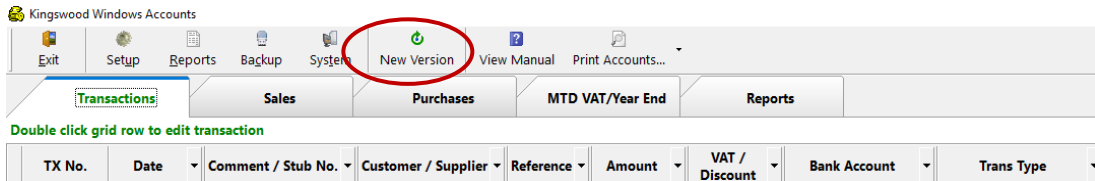
 **VAT Return successfully completed.**

We would recommend you print the **VAT return report** as this has the **receipt number** from HMRC.

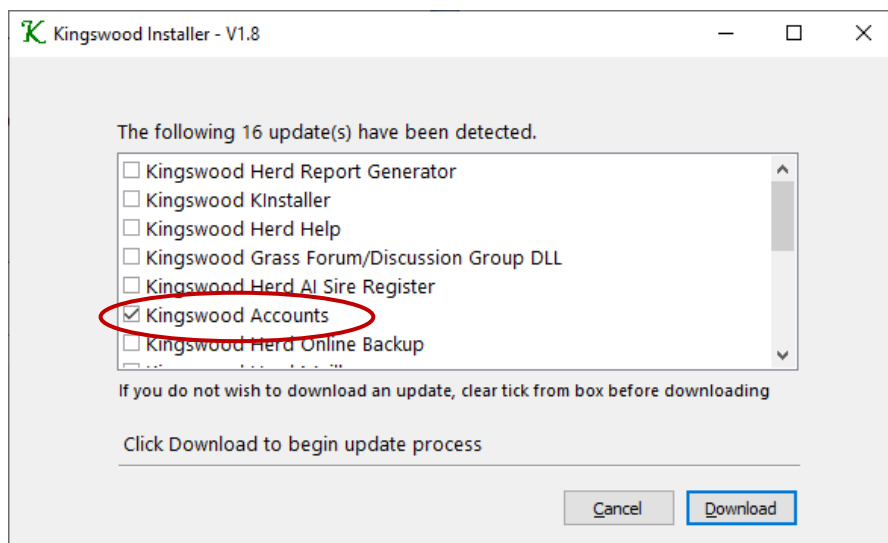
The screenshot shows the 'Reports' section of the Digital VAT software. It contains three buttons: 'View Audit Trail' (with a magnifying glass icon), 'Submission Report' (with a document icon), and 'VAT Return Report' (with a printer icon). The 'VAT Return Report' button is circled in red. At the bottom, there is a link for 'Your Kingswood MTD Account'.

New Version

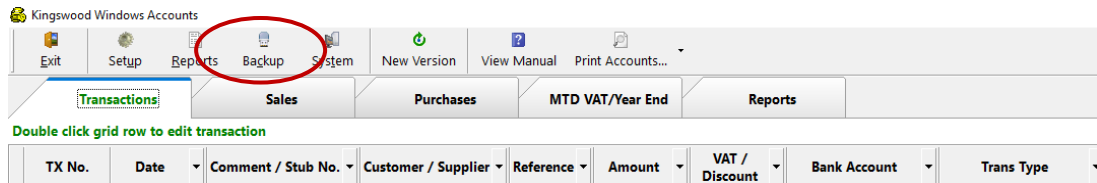
From time to time, an update to the software will be available.



Click **ALL** appropriate updates relating to 'Kingswood Accounts' and 'Download'



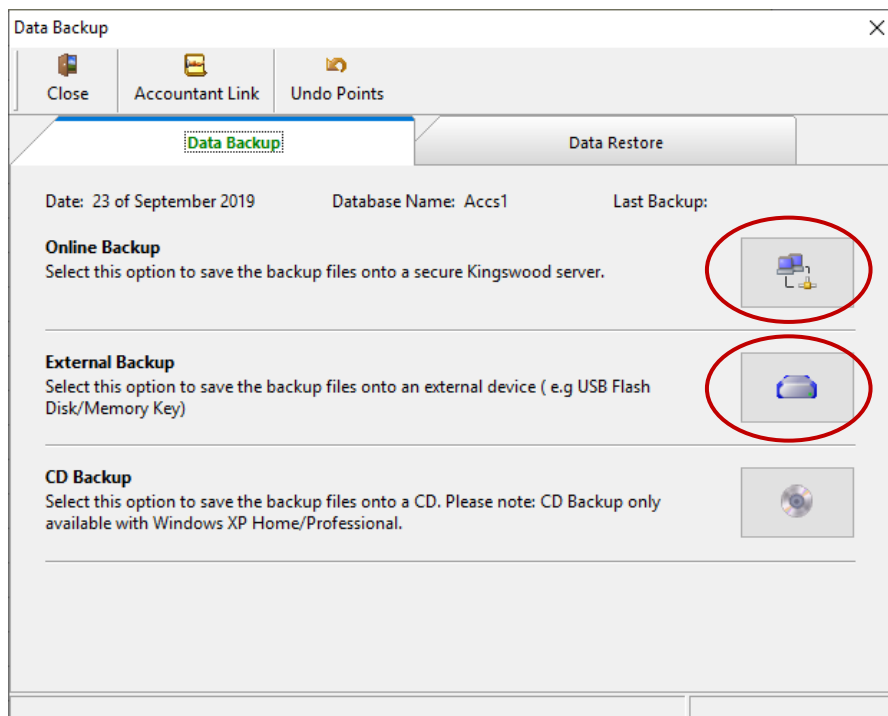
Backing Up



You can backup either to the secure cloud storage or to a USB memory pen.

Choose 'Online Backup' to backup to cloud.

Insert a memory pen and choose 'External Backup' to backup to a USB memory pen.



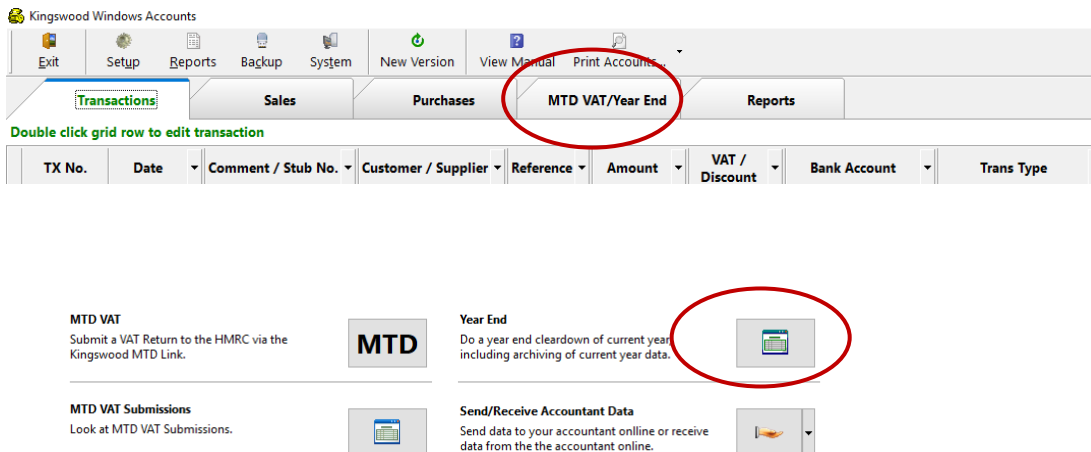
Completing the Year End Procedure

At the end of the financial year, please follow the procedure below

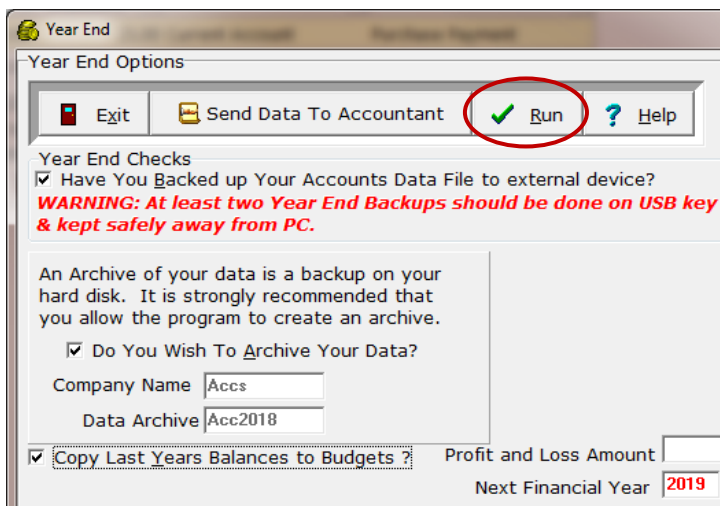
1. Backup

Do an Online Backup at this stage.

2. Close the year



Tick the box to confirm you have backed up your data, then Click **Run** to complete the year end.



The end of year routine should now go through. The system will move forward to a new year and the main grid should be empty, ready for the next year's entries.

MONTHLY CHECK-LIST

Tick off as you complete the activity.

Month	1	2	3	4	5	6	7	8	9	10	11	12
Purchase Invoices												
Sales Invoices												
Car Fuel VAT												
Submit VAT return if this month is a VAT period end month												
Take a Backup, online and/or on a memory stick												

Deleting items

Deleting an item after you have saved it

To delete a mistaken entry or a duplicate entry, on the Transaction Grid, double click the transaction you want to delete, and then change:

- **amount of money** to zero,
- the **amount of VAT** to zero and
- the **VAT Code** to '0' (Exempt code).

Leave everything else alone. Zero items are excluded from reports. **'Save'**
Old Layout

Purchase Invoice

Exit **Save** ? Help

Supplier 8 J Brown Machinery Ltd Date 04/09/19

Total Less VAT 0.00 Reference 7464684R

Total VAT 0.00 Comment Tractor Parts

Total 0.00

Ents	Nom	Description	Quantity	Amount	Vat-Code	Vat-Amount	Analysis
402		Tractor/Machine	0.00	0.00	0	0	0

New Layout

Update Invoice Cancel No. Of Invoices: 1 Current Invoice Amount: 0.00

Pressing the tab key at the end of the row starts a new invoice. Pressing the down arrow key at the end of the row starts a new line for multiline entry.

Supplier Name	Invoice Date	Invoice Number / Reference	Invoice Comment	Expense Account	Quantity	Amount	VAT Code	VAT Amount
J BROWN MACHINERY LTD	04/09/19	7464684R	Tractor Parts	Tractor/Machinery Repairs	0.00	0.00	0	0.00

Deleting an item on the new layout before you have saved it

To delete a **whole invoice**, **right click** the invoice line and choose **'Delete Invoice (Caution!')**

To delete **just one line of a multiline invoice**, **right click** the line you want to delete and choose **'Delete Invoice Line'**

Save Invoice Cancel No. Of Invoices: 1 Current Invoice Amount: 4200.00

Pressing the tab key at the end of the row starts a new invoice. Pressing the down arrow key at the end of the row starts a new line for multiline entry.

TX No.	Supplier Name	Invoice Date	Invoice Number / Reference	Invoice Comment	Expense Account	Quantity	Amount	VAT Code	VAT Amount
229	ANDERSONS FEEDS	30/09/19	868953	Meal	Meals Fed To Cows	10.00	2,800.00	Z	0.00
					Meal Fed To Beef	5.00	1,400.00	Z	0.00

Delete Invoice Line
Delete Invoice ('Caution!')



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