



Business Manager Enhancements Version 3.43

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Installation Instructions

Windows 8 and Windows 10 Operating Systems only.

***Please note** – Windows 7 and Windows Server 2008 are no longer supported by Microsoft and, as such, pose a security risk. This version of Business Manager will not install onto machines that still use this operating system. Please contact Farmplan to discuss upgrading your PC if this is applicable.

- Before you start, ensure that you have read about the enhancements.
- You will not be able to load this version of the program if your licence has expired. If you are getting messages telling you that your licence has expired but you have renewed your contract, take the option **File – Licence – Get Key BEFORE** you load this version of the program.
- **Offline Plus** (formerly known as Multi-User) – We recommend that you update any outstanding batches back to the master data before loading the new program.
- Remember to make an up-to-date backup of your Business Manager data.
- The option to install the latest version of the program can be found under **Business and Accounts** in the Support area of the Farmplan website (www.farmplan.co.uk). You will need your customer number.
- Make sure that the Business Manager program is closed.
- Follow the on-screen instructions to **'Download'**. The exact procedure will vary according to the version of Windows and browser that you use but just follow the instructions on the screen. You will download a file called **setup.exe**, supplied by Reed Business Information (our parent company), which should then be 'Run'.
- If Windows SmartScreen (a warning message) appears to block the installation, click on **More Information** and then **Run Anyway**.
- A black box may appear on your screen during the installation. Ignore it – it will disappear when the installation is complete
- If you encounter any installation issues it is worth repeating the installation process but right clicking on the setup.exe file and running as administrator.
- When the installation is complete go into the program – your data will be automatically updated to run with the new version (3.43) of the program.

Business Manager Enhancements

Full details of all changes can also be found in the option **Help – Contents - Business Manager – Summary of Enhancements – Version 3.43**

If you would like help or more information about any of the changes in the program, please contact Software Support on 01594 545022.

Making Tax Digital (MTD) – Important Changes

MTD for VAT has now been available for nearly 2 years and HMRC have been refining the details of the submissions that are made.

These involve various security details that are submitted along with your VAT figures. They are known as anti-fraud headers and include details such as the IP address of the machine making the submission. They do not affect the VAT details received but allow HMRC to monitor the submissions and ensure that your confidential information is protected from criminals and fraudsters.

Although you cannot see these details, and they will not appear to affect your MTD submission, it is important that you are using the correct version so please ensure that you install this version of the program as soon as possible.



IMPORTANT – you may find that MTD submissions start to be blocked or rejected in the future if you are not using this or later versions of Business Manager.

Changes from April 2021

Note that from April 2021 all VAT registered businesses must use digital links when moving figures from one system or application to another, whether between 2 different Business Manager datasets or from another 3rd party program or spreadsheet. Up till 31 March 2021 a 'soft landing period' has been allowed by HMRC to allow manual intervention but will no longer be permitted after that date. This includes using the 'copy and paste' function.

If you need to combine VAT figures from more than one business electronically please refer to our **Help** documentation or the FAQs on our website.

<https://farmplan.co.uk/support/business-manager/>

Importing/Exporting Goods – Great Britain

Now that the UK has left the EU and the transition period after Brexit has come to an end, there are new rules with regard to the treatment of VAT on imported/exported goods after 1 January 2021.

EORI Number – Economic Operator’s Registration and Identification Number

All businesses moving goods between GB and other countries will need an EORI number. This number can be recorded in **Setup – Business Details**.



The screenshot shows a software interface for business details. The 'EORI No.' field is highlighted with a red box and contains the value 'GB1254425250000'. Other visible fields include 'VAT Reg No.' (GB, 125 4425 25), 'Business Size' (480.00 Ha), and 'Business Type' (Partnership). The 'Year Start Date' and 'First Farming Year' are set to 2019. A 'Change' button is visible next to the 'Year Start Date' field.

The EORI number can be added to sales invoices/credit notes and statements by adding a field with the expression “**EORI Number:** ” + `general.ceori` using the **Report Publisher – Edit Report** option. More details can be found in the program’s help.

Postponed VAT Accounting – Great Britain

From 1 January 2021, import VAT is declared on the next VAT return instead of having to pay it up front and then claim it back on the majority of goods.

An online statement will be available to be downloaded monthly from HMRC which will show the total VAT on imports for the month just ended. This should be included on the VAT return for that month.

To support this we have introduced a new VAT status called **PV – Postponed VAT**.

When you enter a purchase of goods from a non-UK supplier from any country then you should select the VAT status of **PV** against each item instead of U, U1 or R which were used previously for EU supplies. All figures should be entered net of VAT at this point.

Please note that if you already have entered some import transactions in January, you should now edit them to change the VAT status and remove any VAT figures.

Allocation		Description	Quantity	Price	Amount	VAT Rate	VAT Amount
Heading Code	Office Costs (OE)	Description	Quantity 1	Price	Net	VAT	VAT Amount
Enterprise	Gen20 -- General 20	Items purchased from abroad	0.000	0.000	500.00	PV	0.00
Subcode			Quantity 2		Gross		
Farm Code	Unassi -- Unassigned		0.000		500.00		
Searchcode	Unassigned						
Running Cost							

NB the PV status is only available if the supplier has a non GB VAT registration number.

Choose 'Other Country' against **VAT Reg No** if it is from outside the EU.

Exports/Sales of Goods to other countries

Again ensure that the customer has been assigned the correct country code so that you can use the VAT status of PV. Enter the value net of VAT. No further action is required with regard to VAT once the transaction has been entered.

Northern Ireland/Other EU Countries

The new rules do not apply if your business is based in Northern Ireland and dealing with other EU countries. You should continue to enter VAT using the same method in place prior to January 2021. However you should use the new Postponed VAT Accounting system when dealing with countries outside the EU.

You should also continue to use your existing system if your business is based in an EU country.

VAT Return Layout– Post 1 January 2021

The wording on the VAT return will change for all VAT returns that start after 1 January. Boxes 2, 4, 8 and 9 now refer to intra-community acquisitions and dispatches of goods between Northern Ireland and the rest of the EU. They are no longer applicable to any import/export transactions in the rest of the UK. For example:

Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9	0.00

The wording is cosmetic and does not affect your MTD submission which is unchanged.

VAT Audit Summary

The new VAT status, PV, will be shown as a separate line on the VAT Audit Summary so that you can see the net figure of all imports and exports in the selected period.

VAT Audit Detail

All items allocated to a PV status will be detailed separately on the VAT audit which can be exported to Excel if you need to filter the figures out.

Postponed VAT Accounting Journal

An online statement will be available to be downloaded monthly from HMRC which will show the total VAT on imports for the month just ended. This should be included on the VAT return for that month.

The VAT total from this statement should be entered into the new option **Data Entry – Postponed VAT Accounting Journal**.

The screenshot shows a software window titled "Postponed VAT Accounting Journal". At the top right, it displays "Entry No. 394". The main area contains three input fields: "Entry Date" with the value "31/01/21", "Description" with the text "VAT postponed from January 2021", and "Amount" with the value "1523.47". Below these fields is a summary table with three columns: "VAT Return", "Input VAT", and "Output VAT". The "VAT Return" column shows "January 2021", "Input VAT" shows "1523.47", and "Output VAT" shows "1523.47". At the bottom of the window are four buttons: "Save", "Reject", "Close", and "Help".

Enter the date on the statement to ensure that the figures are included in the correct VAT period i.e. the current one. The amount will be used to populate both boxes 1 (Output VAT) and 4 (Input VAT) on the VAT return i.e. will cancel each other out.

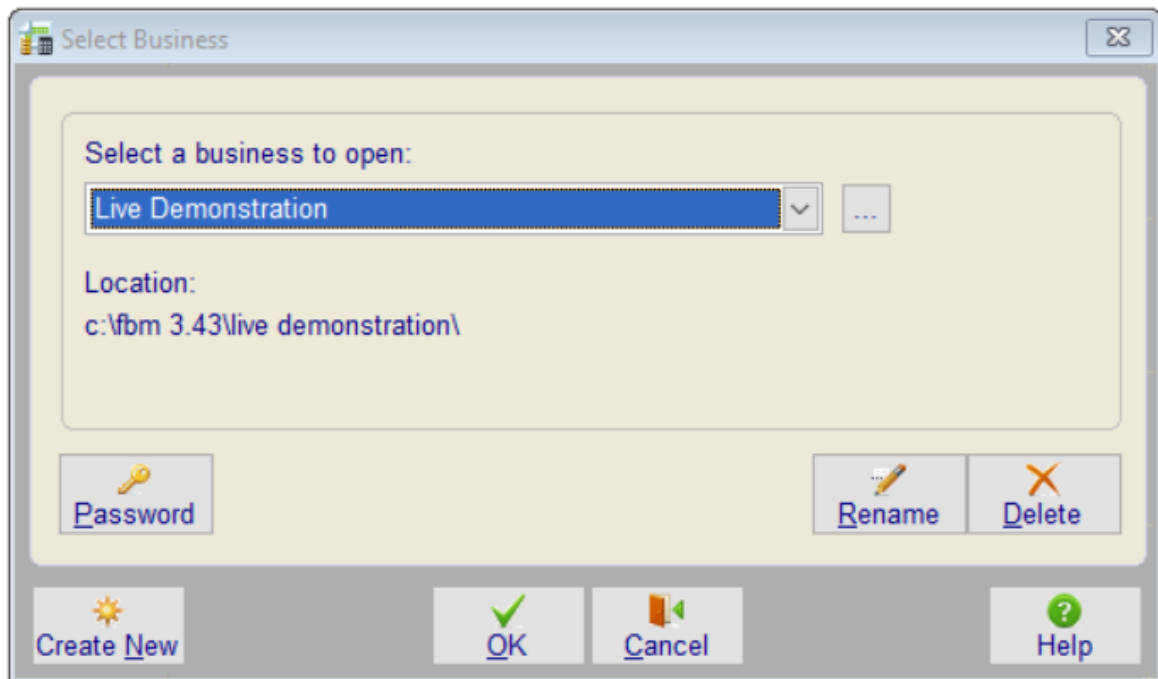
In certain circumstances the customs declaration may be delayed in which case the VAT incurred must be estimated. An adjustment can then be made via this option when it does come on a statement so that it is shown on the next declaration.

PLEASE NOTE that the exact procedures may depend on your type of business (for example goods versus services), the value of the import and the region of the UK that you are in. More details can be found at <https://www.gov.uk/guidance/complete-your-vat-return-to-account-for-import-vat>

If you have any queries about how this affects your business we recommend that you take professional advice.

Delete Business

We have made a minor change to the **File – Select Business** screen so that the Delete button is no longer near to the OK button. This will reduce the likelihood of it being clicked on in error.



CYBG – Business Internet Banking

We have added the Business Internet Banking file format that is required by CYBG which includes Clydesdale, Yorkshire and Virgin banks. You may be asked by the bank to migrate to this new layout in order to process your electronic payment files. See **Tools – Electronic Payments**.

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