



THE EVERYDAY ONE

How to create a CIS invoice



B4K2XN

On the tools with CIS deducted? This is your everyday invoice, from first tap to sent PDF.

- ✓ **Your details**
Settings → Business Details. Goes on every invoice.
- ! **UTR number**
Keeps CIS at 20%. No UTR means 30% off!
- ✓ **Day rate**
Settings → Set Pricing. Auto-fills every job.
- ✓ **Bank details**
Settings → Bank Details. No excuse not to pay you.



- i **The app does the maths:** CIS comes off your labour only. The deduction shows clearly on the PDF, so your contractor knows exactly what to pay.
- ! **Paid in dribs and drabs?** Open the invoice and tap **Record Payment**. The app tracks what's left and marks it **Partially Paid**.

your first one takes 3 minutes, tops!



ONE FLICK OF A SWITCH

Labour invoice, without CIS



B4K2XN

Some jobs fall **outside the scope of CIS**, but they still need a proper invoice. Same six taps, just flick the CIS switch OFF at step 5.



Heads up: if you're CIS-registered the switch starts **ON** for every new invoice, so flick it off each time.



When? Any job outside the scope of CIS: homeowner work, private jobs, or a customer who isn't a CIS contractor.

same job, same money, just no CIS tax taken off!





PRICED PER ITEM

How to create a standard invoice



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For supply, fit & materials, or anything priced **per item** rather than per day on the tools.



✓ **Get paid faster:** flick **Include Bank Details** ON before saving, so your account number sits right on the invoice.

done in a couple of minutes, easy!





DO THIS ONCE

How to connect to HMRC



Link the app to your HMRC account once, and quarterly tax updates become a two-minute job.



Heads up: signing in with HMRC isn't enough. You also need to be subscribed to **Making Tax Digital for Income Tax** on [GOV.UK](#). The app links you to the [sign-up page](#).

Safe & official: you sign in on HMRC's own page. The app never sees your password.

What is MTD? Making Tax Digital for Income Tax is a new way for sole traders and landlords to report their income and expenses to HMRC.

who has to do MTD?

Apr 2026 · earnings over £50k

Apr 2027 · earnings over £30k

Apr 2028 · earnings over £20k

set up once, sorted for good!

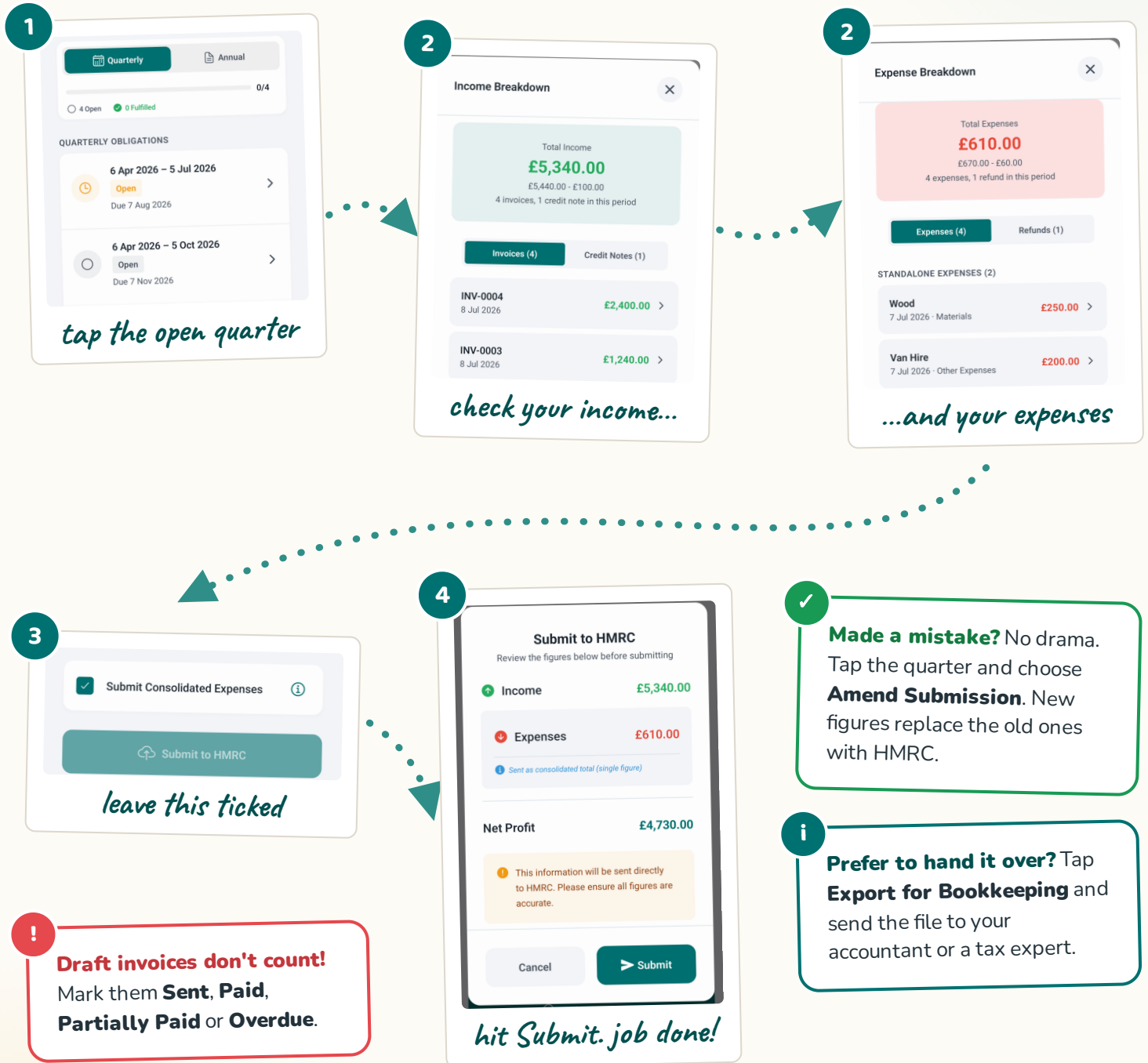


FOUR TIMES A YEAR

How to submit your return



When a quarter's up, the app adds up your invoices and expenses. You just check the numbers and hit Submit.



four times a year, two minutes a go!