Bulk Dividend Voucher Creator Tool

by FD4Cast Ltd.

This document provides brief guidelines for the use of the FD4Cast Bulk Dividend Voucher Creator Tool for UK Limited Companies and practising Accountants.

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Pre-requisites:

1. Microsoft Windows
2. Microsoft Excel 2007 or later versions (this is a macro-enabled workbook so macros must be enabled for it to function correctly).

Note: This Software will not work on Apple Products and/or spreadsheet applications which cannot run MS Excel macros.

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Two types of document must be produced every time a limited company declares a dividend – board meeting minutes, and a dividend voucher for each shareholder.

To do these manually for multiple times that dividends may be declared during a tax year, and for multiple shareholders, can be both time-consuming and inefficient.

Now with this free Bulk Dividend Voucher Creator Tool brought to you by FD4Cast you can create multiple dividend vouchers and the required Board Meeting minutes in one go, thus saving you time and effort in amending variable inputs each time you wish to create a series of dividend vouchers.

Admin Screen and Basic Overview

Upon opening the tool and enabling macros in MS Excel, the user is presented with the Admin screen where general company details should be entered in the cream-coloured cells.

The general rule for using the tool is to simply make inputs in the cream-coloured unprotected cells with blue font where prompted by the information in square brackets:

Options available within the tool – Single & Multiple Shareholders:

There are two options for creating dividend vouchers:

1. Create multiple vouchers for a single shareholder – useful for single shareholder companies often used by freelancers and contractors. For this option the required inputs are minimised.
2. Create multiple vouchers for multiple shareholders – for traditional limited companies which may have multiple shareholders and/or share classes. For this option a larger number of required inputs are required for each dividend voucher needed to be created.

Single shareholder option:

Multiple Shareholders Option:

Dividend Formats – Pre and Post April 6th 2016:

You will probably be aware that the dividend tax rules changed on 6th April 2016. Depending on the date input for the declared dividend, the tool will automatically use the correct format for the dividend voucher.

Pre April 6th 2016 format:

No. Shares:	Dividend Rate	Net Dividend	Tax Credit	Gross Dividend
0	£0.00	£0.00	£0.00	£0.00

Post April 6th 2016 format:

No. Shares:	Dividend Rate	Dividend Payable
0	£0.00	£0.00

Seven Basic Steps for using the Bulk Dividend Voucher Creator Tool

1. Enable macros within MS Excel for the tool to be able to function
2. Enter required Company information in cream-coloured cells with blue font instructions (usually contained between square brackets, i.e. [])

3. Select an option to create for either a single shareholder or for multiple shareholders

4. Select a destination folder where the dividends vouchers can be stored

5. Select the format type for creating the dividend vouchers – Excel or PDF

6. Enter dividend voucher dates and amounts and, depending on the option selected – single or multiple shareholders, shareholder details may need to be entered for each voucher needing to be created.

Simply keep adding to the list for as many dividend vouchers that you wish to create. ***Be careful not to leave gaps between rows, ensuring that each cream cell has an entry for the row in question otherwise the outputs will not be correct.***

7. Finally click 'Create Dividend Vouchers' to start the process running.

A message box will appear informing you that the process has completed and a folder containing your dividend vouchers will automatically open.

Technical Support:

Email support@fd4cast.com for any technical issues you may encounter, and/or requests for customised changes to the tool.