UK CIS Subcontractor Verification & Statements

User Guide · Odoo 18 / 19

Tax & Compliance

Technical module name: gb_uk_cis_subcontractor_verification_stateme
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1. Overview

Construction Industry Scheme (CIS) admin is fiddly: verify subcontractors, deduct the right amount, and issue a monthly deduction statement to each. This module tracks CIS deductions and produces those monthly statements. It is format-generation only — there is no HMRC filing, so no accreditation is required.

Subcontractors are verified and set to the correct deduction status; payments record the deduction; a monthly return period groups them and generates the deduction statements you issue to each subbie.

Who is it for?

- Construction contractors operating CIS
- Bookkeepers handling subcontractor deductions
- Businesses that must issue CIS deduction statements

UK context

Built around the HMRC Construction Industry Scheme: subcontractor verification, deduction rates (gross / standard / higher) and the monthly deduction statement.

2. Installation

The module is delivered as a standard Odoo application and installs cleanly on both Odoo 18 and Odoo 19 Community or Enterprise.

Step	Action
1	Enable developer/apps — Log in as an administrator and open the Apps menu.
2	Update the app list — Click Update Apps List so Odoo picks up newly added modules.
3	Search — Search for "UK CIS Subcontractor Verification & Statements" (technical name gb_uk_cis_subcontractor_verification_stateme).
4	Install — Press Install. Required dependencies (account) are installed automatically.

After installation a new top-level menu, CIS, appears in the main menu bar.

3. Configuration

Open CIS ▸ Configuration ▸ Subcontractors. Verify each subcontractor and set their status — gross, standard or higher rate — which determines the deduction.

A return period is opened monthly (automatically) to collect that month's payments and statements.

Key configuration records

Field	Description
Subcontractor	The subbie record with verification status and deduction rate (gross / standard / higher).
Return Period	A CIS monthly period grouping payments and statements.
CIS Payment	A payment to a subcontractor recording the labour, materials and deduction.

Field	Description
Deduction Statement	The monthly statement issued to a subcontractor.

4. Step-by-step Walkthrough

Verify subbies, record payments, then generate and issue monthly statements:

Step	Action
1	Add & verify subcontractors — Create the subbie and Mark Verified; set gross status where applicable.
2	Record payments — Create CIS payments (or use Create from Bill) capturing the deduction.
3	Open the period — The monthly return period opens automatically; confirm the payments.
4	Generate statements — Use Generate Statements on the period to build each subbie's statement.
5	Issue — Use Issue to finalise a statement; Download CSV for records.
6	Mark filed — Mark the period filed once you have submitted to HMRC through your own channel.

Status flow

Records move through the following statuses:

- Subcontractor verification: Unverified → Verified (gross status optional)
- Statement: Draft → Issued. Period: Open → Filed.

5. Feature Reference

Subcontractor verification

Track each subbie's verification status and deduction rate (gross, standard or higher), with reverification flagging.

CIS deduction on payments

Payments record labour, materials and the CIS deduction; create them directly from a supplier bill.

Monthly return periods

A return period opens automatically each month and groups the payments for that month.

Deduction statements

Generate and issue the monthly deduction statement each subcontractor is entitled to, with a CSV download.

Reverification reminders

A scheduled action flags subcontractors due for reverification so statuses stay current.

6. Tips, Troubleshooting & FAQ

Q: Does this file CIS returns with HMRC?
A: No — it tracks deductions and produces statements (format generation). You file through your own HMRC channel; no accreditation is needed.

Q: What deduction rates are supported?
A: Gross (0%), standard and higher rate, set by the subcontractor's verification status.

Q: How are monthly statements produced?
A: Open the return period and Generate Statements; each subbie's statement is built from their confirmed payments.

Q: Can I create a payment from a bill?
A: Yes — Create from Bill captures the deduction from a supplier bill.

Q: How do I keep verifications current?
A: A scheduled action flags subcontractors due for reverification.

Q: Can I export the data?
A: Yes — Download CSV on a statement provides a record.

7. Support

We are glad to help you get the most out of UK CIS Subcontractor Verification & Statements.

- Email: support@pokutsoft.com
- Apps & documentation: https://pokutsoft.com
- Please include your Odoo version (18 or 19) and the module version (18.0.1.0.0) when contacting support.

This module performs format generation and in-Odoo bookkeeping only. Where a third party (HMRC, a pension provider, a payroll bureau, a bank) is involved, the customer uses their own credentials/account to file or transmit. No filing is done on your behalf.