VAT for MTD Software

MTDSimple Manual

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Reference: MTDS010
Author: Iain Tebbutt

Revision History

Version	***Date***	***Comments***
1.0	25/4/2019	Initial Release
1.1	3/5/2019	Added comment regarding DD after registration and tidied up browser faq
1.2	13/5/2019	Added Quickbooks support
1.3	23/5/2019	Added Open Office spreadsheet support Added more information on browser issues
1.4	21/6/2019	Added information about alternative Sage format

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1. Introduction

1.1 Purpose and Scope

This document describes how to use the MTDSimple software for submitting VAT returns to HMRC's Making Tax Digital gateway.
We have tried to make this manual as complete yet succinct as possible. If you are having problems then please make sure that you have followed the instructions in each section of the manual (including registering with HMRC). If you are still having problems then please refer to section 8. You can email us for help at support@mtdsimple.co.uk

1.2 Your License

When you purchase the software, you will be sent a license code that allows you to use the software with a single VAT number. If your VAT number changes then you will need to purchase a new copy of the software.
We will update the software as required by our cutomers and HMRC and will make new versions of the software available to users. Your license key will allow you to run any version of the software published up to a date 12 months after your initial purchase. After 12 months after your initial purchase you may continue to use the software that you already have. If you want to use a new features in a later release of software then you will need to purchase a new version of the software with a new period of 12 months free updates. If HMRC change the protocol that is required by our software after your 12 month period of updates has expired then you will need to purchase a new copy of the software.
You will be entitled to email customer support for a period starting from when you purchase the software up to a date 12 months after your purchase. If you want support after this date then you will need to purchase a new version of the software.

2. Before you start

Before you submit your VAT return for the first time you will need to have registered with HMRC to submit your VAT return using the MTD gateway. This is a separate registration process from the government gateway credentials that you will have used to submit returns before. We have a document describing how to register for the MTD gateway and this is available from: http://www.mtdsimple.co.uk/register.pdf

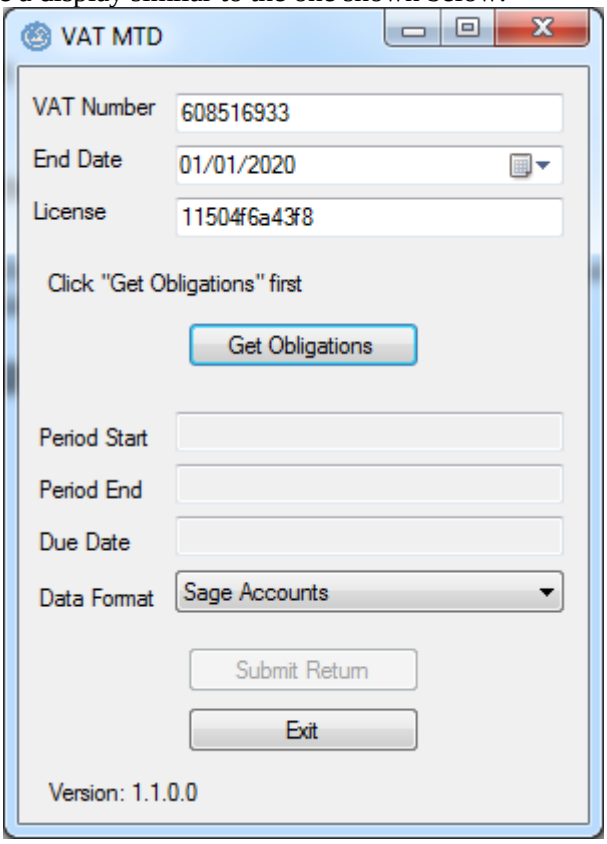
Note that the registration process can take some time and you should allow at least 5 days to get authorisation through so please don't leave this to the last minute.

Also please note that if you pay VAT by direct debit then you may need to log in to your HMRC VAT account and set up a new direct debit after you have registered for MTD. Go to https://www.gov.uk/send-vat-return and log in. You will now be able to click on a link to "View your VAT details" after that you should be able to follow the links to set up a new direct debit.

3. Submitting Your Return

3.1 Running the Software

When you first use the software you will need to enter your business VAT number, support expiry date and license code into the boxes on the main screen.
You will then have a display similar to the one shown below:



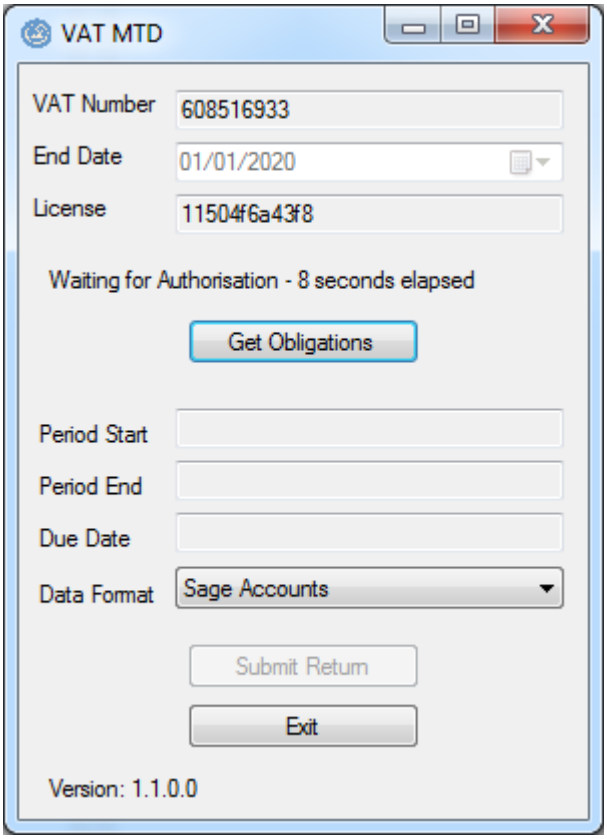
You should only have to fill in the information once since the software will remember your settings next time you use it.

The first thing that you will need to do is to click on “Get Obligations”

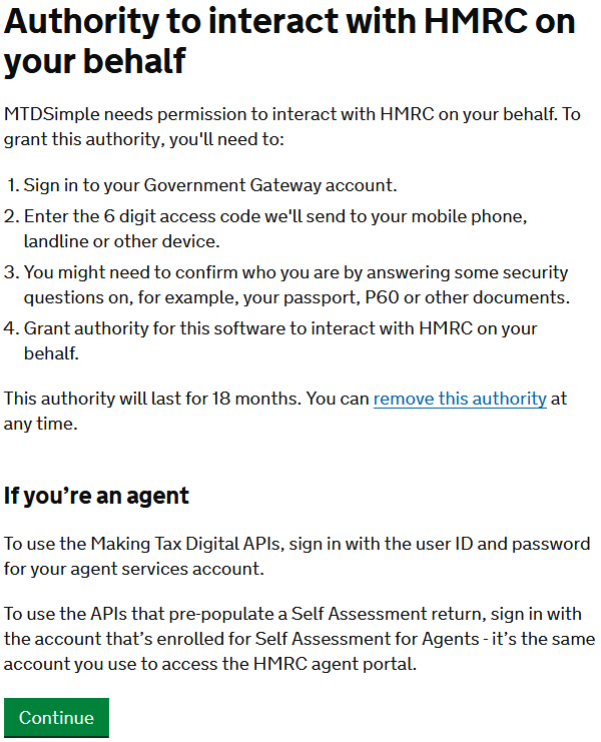
3.2 Getting your Obligations

In order to submit a VAT return the software is required to ask HMRC for some information about when your VAT return is due, which period it covers etc. HMRC call this process “getting obligations”. To start the process click on the “Get Obligations” button.

In order to authorise the process a browser window will open on HMRC’s website asking you to confirm that you grant authority for MTDSimple to access your obligations and submit your return. You have 2 minutes to complete this authorisation procedure before MTDSimple times out. During this time MTDSimple shows a timer on the main screen.



Your browser will ask you to grant authority:



Authority to interact with HMRC on your behalf

MTDSimple needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can remove this authority at any time.

If you're an agent

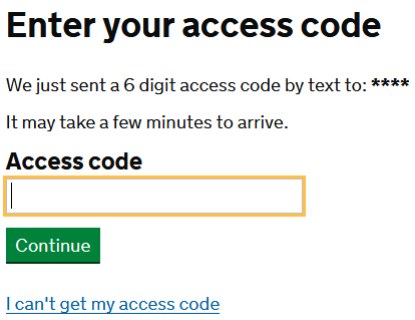
To use the Making Tax Digital APIs, sign in with the user ID and password for your agent services account.

To use the APIs that pre-populate a Self Assessment return, sign in with the account that's enrolled for Self Assessment for Agents - it's the same account you use to access the HMRC agent portal.

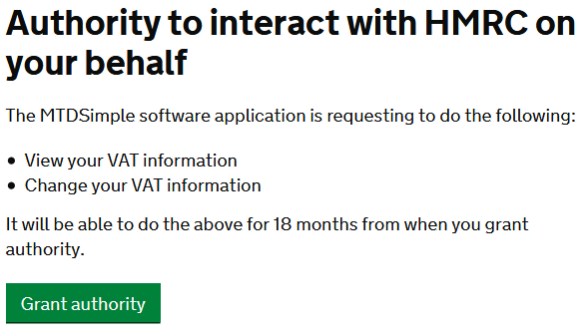
Continue

Click Continue and sign in to the government gateway.

You may need to perform additional security steps (such as a text message confirmation)

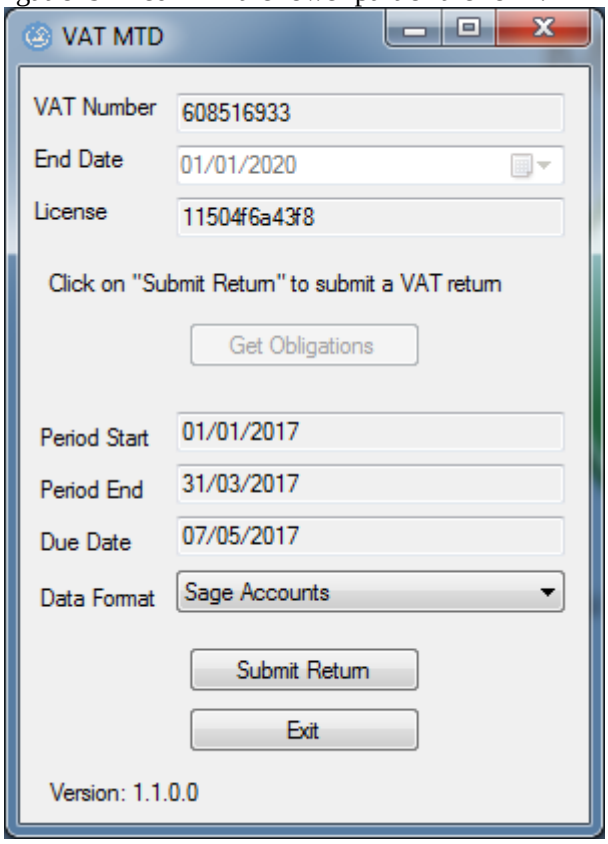


You will then need to grant authority to MTDSimple by clicking the "Grant Authority" button.



This will redirect you to the MTDSimple website showing that you have successfully completed this step.

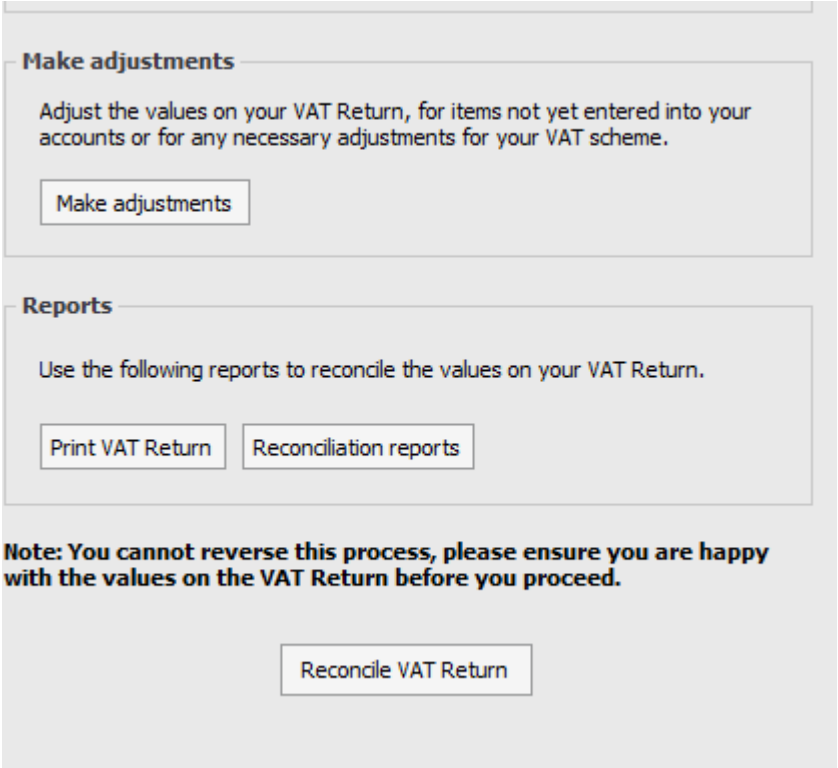
You can now close your browser and return to the MTDSimple application which will now have your obligations filled in in the lower part of the form.



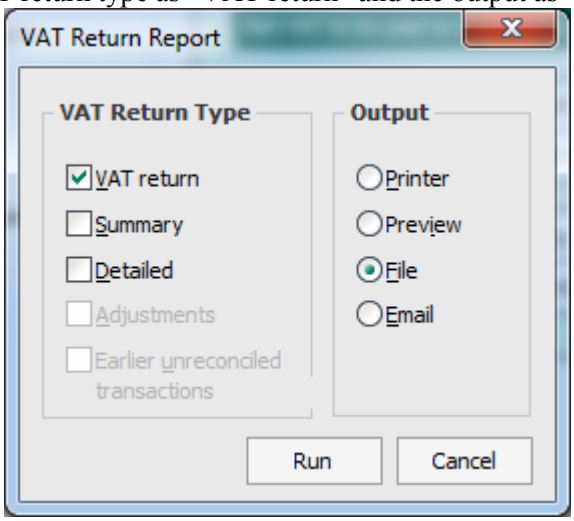
Select the data format that you use from the dropdown list and click “Submit Return”. The process for submitting a return depends on which accounting package you use and hence which data format you are using. The next few sections describe the process for each data format in turn.

4. Reading Data from Sage Accounts

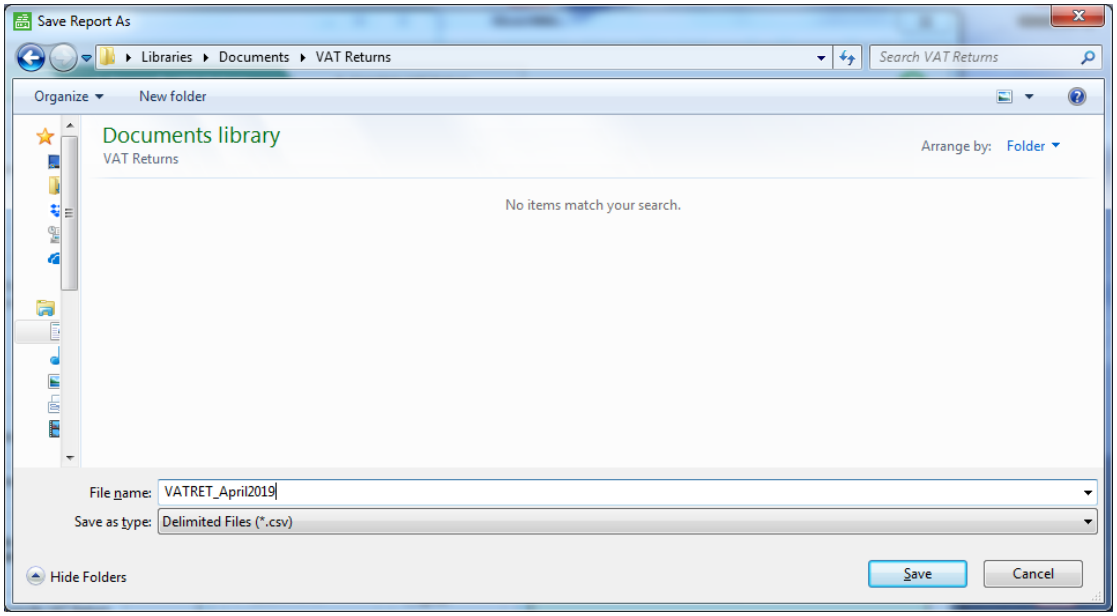
If you use Sage Accounts then you will need to generate a csv file with your VAT return information to use with MTDSimple.
To do this calculate the VAT return using Sage and then click on the "Print VAT Return" button.



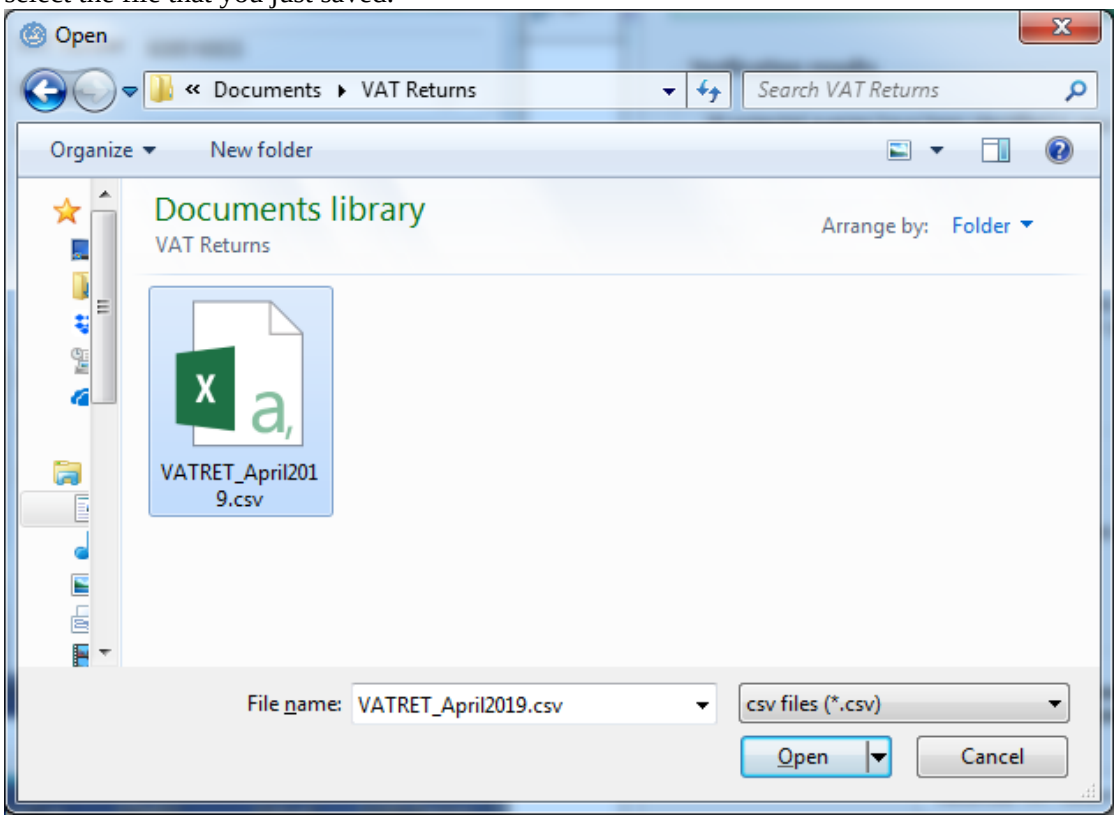
Now select the VAT return type as "VAT return" and the output as "File"



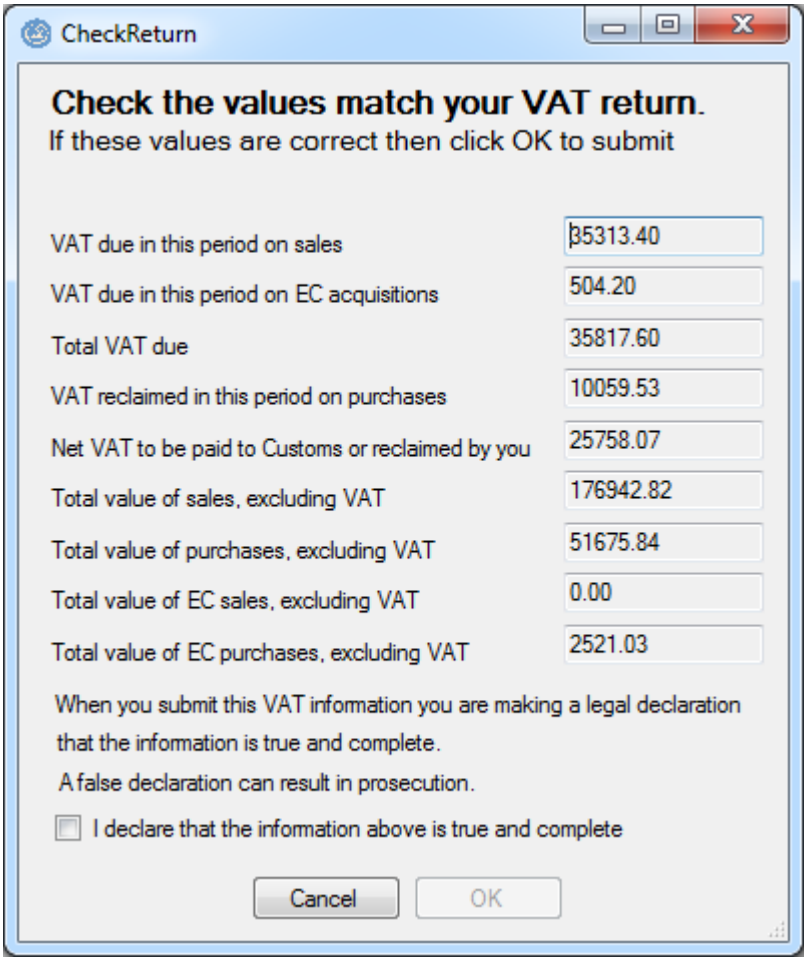
Click "Run" and save the file as a csv file - change the "Save as type" to Delimited Files (*.csv)
We would also recommend changing the file name to identify the date of the VAT return.



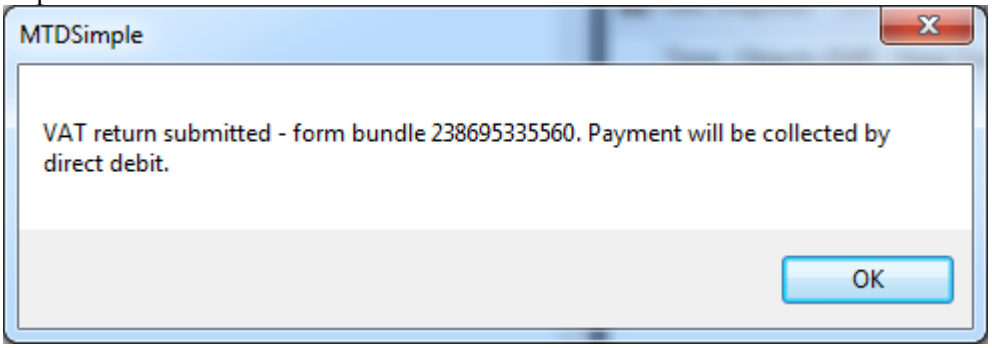
Click Save.
It appears that Sage can produce csv files in a couple of formats. Please try the "Sage Accounts" format first and if that fails to select the correct values from the file then try "Sage Accounts (Line 50 2010)".
On the MTDSimple form make sure that the data format is set to "Sage Accounts" or "Sage Accounts (Line 50 2010)" and click "Submit Return". You will now need to select the file that you just saved.



When you have selected the file lick "Open". The software will now display the VAT return figures in a dialog box.



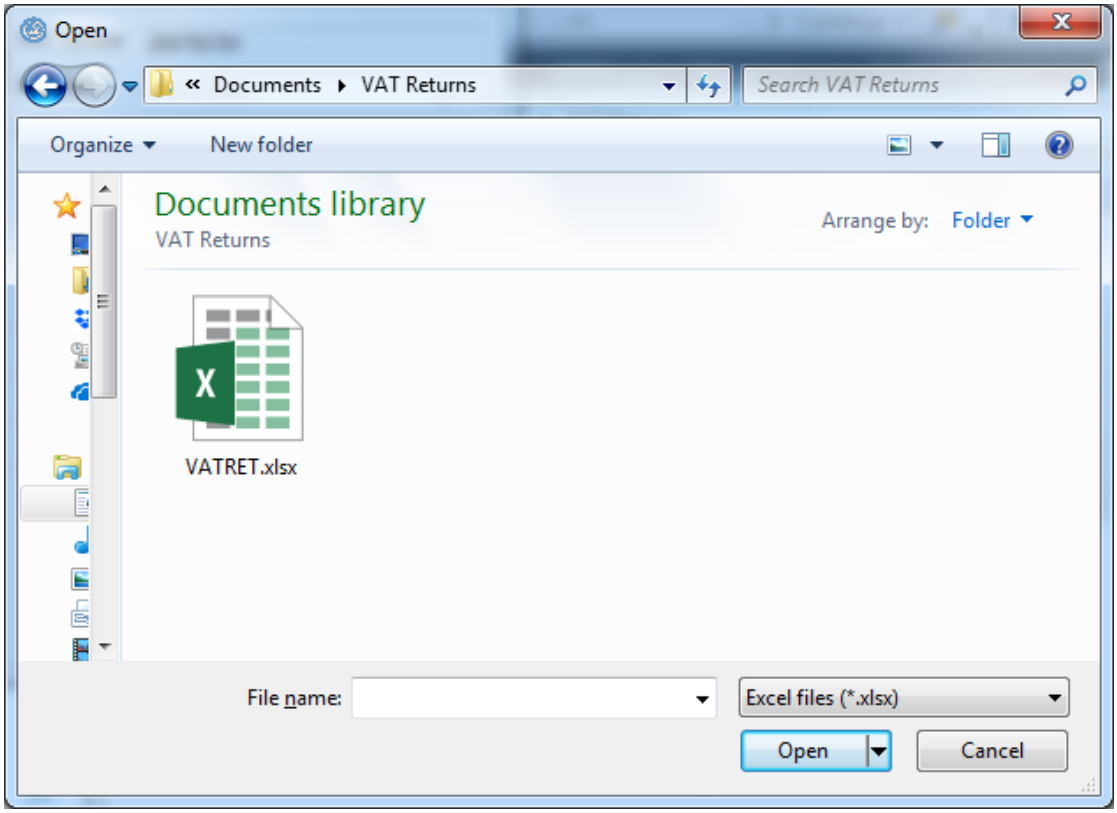
You **must** check that the figures shown match the VAT figures shown in Sage and that these figures are correct.
When you are satisfied that the figures are correct, tick the check-box to show that the information is true and complete and then click OK. Your VAT return will now be submitted. If the submission is successful then you will see a dialog box confirming receipt.



If the figures are not correct then just click cancel and start again.

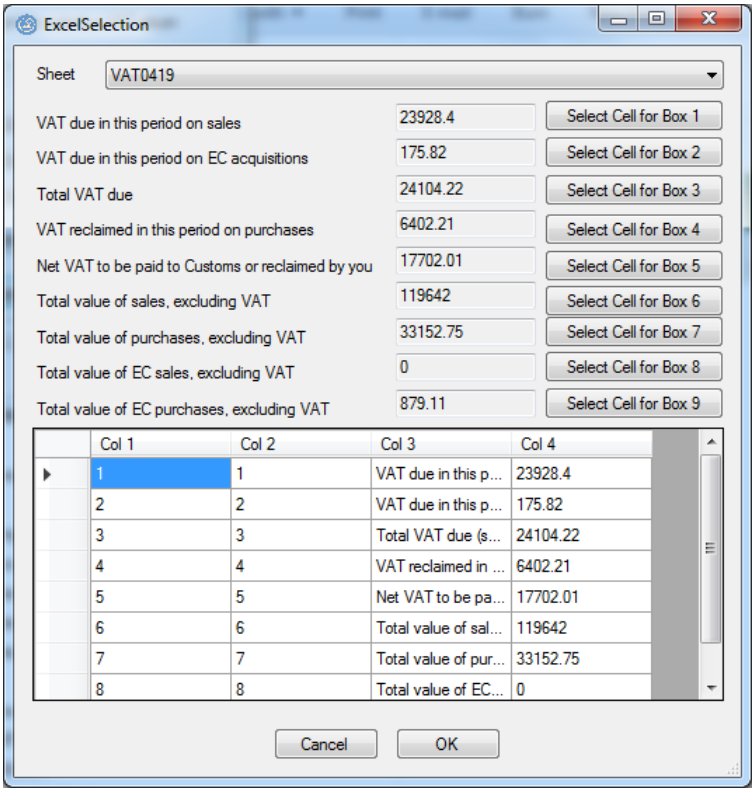
5. Reading Data from a Spreadsheet (Excel or Open Office)

If you have your VAT return data in an Excel or Open Office spreadsheet then MTDSimple can read that data.
Make sure that you select “Excel Spreadsheet” or “Open Office” in the Data Format dropdown list then click “Submit Return”. Then select the spreadsheet where your VAT return data is stored.

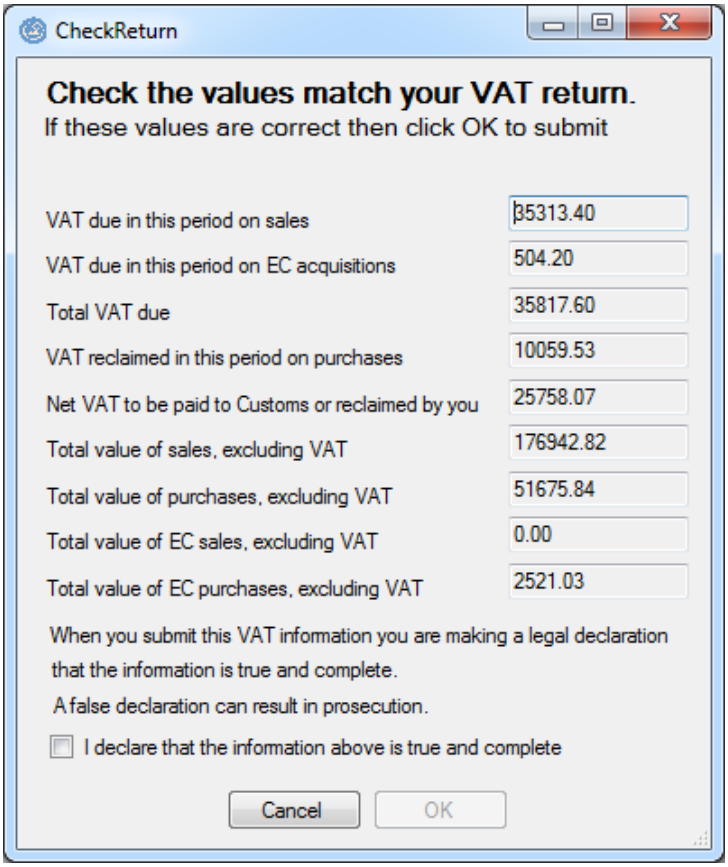


You will now need to define which sheet and which cells contain the data that you need in order to submit your return. Note that the software saves the settings so if your spreadsheet has the same format for every VAT period then you will only need to go through this process once.

1. Select the sheet from the dropdown list of sheets
2. For each box (1 to 9) click on the cell in the spreadsheet that will be used for this box and then click on the “Select Cell for Box x” button. The value will automatically be added to dialog box
3. When all 9 boxes have been defined click on the OK button

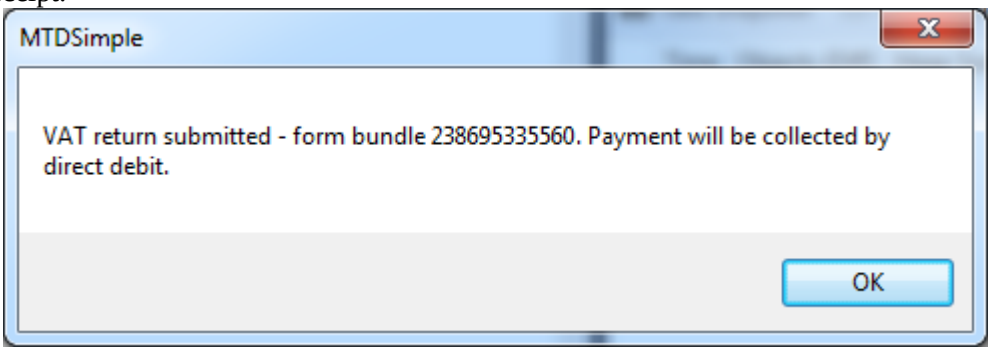


Once you click OK then you will see a VAT return summary dialog box like the one below.



You **must** check that the figures shown match the VAT figures shown in your spreadsheet and that these figures are correct.

When you are satisfied that the figures are correct, tick the check-box to show that the information is true and complete and then click OK. Your VAT return will now be submitted. If the submission is successful then you will see a dialog box confirming receipt.

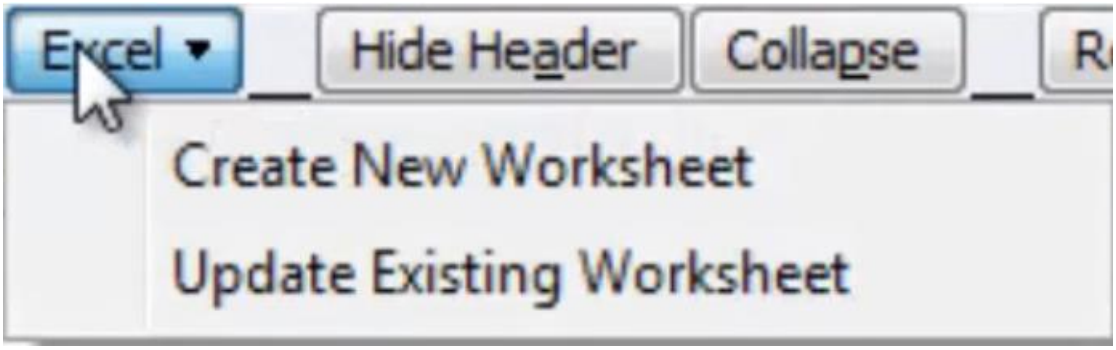


If the figures are not correct then just click cancel and start again.

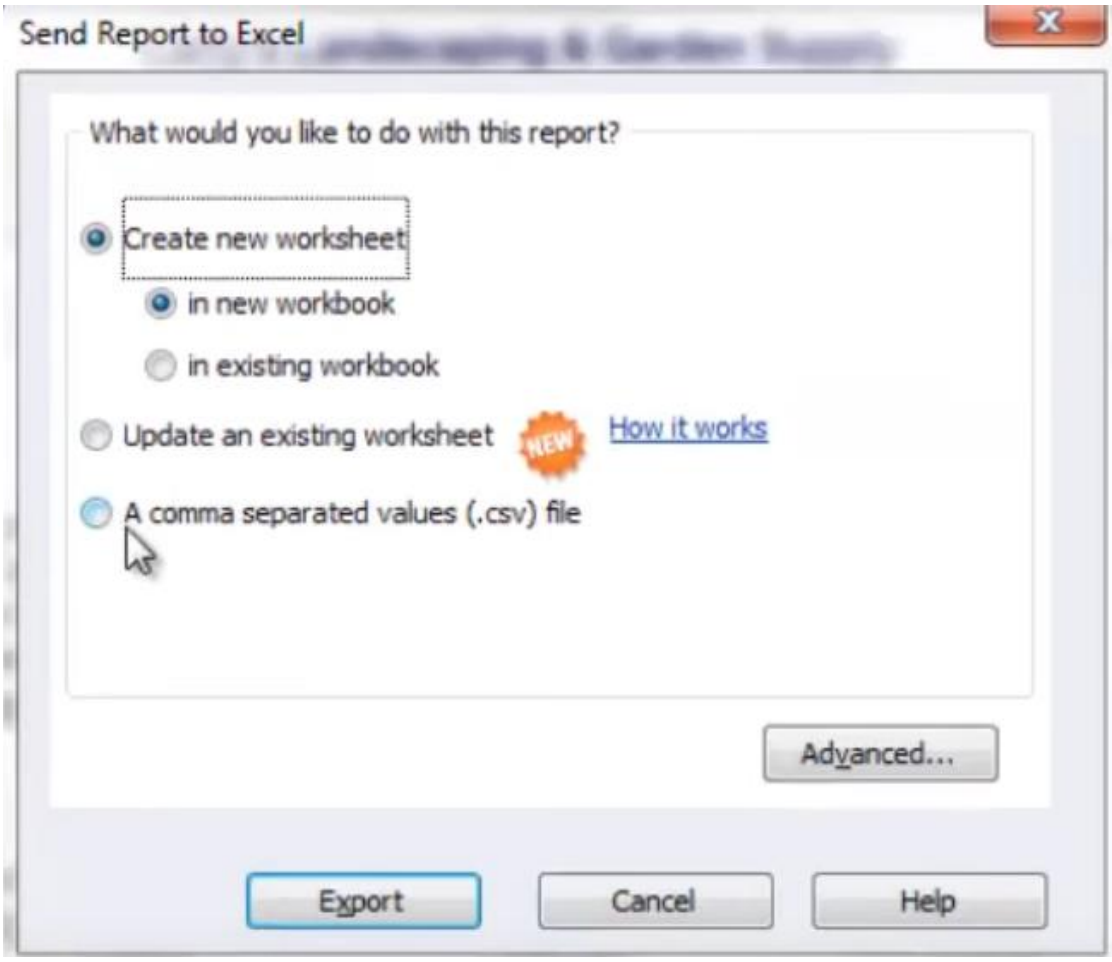
6. Reading Data from Quickbooks

If you are using Quickbooks then run your VAT return and click on the “Excel” button

Select “Create New Worksheet”

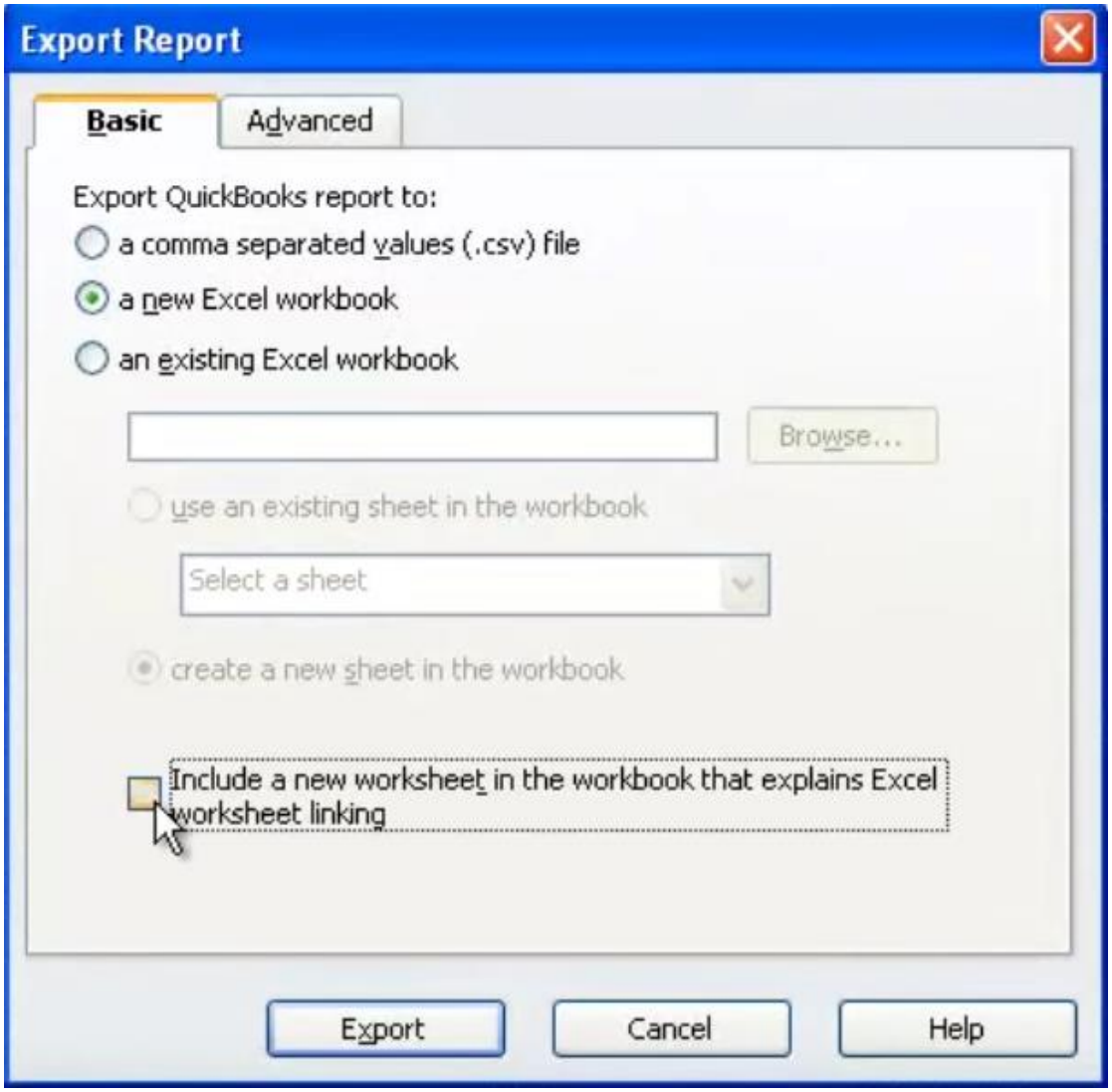


Select “Create new worksheet” and “in new workbook”



In older versions of Quickbooks you may need to select the “Export button”

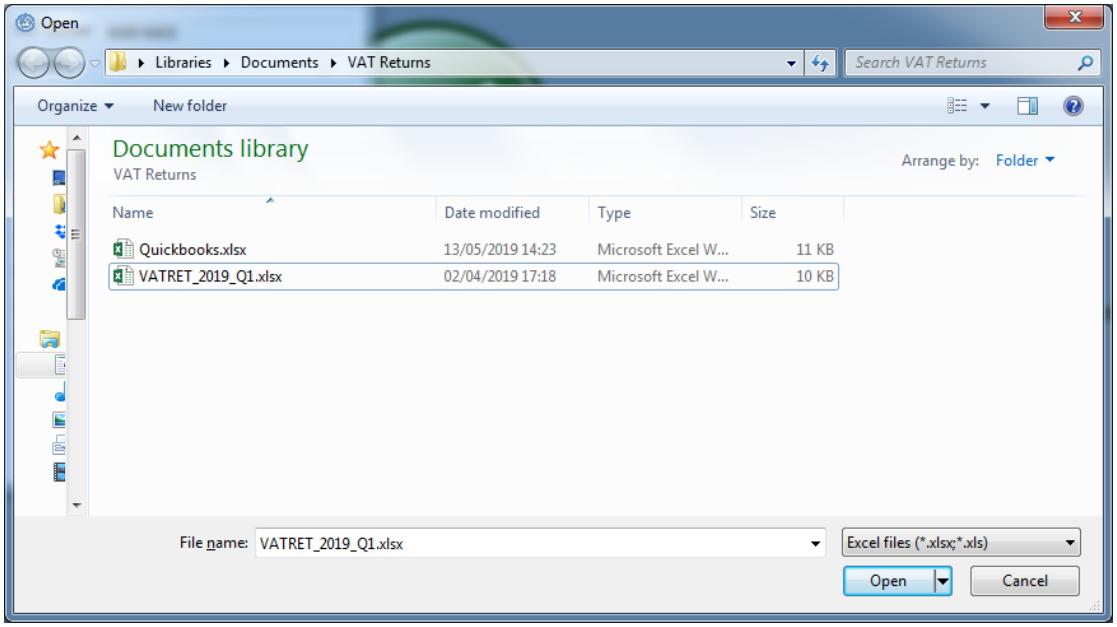
Then make sure that you choose to create a new Excel workbook and that the “Include a new worksheet….” option is **not** ticked as shown below.



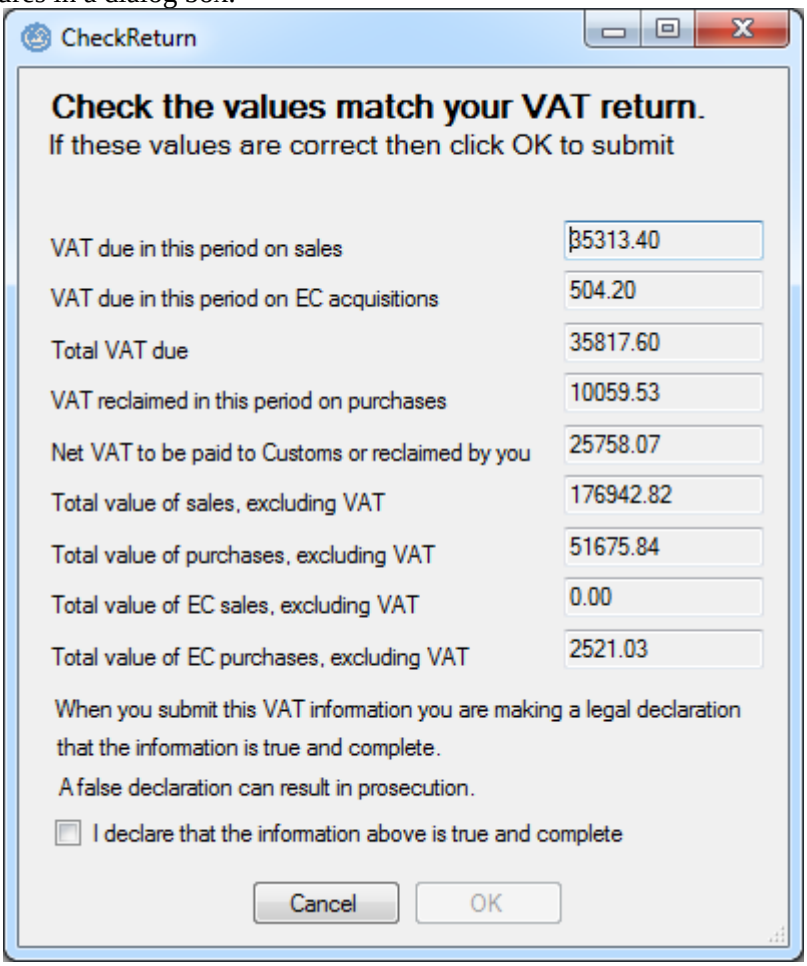
You will now see and Excel spreadsheet. Save this file. We would recommend choosing a file name to identify the date of the VAT return.

Make sure that you exit Excel.

Now on the MTDSimple form make sure that the data format is set to “Quickbooks Excel 2001-2016” and click “Submit Return”. You will now need to select the file that you just saved.

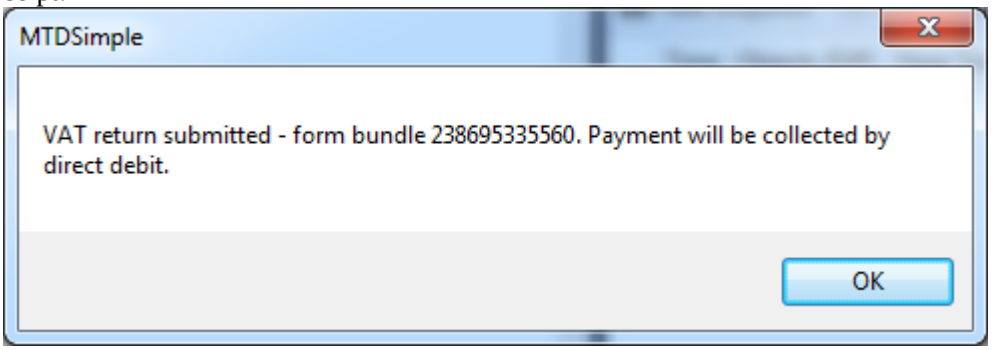


When you have selected the file lick “Open”. The software will now display the VAT return figures in a dialog box.



You **must** check that the figures shown match the VAT figures shown in Sage and that these figures are correct.
When you are satisfied that the figures are correct, tick the check-box to show that the information is true and complete and then click OK. Your VAT return will now be

submitted. If the submission is successful then you will see a dialog box confirming receipt.

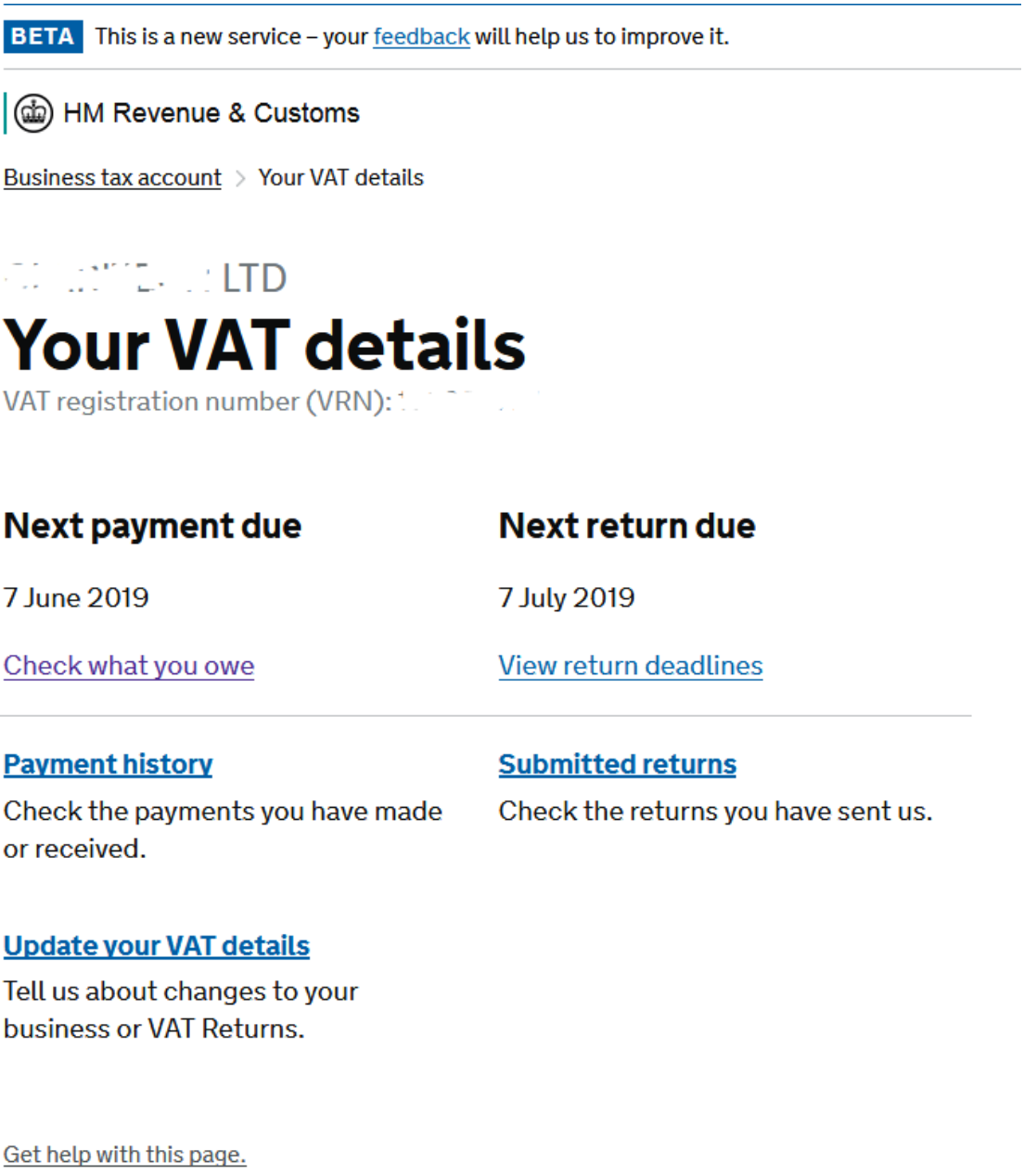


If the figures are not correct then just click cancel and start again.

7. Checking your VAT return has been received

When you submit your VAT return using MTDSimple then you will get a confirmation that the figures have been received by HMRC.
In order to keep the interface of the application as simple as possible we do not provide the facility to use MTDSimple to view previously filed returns or view your VAT liability.
All of this can be done using the HMRC web pages.

- Go to https://www.gov.uk/send-vat-return and log in using your credentials.
- Scroll down the page and click on "View your VAT details"



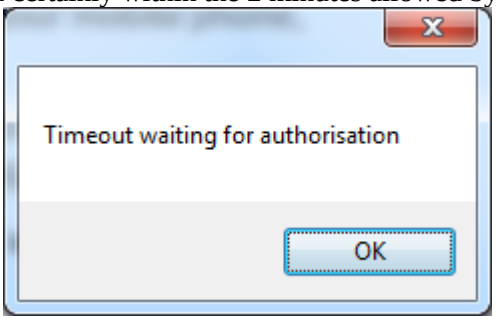
From this page you can click on the links to check what you owe (which will then allow you to view a previous VAT return and set up, amend or cancel a direct debit to

pay the VAT). You can also view previously submitted returns and your payment history.
Note that the historical information will only include data from after your move to the HMRC MTD platform and will not include data from before the transition to MTD.s

8. Common Problems and Error Messages

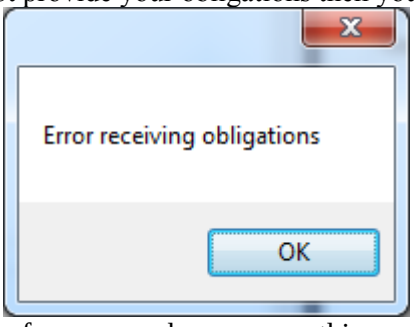
8.1 Timeout

If you do not complete the procedure to grant authority in time then you will see a timeout error. In order to avoid this error you should ensure that you grant authority as quickly as possible and certainly within the 2 minutes allowed by the software.



8.2 Error Receiving Obligations

If HMRC's gateway cannot provide your obligations then you will see this message.

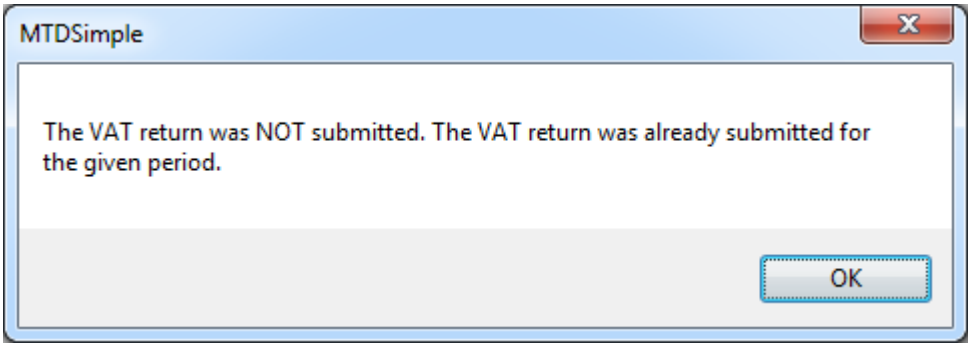


There may be a number of reasons why you see this message – unfortunately the gateway does not provide any more information for us to display since this would be a possible security weakness in their interface. Possible reasons for the problem are:

- You do not have permission to access the MTD gateway – have you registered for MTD for VAT separately (see section 2)
- You have granted authority using a user ID/password associated with a different VAT number from the one that you have entered in the MTDSimple main screen

8.3 VAT return was NOT submitted

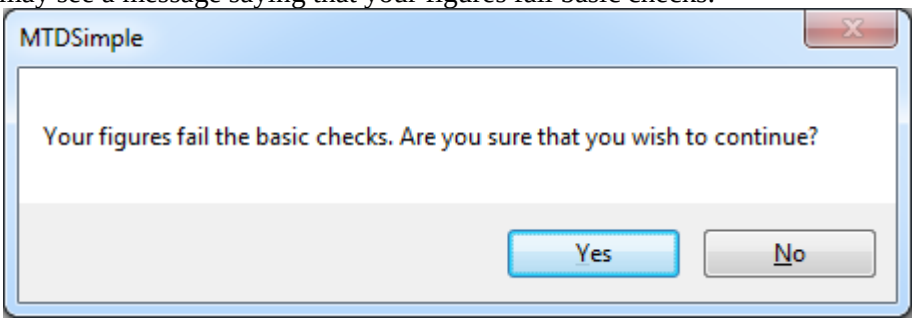
You may see a message saying that the VAT return was not submitted. This will usually have some additional text provided by the HMRC gateway letting you know why the VAT return has failed.



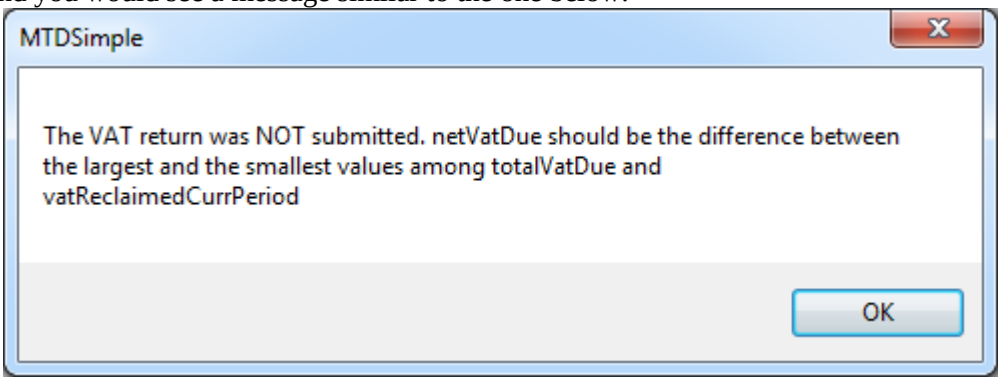
In the case shown above, the VAT return for the period has already been submitted so cannot be submitted again.

8.4 Your Figures Fail Basic Checks

You may see a message saying that your figures fail basic checks.



This is usually because the figures do not make sense (for example the VAT due is not equal to the VAT charged by you to your customers minus the VAT charged by your suppliers). If you continue then the return is likely to be rejected by HMRC's gateway and you would see a message similar to the one below.



8.5 Cannot Grant Authority

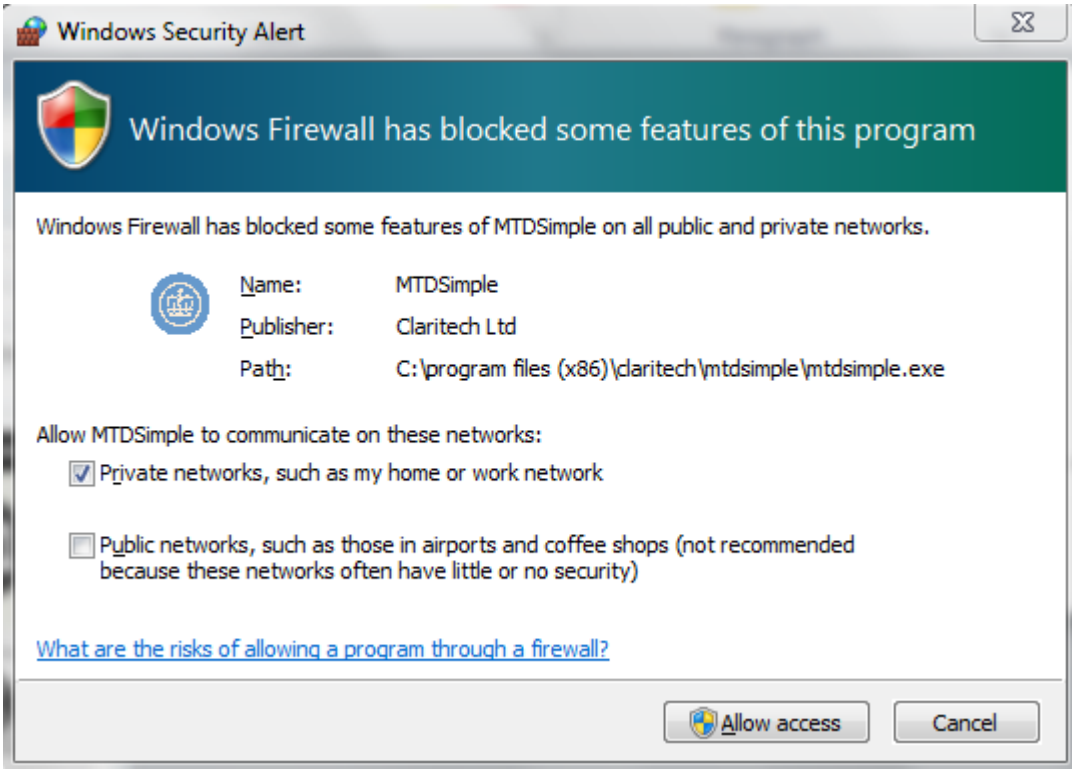
In order to allow MTDSimple to submit VAT return data on your behalf you must grant the software authority to do so using HMRC's gateway. This is an area that is prone to potential issues since it requires MTDSimple to access the internet and use your browser that you have installed on your computer.

If you are having problems granting authority then please check the following sections to see if they will solve your issues. Please be aware that you may have multiple issues so you may need to try different solutions e,g, turning off your firewall and using a different browser.

8.5.1 Firewall Issues

Your firewall may be blocking access to the internet. MTDSimple must have access to the internet in order to collect obligations, submit returns etc. There are a number of different firewall programs available so it is impossible for us to provide detailed instructions for using each one, please refer to the documentation that was delivered with you internet security program for more information.

You may see an alert similar to the one shown below:



Please make sure that you click the “Allow access” button.

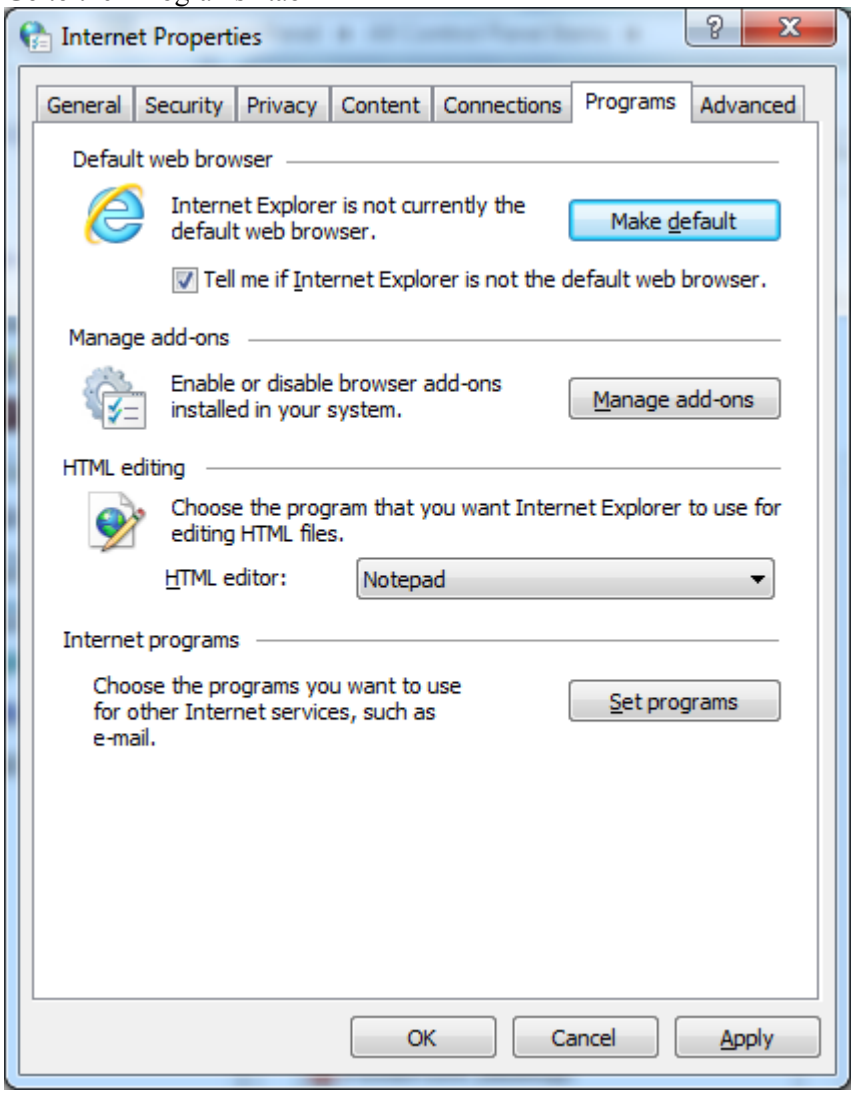
If this doesn’t solve your problems then try **temporarily** disabling your firewall and tring again. If this does solve your problem then the problem lies with your firewall configuration and you should refer to your internet security software documentation for more information on how to allow MTDSimple to access the interent correctly. Please note that you should only disable your firewall for a short period of time since the firewall provides valuable security for your computer.

8.5.2 Browser Problems

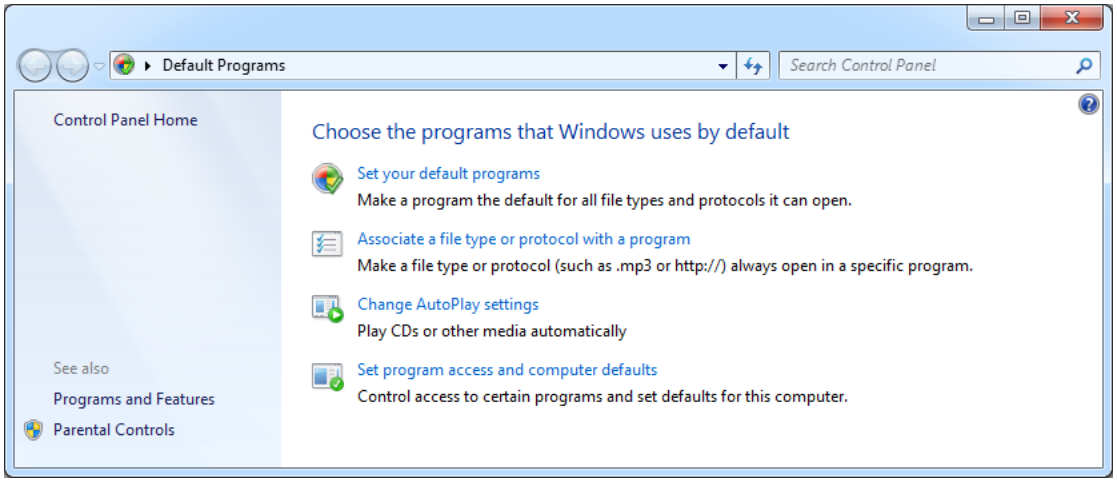
Your browser configuration may be causing problems with the process required to grant authority. Please make sure that you are using the latest version of your chosen browser.
We have tested MTDSimple with Firefox, Google Chrome, Internet Explorer and Edge. Our experience is that Google Chrome and Firefox seem to work better than Internet Explorer but we have only had problems with Internet Explorer on one test machine.

Please check that your chosen browser is set as the default browser for internet options. Go to your windows control panel and select “Internet Options”.

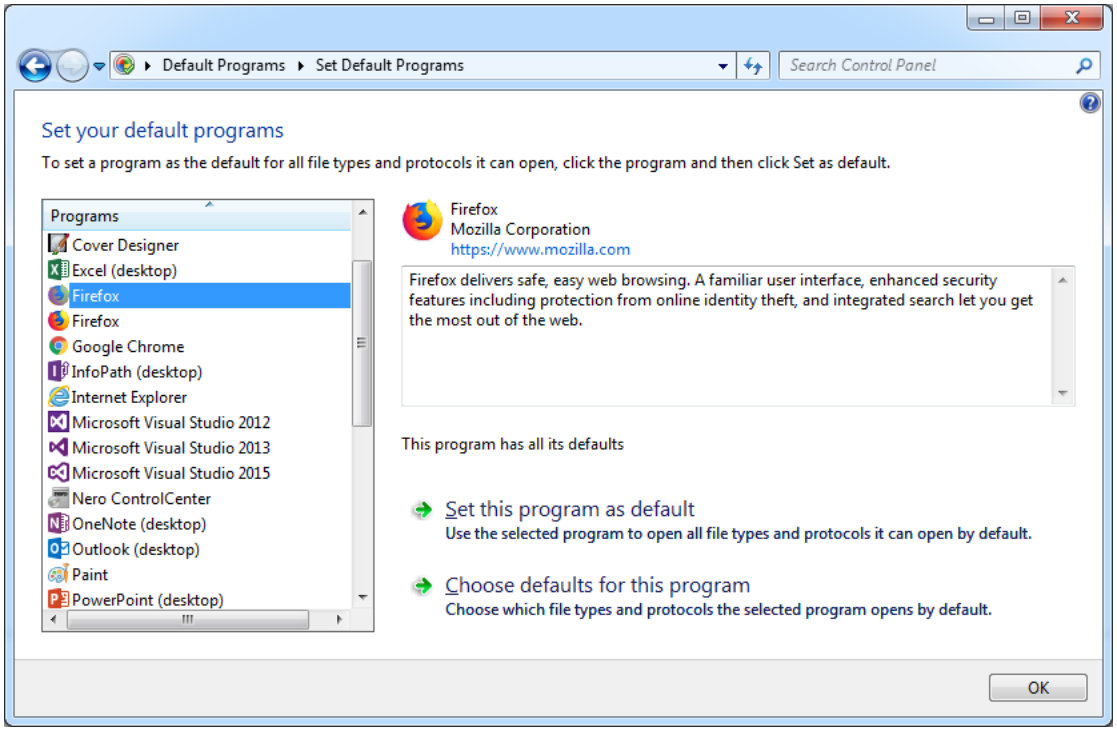
Go to the “Programs” tab



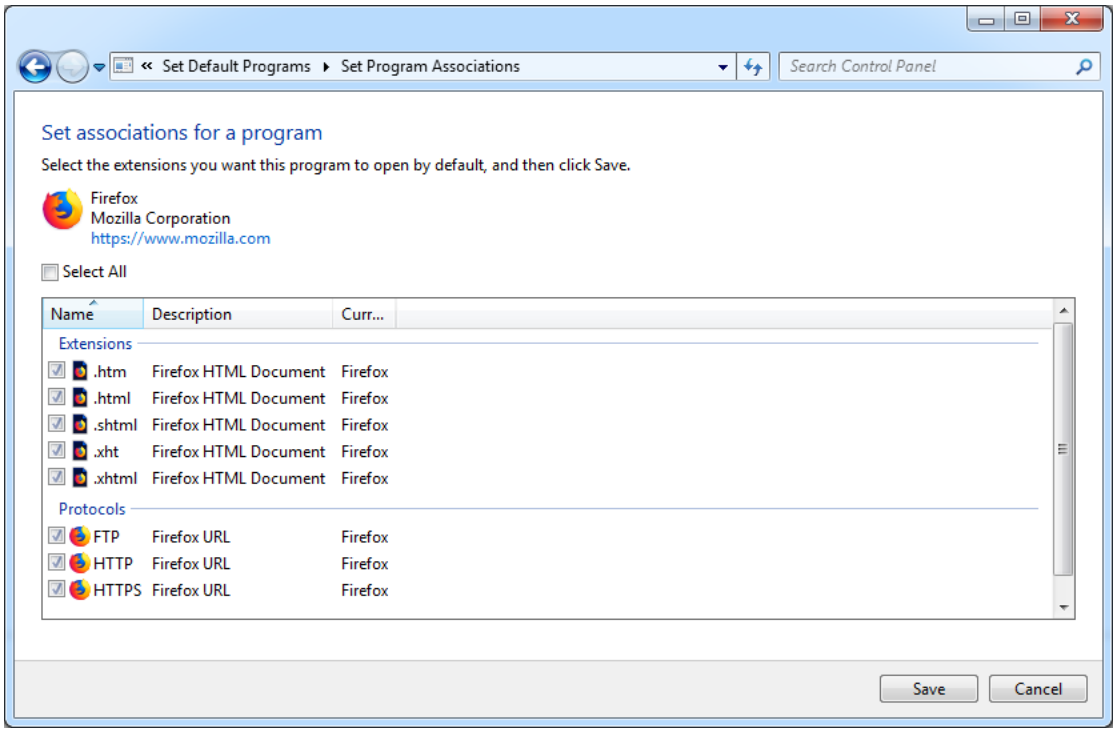
Click on “Set Programs”



Now click on “Set your default programs” and choose your preferred browser in the list on the left had side of the window.



Click on “Choose defaults for this program”



Make sure that all extensions and protocols are ticked. Then click Save and try granting authority again.

If you are having problems then try installing a new browser (Firefox or Chrome) and make that the default browser for your system.