

# evolution<sup>™</sup> powered by Integrity Software

# MAKING TAX DIGITAL FOR VAT

# FOR USE FROM APRIL 2019

IMPORTANT DOCUMENT

PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR MTD VAT RETURN FROM APRIL 2019

Integrity Software Systems Ltd

First Floor | Landmark House East | Alpha Court Business Park | Lincoln | Lincolnshire | LN6 3TA | United Kingdom

Support: +44 (0)3453 40 30 40 | Email: support@integrity-software.net



## CONTENTS

IMPO	DRTANT INFORMATION	.3
1.	SUMMARY OF CHANGES	.4
2.	TAX REGIME MAINTENANCE	. 5
3.	VAT RETURN (MTD)	.7
4.	CHECK OBLIGATIONS	.9
5.	AUTHORISATION1	L <b>O</b>
6.	HMRC 'VAT OBLIGATIONS' MESSAGING1	13
7.	VAT RETURN (MTD) SUBMISSION	14
8.	VIEWING PREVIOUS MTD SUBMISSIONS	16
9.	VAT ADJUSTMENTS1	L <b>8</b>
10.	EC VAT	21
11.	GROUP VAT	22
12.	VAT REPORTING	24



# **IMPORTANT INFORMATION**

- The contents of this document are intended for users who have purchased the Evolution M 'MTD VAT' module
- Businesses over the current turnover threshold of £85,000 are mandated to submit their VAT Returns via HMRC's new API (Application Programming Interface) channel, as part of their 'Making Tax Digital' changes, from April 2019. This is also provided those businesses are not eligible for exemptions or deferrals until October 2019, or beyond.
- Evolution M version 7.01.12182 or above must be installed before you attempt to submit a VAT Return via MTD for your first new VAT liability period from April 2019. If you submit VAT Returns monthly, this could be May 2019 for your first MTD VAT submission for April 2019. If you submit returns quarterly, this will be either July, August or September 2019 for your first MTD submission.
- Note that you cannot submit your VAT Return via the MTD channel prior to April 2019 unless you have specifically requested to join HMRCs 'pilot' scheme. Once you have made an MTD submission you must continue to submit VAT returns this way and not via the 'old' channel (either online, or via the VAT100 submission from Evolution M).
- When using the MTD VAT module for the first time in Evolution M, you must grant authority for Integrity Software's application to send HMRC VAT returns on your behalf
- The nine box figures on your VAT Return cannot be amended prior to submission, but you will be able to make adjustments via a new 'VAT Adjustments' routine, if required
- Evolution M also contains the functionality to enable you to perform Group VAT submissions for those customers that have multiple companies that share the same VRN (VAT Registration Number)
- All submission information and data is retained for audit purposes
- EC rates may also be setup if required which will automatically populate boxes 2, 8 and 9 (VAT Due On EC Acquisitions, Net EC Supplies and Net EC Acquisitions respectively) on the VAT Return
- You must have signed up for MTD on HMRCs portal. Ensure you have done this and have received confirmation back from HMRC before attempting to do a submission.
- More information regarding MTD VAT legislation changes can be found here:

https://www.gov.uk/government/consultations/making-tax-digital-reforms-affectingbusinesses/making-tax-digital-for-vat-legislation-overview



# **1. SUMMARY OF CHANGES**

The MTD VAT legislative changes present in version 7.01 are contained within the following routines:

- Utilities / System Controls > System Controls > Tax Regime Maintenance. This routine has a new 'MTD' tab present available for UK Tax Regimes that contains the new MTD Authorisation fields.
- Utilities / System Controls > System Controls > VAT Group Maintenance. This is a new utility that allows you link companies together that share the same VRN (VAT Registration Number) for Group submissions.
- Nominal > VAT > VAT Return (MTD). This is the new VAT Return to use for MTD submissions. Once a return has been submitted via this channel the old submission (VAT100) will no longer work. The 'Previous Submissions' tab will detail 'MTD' only records for audit purposes.
- Nominal > VAT > HMRC Submission Enquiry (MTD). This is similar to the existing routine, but
  has been tailored specifically to the VAT files that are created by Evolution M and sent to
  HMRC along with their responses back.
- Nominal > Postings > VAT Adjustments. This is a new utility that will allow you to make adjustments to Input or Output Goods and / or VAT prior to submission, if required.

Your Evolution M system will need to be licenced for the MTD VAT module prior to use.

If you have never used the **VAT Return** routine in Evolution M itself before, you will need to ensure that you run it and clear the records to the start date of your next obligation prior to sending an MTD VAT submission to HMRC.

For example, say your first VAT obligation period from April 2019 is 1<sup>st</sup> April 2019 to 30<sup>th</sup> June 2019 and you have never used the VAT Return routine in Evolution M before. You will need to run the **VAT Return** (not the VAT Return (MTD) routine) up to 31<sup>st</sup> March 2019 in order for the system to mark those records as processed, *prior* to running the **VAT Return (MTD)** routine from 1<sup>st</sup> April 2019 to 30<sup>th</sup> June 2019, in July 2019 (and before the deadline of 7<sup>th</sup> August). If you have your **Tax Regime Maintenance > 'Return By'** option set to **Period**, then the same applies – i.e. you would need to clear up to your March 2019 period before generating your MTD return for April – June 2019.

Please bear in mind that this routine could take some time if you have used Evolution M for years and have never used the 'VAT Return' routine.



# 2. TAX REGIME MAINTENANCE

In order to use the new VAT Return (MTD) functionality you will a) need to be licenced for it and b) will need to ensure your UK Tax Regime is set to "HMRC Submission" for your VAT Method.

You should already be licenced for MTD, so go into **Utilities / System Controls > System Controls > Tax Regime Maintenance** and select Tax Regime code **UK** and you will be presented with the screen below:

Tax Regime Code	UK =		
Main MTD Additional			
Name	UK Tax Regime		
Currency	Sterling	•	
Reg Name	Integrity Software - MTD VAT QA	Next Return Date	30 Nov 2018
Reg Number	132456789	Return Frequency	Quarterly
Next Return Period	11 2018	Return By	Period 💌
Method	HMRC Submission	HMRC Sender ID	
Subcontractor			
Tax Office Reference	A304	Employer Ref. No.	A304
Tax Office Number	999	Accounts Office Ref.	123AB1234567
Net Tax Rate	20.00	Send to HMRC URL	https://secure.gateway.gov.uk/submission
Higher Tax Rate	30.00	HMRC Test Indicator	No  Separate Return
Unique Tax Reference	1234567890	Digital Certificate	
Tax Control	BS-320-10	SHEET CIS tax deducted from subco	optractors

If your VAT 'Method' is not set to "HMRC Submission" as above, then click 'Modify', change it and then click 'OK' to save it away.

Also ensure the Reg Number (VRN) is correct for that company. If you have a shared VRN for multiple companies – i.e. Group VAT – then please see section 11 which details how to setup Group VAT.



You will also notice there is a new 'MTD' tab present which contains the following four new fields for MTD VAT submissions:

🔟 Tax File (	Regime Maintenance - UK Tax Regime Options Help	
-	Tax Regime Code	UK 📮
M	ain MTD Additional	
	MTD Authorisation Details	
	URL	https://api.service.hmrc.gov.uk
	Client ID	ļ
	Client Secret	1
$ \rightarrow $	User ID	123456789012

The URL, Client ID and Client Secret should all be pre-populated with values, so please <u>do not change</u> <u>the contents of these fields</u>. If you do, your submissions will not work.

You can input your HMRC 12-digit '**User ID**' in the field, as above. When you do your first MTD VAT Submission you will go through an Authorisation process and it will automatically pre-populate the 'User ID' if it is present above.



# 3. VAT RETURN (MTD)

The new VAT Return (MTD) facility is in Nominal > VAT menu:



Clicking on the VAT Return (MTD) routine will present you with a screen similar to this:

/AT Return (MTD) Options Help			-	٥	×
lake VAT Return Previou	s Submissions				
Tax Regime	UK Tax Regime				
Next Return Period	11 2018				
Show Transactions	No				
	<u>S</u> ubmit	Print	Ç	ancel	

You can choose to view transactions or not and click the 'Print' button when you are ready. We would recommend that you choose '**Yes**' on **Show Transactions** and that you print out the report and ensure you are happy with all of the figures present before proceeding. If you wish to make adjustments to your VAT Return before submitting the data to HMRC please see section 9 on 'Vat Adjustments' (you cannot adjust any figures at box level prior to submission).

Once you have viewed the report the '**Submit**' button will be available:



Integrity Software Systems Ltd

First Floor | Landmark House East | Alpha Court Business Park | Lincoln | Lincolnshire | LN6 3TA | United Kingdom

Support: +44 (0)3453 40 30 40 | Email: <u>support@integrity-software.net</u>



Start 01 Jan 2018 -	End 31 M	Mar 2018 💌
	To Submit	
VAT Due On Outputs	1,146,685.44	[ Box 1 ]
VAT Due On EC Acquisitions	0.00	[ Box 2 ]
Total VAT	1,146,685.44	[ Box 3 ]
VAT Reclaimed On Inputs	907,388.60	[ Box 4 ]
Net VAT	239,296.84	[ Box 5 ]
Net Sales And Outputs	8,036,168	[ Box 6 ]
Net Purchases And Inputs	5,873,581	[ Box 7 ]
Net EC Supplies	0	[ Box 8 ]
Net EC Acquisitions	0	[ Box 9 ]
Internal Notes		
Declaration		
When you submit this VAT information yo	ou are making a legal declara tion. Click Submit to confirm	tion that the information is true and complete.

#### Click 'Submit' to get to the new MTD VAT submission screen:

The **Start** and **End** dates will default based on when your next return is due ('Next Return Date' from Tax Regime Maintenance). If these dates do not agree with what HMRC have for your outstanding obligation period, then the submission will not go through.

Values in **boxes 1 to 9** cannot be edited. If adjustments are required, then these need to be posted via the system itself, or via the **Vat Adjustments** utility. If Boxes 2, 8 and 9 are required for your return, then you will need to have setup your VAT Codes to be '**EC Sales**' or '**EC Purchases**' in VAT Code Maintenance and made postings to those specific VAT code(s) prior to the return being run (see sections 9 & 10). 'EC' postings can also be made in Vat Adjustments.

**Internal Notes** can be used for internal purposes – these will not go to HMRC but will be retained for audit purposes in Evolution M.

**Check Obligations** – this routine can be used to check that HMRC agrees with your outstanding obligations prior to actually submitting your VAT Return. It is recommended that you do this prior to you first submission, because it will ensure that the system is setup correctly and is communicating with HMRC properly without actually sending any VAT data to them (see section 5).

**Submit** – use this to send your VAT Return to HMRC, when you are happy with all the values.



# **4. CHECK OBLIGATIONS**

The 'Check Obligations' button in the 'VAT Return (MTD)' routine should be used before your very first MTD submission attempt. This will ensure that the flow of communication between Evolution M and HMRC is working prior to the actual submission itself.

The first time you click 'Check Obligations' it will take you through an authorisation process. After authorisation it will send the start and end dates to HMRC and they will return a response to say either the period is 'Due' (i.e. HMRC haven't received the submission for that date range yet), or it has been 'Fulfilled' (i.e. you have already sent the submission to HMRC for that date range previously).

Simply click 'Check Obligations' in the bottom left hand corner of the 'VAT Return (MTD)' routine to launch the authorisation process:

Online Submission (MTD)			
Start 01 Apr 201	9 ▼ End 30 、	Jun 2019 👻	
	To Submit		
VAT Due On Outputs	1,146,685.44	[ Box 1 ]	
VAT Due On EC Acquisitions	0.00	[ Box 2 ]	
Total VAT	1,146,685.44	[ Box 3 ]	
VAT Reclaimed On Inputs	907,388.60	[ Box 4 ]	
Net VAT	239,296.84	[ Box 5 ]	
Net Sales And Outputs	8,036,168	[ Box 6 ]	
Net Purchases And Inputs	5,873,581	[ Box 7 ]	
Net EC Supplies	0	[ Box 8 ]	
Net EC Acquisitions	0	[ Box 9 ]	
Internal Notes			^
			~
Declaration			
When you submit this VAT informati	on you are making a legal declara	tion that the information is true and comple	te.
A raise declaration can result in pro-	Secution. Click Submit to confirm 1	mis and send your VAT Return to HMRC.	
Check Obligations		<u>S</u> ubmit	Abandon



# 5. AUTHORISATION

The first time you click either '**Check Obligations**' or '**Submit**', the system will go through an authorisation process. This to for you to grant authority for Integrity Software to send HMRC VAT Returns on your behalf via our online 'API'. Authorisation lasts for 18 months.

You will be presented with a screen similar to this - click 'Continue':



#### Integrity Software Systems Ltd

First Floor | Landmark House East | Alpha Court Business Park | Lincoln | Lincolnshire | LN6 3TA | United Kingdom

Support: +44 (0)3453 40 30 40 | Email: <u>support@integrity-software.net</u>

![](_page_10_Picture_0.jpeg)

Sign in to the Government Gateway by entering your User ID and Password and clicking 'Sign In':

HMRC Making Tax Digital Authorisation

GOV.UK uses cookies to make the site simpler. Find out more about cookies

•**†•**• GOV.UK

BETA This is a new service – your feedback will help us to improve it.

# Sign in using Government Gateway

#### Government Gateway user ID

This could be up to 12 characters.

123456789012

Password

#### Sign in

Create sign in details

### Problems signing in

I have forgotten my password

I have forgotten my Government Gateway user ID

Get help with this page

The 'User ID' will automatically be populated if you have entered it in Tax Regime Maintenance > MTD > User ID.

Page 11

![](_page_11_Picture_0.jpeg)

After clicking '**Sign in**' you will be presented with a screen similar to the following (although for live submissions it will say 'The Evolution M – MTD VAT Application' software application is requesting..."):

HMRC	Making Tax Digital Authorisatio	n	
	🏙 GOV.UK		
	HM Revenue &	Customs	
	Authority your beha	to interact v alf	vith HMRC on
	The Integrity Soft application is reque	ware - MTD VAT Applic esting to do the following:	ation (Sandbox) software
	<ul> <li>View your VAT in</li> <li>Change your VA</li> </ul>	formation T information	
	It will be able to do authority.	the above for 18 months	from when you grant
	Grant authority	<u>Do not grant authority</u>	Integrity Software - MTD VAT Application (Sandbox) will act in accordance with their privacy policy.
	You can <u>remove th</u>	s authority (opens in a ne	<u>ew tab)</u> at any time.

Click 'Grant authority' to allow our application to send VAT data to HMRC on your behalf. This authorisation will last for 18 months, per VRN (VAT Registration Number).

![](_page_12_Picture_0.jpeg)

# 6. HMRC 'VAT OBLIGATIONS' MESSAGING

#### VAT Obligations – example 'Due' message

This is how it should look before your first submission attempt (with the dates relating to your period of obligation of course), with a blue notice saying 'Due: <date>':

🖳 HN	ARC VAT O	oligations				_		×
		2	017-04-01	l - 201 <sup>°</sup>	7-04-30			
			Due: 20	017-06	-07			
					MATT 23	/01/20	19 20:5	4:41

#### VAT Obligations – example 'Fulfilled' message

If you do 'Check Obligations' for a return that has already been sent you will see a window similar to this in green saying 'Fulfilled: <Date>':

🖳 HN	/IRC VAT Obligations	-		×
	2017 01 01 2017 01 21			1
	2017-01-01 - 2017-01-31			
	Fulfilled: 2017-03-06			
				•
	MATT 04	/02/20	19 15:0	5:57

![](_page_13_Picture_0.jpeg)

# 7. VAT RETURN (MTD) SUBMISSION

When you have gone through the 'Check Obligations' and authorisation process, you are ready for your first MTD submission. Before you click the '**Submit**' button please ensure you are happy with all of the figures in boxes 1 to 9. If for any reason you need to make adjustments, you can make these via the system itself, or via the new 'VAT Adjustments' routine. <u>Do not</u> click 'Submit' until you are satisfied that the values are correct and you have reconciled the figures with your Nominal ledger. Also note and read HMRCs 'Declaration' before attempting a submission.

Optional internal notes that may be applicable to the return can be entered, if required. Any notes entered can be read at a later date:

Start 01 Apr 201	9 <b>–</b> End 30 <b>.</b>	Jun 2019 🔻	
	To Submit		
VAT Due On Outputs	1,146,685.44	[Box 1]	
VAT Due On EC Acquisitions	0.00	[ Box 2 ]	
Total VAT	1,146,685.44	[ Box 3 ]	
/AT Reclaimed On Inputs	907,388.60	[ Box 4 ]	
Net VAT	239,296.84	[ Box 5 ]	
Net Sales And Outputs	8,036,168	[ Box 6 ]	
Net Purchases And Inputs	5,873,581	[ Box 7 ]	
Net EC Supplies	0	[ Box 8 ]	
Net EC Acquisitions	0	[ Box 9 ]	
Internal Notes			
eclaration When you submit this VAT informat A false declaration can result in pro	ion you are making a legal declara secution. Click Submit to confirm	tion that the information is true and this and send your VAT Return to H	complete. IMRC.
Check <u>O</u> bligations		<u>S</u> ub	mit <u>A</u> bandon
		1	

Support: +44 (0)3453 40 30 40 | Email: support@integrity-software.net

![](_page_14_Picture_0.jpeg)

After clicking '**Submit**' you will be presented with a screen similar to the following if the submission has been successful:

MMRC Submission	(Submit)	×
Status :	Successful Submission	
00: Period from 01	-01-2017 to 31-01-2017. Form Bundle: 302922878788. Charge Ref. DLFHjGNbSyQiYg6c.	
	<u>O</u> K	

The '**Form Bundle**' and '**Charge Ref**' are unique references that HMRC provide in relation to the submission itself. There is no need to print the screen above, as this information is stored and retrievable via the 'Previous Submission' (see section 7).

Click 'OK' on the 'Successful Submission' screen and Evolution M will then process the VAT records as being 'sent' (this could some time depending on the amount of transactions that make up the return and how fast your server is):

Updating	
Integrity Software - MTD VAT QA (Test co.)	

When the update has finished click 'OK' on the Updates Completed window:

Updates Completed	×
VAT Return Complete	
ОК	

Integrity Software Systems Ltd First Floor | Landmark House East | Alpha Court Business Park | Lincoln | Lincolnshire | LN6 3TA | United Kingdom Support: +44 (0)3453 40 30 40 | Email: <u>support@integrity-software.net</u>

![](_page_15_Picture_0.jpeg)

# 8. VIEWING PREVIOUS MTD SUBMISSIONS

After a successful submission has been made it will populate the 'Previous Submissions' tab in the VAT Return (MTD) routine:

VAT Return (MTD)     File Options Help								_	- x
Make VAT Return Previous Submissions									
VAT Due On Outputs	[Box 1]	Net Sales And Ou	itputs	[Box 6]					
VAT Due On EC Acquisitions	[Box 2]	Net Purchases Ar	nd Inputs	[Box 7]					
Total VAT	[Box 3]	Net EC Supplies		[Box 8]					
VAT Reclaimed On Inputs	[Box 4]	Net EC Acquisitio	ns	[Box 9]	<b>V</b>				
Net VAT	[Box 5]				MTD V	iew			-
Return Start Date Return End Date	Return Period	Created User Name	Submitted [Box 1]	Submitted	[Box 2]	Submitted [Box 3]	Submitted [Box 4]	Submi	itted [B
01 Jan 2017 31 Jan 2017	01 2017	05 Feb 2019 md	1,146,685.44		0.00	1,146,685.44	907,388.60		239,29

The default view will be 'MTD View' which will include the following columns:

Return Start Date	Start Date of the return
Return End Date	End Date of the return
Return Period	End period of the return
Created	Date the return was done
User Name	User that completed the return
Submitted Box [1 – 9]	Values submitted to HMRC for each box figure
MTD Form Bundle	Unique reference from HMRC for the return
MTD Charge Ref	Unique reference from HMRC for the return
Internal Notes	Internal Notes entered for the return
Group Companies	Company code of each company that forms part of Group return (see section 10)

![](_page_16_Picture_0.jpeg)

Normal grid functionality exists on this screen, so it can be exported to Excel if required.

In addition, if you **double-click** a transaction in the 'Previous Submission' tab then the system will make a 'View **VAT Return**' API-call to HMRC and return the data that they hold on their system for that particular return:

T Due On Outputs	[Box 1]	Net Sales And Outputs	IBox 61	
T Due On EC Acquisitions	[Box 2]	The details listed below are	$ \Box$ X	
tal VAT	[Box 3]	2017-01-01 to 2017	7-01-31	
T Reclaimed On Inputs	[Box 4]			
et VAT	[Box 5]	VAT Box	Amount (£)	D View
eturn Start Date Return End Dat	e Return Period	[1] VAT Due On Outputs	1,146,685.44	2] Submitted [Box 3] Submitted [Box 4] Submitted
		[2] VAT Due On EC Acquisitions	0.00	0 1,140,000,44 907,000,00 200
		[3] Total VAT	1,146,685.44	
		[4] VAT Reclaimed On Inputs	907,388.60	
		[5] Net VAT	239,296.84	
		[6] Net Sales And Outputs	8,036,168	
		[7] Net Purchases And Inputs	5,873,581	
		[8] Net EC Supplies	0	
		[9] Net EC Acquisitions	0	
			18AD	
			md 05/02/2019 11:45:51	

This may also be printed using the highlighted icon if required.

Close the 'View Vat Return (HMRC)' window down before trying to close the VAT Return (MTD) routine down.

![](_page_17_Picture_0.jpeg)

# 9. VAT ADJUSTMENTS

HMRC do not allow any of the figures to be altered at box level as part of MTD submissions as the totals themselves must have corresponding records that make up those totals. Corrections can be made in the system itself for any mis-postings, but you can also use 'VAT Adjustments' if required also, which will only affect the VAT Return itself (i.e. there will be no output to the Nominal, or any other, ledger).

Examples for using 'Vat Adjustments' may include: partial exemptions, adjustments for EC figures, adjustments for other companies using the same VRN, adjustments for company car fuel scale charges etc.

Wat Adjustments File Help		- D X
Туре	Period Batch No	Batch Date
Reference 1 Date Goods Value VAT Code VAT Notes	Warning       NB: This Routine Will Not Post To The Nominal Ledger, Only The Not To the Nominal Ledger, Only The Not Return Itself. Notes And A Reference To Explain Postings Are Mandatory. Use With Caution.       Yes     No	Field descriptions: 'Goods Value' - values entered here will affect either the Output or Input 'Goods' on the VAT Return and therefore also Box 6 (Net Sales And Outputs) or Box 7 (Net Purchase And Inputs). X 1' - values entered here will update either the Output or ut 'VAT' on the VAT Return and therefore also Box 1 (Vat e On Outputs) or Box 4 (VAT Reclaimed On Inputs). I' Code' and 'Notes' are also both mandatory. sitive or negative values can be used on either the 'Goods Value' or 'VAT'.
View		<u>O</u> K <u>C</u> ancel

Go into **Nominal > Postings > VAT Adjustments** and note the warning message:

You will be presented with a normal 'Batch Header' screen, in which the Journal Type is 'VAT Adjustment'.

You can input a default VAT Code on the header if required to be used for the postings.

![](_page_18_Picture_0.jpeg)

On the VAT Adjustment posting screen itself both **Reference 1** and **Notes** are mandatory.

You can then enter a date, Goods Value, VAT Code, VAT value and choose either 'Input' or 'Output' VAT to be affected. No validation is done on the Goods or VAT values, so they can be entered independently of one another or together, or even have different signs (e.g. one positive and the other negative). A description of the fields to aid understanding of how the boxes will be affect is present on the right-hand side of the screen:

Field descriptions:
'Goods Value' - values entered here will affect either the Output or Input 'Goods' on the VAT Return and therefore also Box 6 (Net Sales And Outputs) or Box 7 (Net Purchase And Inputs).
'VAT' - values entered here will update either the Output or Input 'VAT' on the VAT Return and therefore also Box 1 (Vat Due On Outputs) or Box 4 (VAT Reclaimed On Inputs).
'VAT Code' and 'Notes' are also both mandatory.
Positive or negative values can be used on either the 'Goods Value' or 'VAT'.

Here is an example of a posting that will increase box 6 by £5,000 (input goods) and increase box 4 by £1,000 (input VAT):

Reference 1	Ref1		
Date	10 Jan 2019 🔻		
Goods Value	5,000.00		
VAT Code	Standard Rate	-	]
VAT	1,000.00	Input	]
Notes	Note to explain postings.		^

![](_page_19_Picture_0.jpeg)

After adjustments have been made these can be viewed using **Utilities / System Controls > Reports > List Batch Updates** routine.

Select 'VAT' on left and right in both Ledger Detail To Show and Run Parameters > From Ledger as shown below:

Help				
edger Details To Show		 arameters		
C Contract and Nominal	Transactions	From Ledger	TAV	
⊂ Purchase		From Date	05 Feb 2019 🔻	
C Subcontract		From Batch	Ē	
C All Sales		To Batch	₹	
C Works Order Sales		From Posting Date	05 Feb 2019 -	
C Sales exc Works Orders		To Posting Date	05 Feb 2019 💌	
🔶 🤉 vat				
⊂ Cashbook				
Processing				
Batch				

A report similar to this will then show only the 'VAT Adjustment' postings:

			Integrity	- Software / List Bate	MTD VAT QA (Gro ch Updates	up)			
Ledger :	VAT		From Date :	05 Feb 2019	From Batch	: 0	To Batch: 0		
	Date	Period	VAT Code	Rate	Ref 1	Goods	VAT	Notes	
	Batch: 8	Posted:	12:54:24 05 Feb 2019	Batch Type:	VAT Adjustments	Operator: md		Batch Total:	5,000.00
	10 Jan 2019	01 2018	1	20.00	Ref1	5,000.00	1,000.00	Note to explain p	ostings.
						** End o	f Report **		

Re-run the VAT Return (MTD) routine and the adjustment postings will be included in the boxed values for HMRC.

![](_page_20_Picture_0.jpeg)

# 10. EC VAT

If you have a requirement to send figures to HMRC in box 2 (VAT Due On EC Acquisitions), box 8 (Net EC Supplies) and box 9 (Net EC Acquisitions) then you will need to setup EC VAT codes accordingly in **Utilities / System Controls > System Controls > VAT Code Maintenance**. We would recommend that a new VAT code is created for EC, so input a new code and click '**Create**'.

Say 'Yes' to **EC Sales**, **EC Purchases**, **Registered** and **Active** and enter the VAT rate in the **Reverse Charge** field (<u>not</u> in the 'Rate' field, which must be left at zero):

VAT Code	10 ₹		
Main			
Description	EC vat code		
Rate	0.00		
VAT Control Input	70-710-003	Ę	Current Liabilities VAT Inputs
VAT Control Output	70-710-001	Į	Current Liabilities VAT RETURNS
EC Sales	Yes 💌		
EC Purchases	Yes 💌		
Registered	Yes 💌		
Active	Yes 💌		
Date Inactive		•	
Tax Regime	UK Tax Regime	-	
Reverse Charge	20.00		
Reverse Charge	20.00		
	VAT Code Main Description Rate VAT Control Input VAT Control Output EC Sales EC Purchases Registered Active Date Inactive Tax Regime Reverse Charge	VAT Code       10       ■         Main        EC vat code         Rate       0.00          VAT Control Input       70-710-003          VAT Control Output       70-710-001          EC Sales       Yes       ▼         EC Purchases       Yes       ▼         Registered       Yes       ▼         Active       Yes       ▼         Date Inactive           Tax Regime       UK Tax Regime         Beverse Charge       20.00	VAT Code       10       Image: Constraint of the second se

Ensure the VAT Control Input and Output codes are also entered as per your system and click 'OK' to save the VAT code away.

When using the 'EC' VAT code in postings routines – e.g. Sales and Purchase Invoices – it is important to not enter a VAT value on the posting, as the system will use the percentage in the 'Reverse Charge' in order to populate the VAT Return (MTD) correctly.

Note that Sales postings to EC codes will update box 8 with the Goods value (there is no VAT for EC Sales) and Purchase postings to EC codes will update box 9 with the Goods value and both boxes 2 and 4 with the VAT value (i.e. the 'reverse charge') which is automatically calculated by the system.

If you haven't setup EC codes prior to running the VAT Return (MTD) routine you could create the code and then use 'VAT Adjustments' to populate boxes 2 (& 4), 8 and 9, as required.

![](_page_21_Picture_0.jpeg)

## 11. GROUP VAT

If you have more than one company that shares the same VRN (VAT Registration Number), then you can link these companies together in Evolution M and send a Group submission for them. Note that HMRC have postponed Group / Subsidiary submissions until October 2019, but Evolution M will cater for this now.

Firstly, ensure that the following four fields are identical in each of the companies that share the same VRN in **Utilities / System Controls > System Controls > Tax Regime Maintenance**:

	VAT			
	Reg Name	Integrity Software	Next Return Date	31 Mar 2019 💌
$ \longrightarrow $	Reg Number	12345678	Return Frequency	Quarterly
$ \longrightarrow $	Next Return Period	03 2019	Return By	Period
	Method	HMRC Submission	HMRC Sender ID	

Once the above has been set, you must then choose the company from which you are going to make the MTD VAT submissions and ensure you are logged into that company (the system will prevent MTD submissions from any subsidiary company and only allow submissions from the designated Group company you have selected). Go into **Utilities / System Controls > System Controls > VAT Group Maintenance** which will display a list of potential companies that can be added into the Group:

🔟 VAT Group	Maintenance			
File Options	Help			
Dee N	10045070	Nerre		
Regin	umber  12345678	Name	Integrity Softw	vare - MID VAT QA
Main				
Со	Name			Select
03	Integrity Software - MTD VAT QA			
ma	Integrity Software - MTD VAT QA	(Test co.)		

Click '**Modify**' and then select each company that needs to be added into the Group company ('p2' in this example). Below company '03' has been selected and not company 'ma' because that is a test company that needs to be excluded:

Options	Help		
Reg N	umber 12345678	Name	Integrity Software - MTD VAT C
ain			
Со	Name		Select
03	Integrity Software - MTD VAT QA		
ma	Integrity Software - MTD VAT QA (		

Integrity Software Systems Ltd

First Floor | Landmark House East | Alpha Court Business Park | Lincoln | Lincolnshire | LN6 3TA | United Kingdom

Support: +44 (0)3453 40 30 40 | Email: support@integrity-software.net

![](_page_22_Picture_0.jpeg)

Tax Regime Maintenance will the show the Group company code against the 'Reg Number' (after clicking 'Modify'):

VAT Reg Name	Integrity Software
Reg Number (see p2)	12345678
Next Return Period	03 2019
Method	HMRC Submission

When running VAT Return (MTD) from the Group company it will report 'Group VAT Return In Operation' and display each other company that is part of that Group:

Group VAT	Return In Operation	×
<u> </u>	The Following Companies Will Be Included As Part Of This VAT Return: Integrity Software - MTD VAT QA (p2) Integrity Software - MTD VAT QA (03)	
	ОК	

The VAT report will then provide you with a breakdown of the figures for each company, as well as the overall totals for all companies. These overall Group totals will automatically populate boxes 1 to 9 for the submission. Once the submission has been sent, each set of company data will be updated in the normal way.

If you attempt the VAT Return (MTD) routine for a subsidiary company instead of the main Group company the following warning will be presented:

![](_page_22_Picture_7.jpeg)

You are still able to run the original 'VAT Return' routine if you wish to check the individual figures for that company if required.

Integrity Software Systems Ltd First Floor | Landmark House East | Alpha Court Business Park | Lincoln | Lincolnshire | LN6 3TA | United Kingdom Support: +44 (0)3453 40 30 40 | Email: <u>support@integrity-software.net</u> Webuittogrity software net | Company Bac No. 2410508

![](_page_23_Picture_0.jpeg)

# **12. VAT REPORTING**

If you wish to view the details of a previously submitted return, either at summary or transaction level, then you can use **Nominal > VAT > VAT Report**. This is an existing report and not new for MTD, but it has been changed to incorporate Group VAT report as part of the MTD changes. If you have Group VAT setup and run the VAT Report from the Group company, it will operate as per the VAT Return (MTD) and include all companies within the Group.

If you wish to regenerate the report of a previous VAT Return then you will need to enter the end Period in 'To Period' and 'Period Returned' as well as selecting 'Yes' to 'Included On Return':

🔟 VAT Report		
File Options Help		
Tax Regime	UK Tax Regime	•
From Period		
→ To Period	03 2019	
Show Transactions	No	
Included On Return	Yes	
Period Returned	03 2019	

The resultant print should then match your submission data for that particular period.