



Construction
Management
Solutions



MAKING TAX DIGITAL FOR VAT

FOR USE FROM APRIL 2019

IMPORTANT DOCUMENT

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

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IMPORTANT INFORMATION

- The contents of this document are intended for users who have purchased the Evolution '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 version 7.7.0 or above must be installed first before the start of your VAT quarter or month 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. You will also need to call into Support to activate the MTD VAT module.
- Note that you cannot submit your VAT Return via the MTD channel prior to April 2019 unless you have specifically requested to join HMRC's 'pilot' scheme. Once you have made an MTD submission you must continue to submit VAT returns this way and not via the 'old' channel (online).
- When using the MTD VAT module for the first time in Evolution, 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 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 HMRC's 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-affecting-businesses/making-tax-digital-for-vat-legislation-overview>



1. SUMMARY OF CHANGES

The MTD VAT legislative changes present in version 7.7.0 are contained within the following routines:

- **Supervisor > Company Details > HMRC Details.** This maintenance program has a new 'Making Tax Digital' section.
- **Supervisor > System Defaults > VAT.** EC VAT codes can now be setup here and will write to the boxes 2, 8 and 9, if required.
- **Nominal > VAT (MTD) > 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 routine (VAT Return) cannot be run.
- **Nominal > VAT (MTD) > VAT Submission Enquiry.** This new routine records the submission data that has been sent to HMRC. This includes who did it, when, for what date range, the figures for boxes 1 to 9 and the unique response back from HMRC for audit purposes.
- **Nominal > VAT (MTD) > VAT Archive Report.** This is a new report that can be ran for previous VAT Returns if you wish to see the transactions that made up the total for the particular return.
- **Nominal > VAT (MTD) > 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 system will need to be licenced for the MTD VAT module prior to use. Please call in to Support to do this before attempting to use it.

If you have never used the **VAT Return** routine in Evolution 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 a MTD VAT submission to HMRC.

For example, say your first VAT obligation period from April 2019 is 1st April 2019 to 30th June 2019 and you have never used the VAT Return routine in Evolution before. You will need to run the **Nominal > Reports > VAT Return** (not the VAT Return (MTD) routine) up to 31st March 2019 in order for the system to mark those records as processed, *prior* to running the **VAT Return (MTD)** routine from 1st April 2019 to 30th June 2019, in July 2019 (and before the deadline of 7th August).

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



2. SUPERVISOR SETUP

Login as **Supervisor** and go into the **Company Details** routine and ensure your 'Vat No' is correct for each company that needs to do MTD VAT submissions from Evolution:

The screenshot shows a 'Company Details' dialog box with the following fields:

- Company: 1
- Name: COMPANY NAME
- Address: ADDRESS 1, ADDRESS 2, ADDRESS 3, ADDRESS 4
- Post Code: POST CODE
- Phone: 01234 567890
- Telex: (empty)
- Fax: (empty)
- Vat No: 123456789 (highlighted by an orange arrow)
- Website: (empty)
- Email Address: www
- Registration No.: (empty)
- Property Register: Company 0

Buttons: Delete, Ok, Cancel

Note that the VAT number can be either 9 digits in the format "XXX XXXX XX" (block of 3, block of 4, block of 2) or as 'XXXXXXXXXX' (block of 9, as above). If your number is in the block of 3, 4, 2 format, then the system will automatically remove the spaces when sending the MTD submission to HMRC.

Once the number is correct click 'OK' and 'OK' again over the Bank Details to reach the **HMRC Details** screen (see next page).



2.1 HMRC DETAILS

Here you will see a new 'Making Tax Digital' section with the 'URL', 'Client ID' and 'Client Secret' already pre-populated:

Name	COMPANY NAME
	MAIN CONTRACTOR
UTR	4444444444
Accounts Office Ref	11PA11111111
Corp. Tax UTR	
Self-Assess UTR	
SenderID	
URL	https://secure.gateway.gov.uk/submission
Making Tax Digital	
URL	https://api.service.hmrc.gov.uk
Client ID	[REDACTED]
Client Secret	[REDACTED]
User ID	123456789012

If you complete the 'User ID' field, when you do your first MTD VAT Submission you will go through an Authorisation process and it will automatically pre-populate the 'User ID' for. At the moment this field is global across all companies, so if you have more than one company in Evolution with different User IDs please leave this field blank.

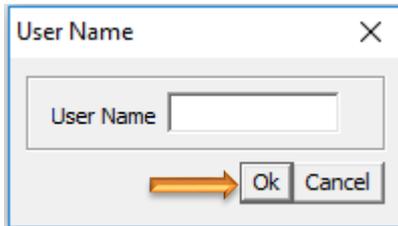
Do not change the contents of the 'Client ID' or 'Client Secret' fields, as submissions will fail if they are changed.

Click 'OK' to save the details away.

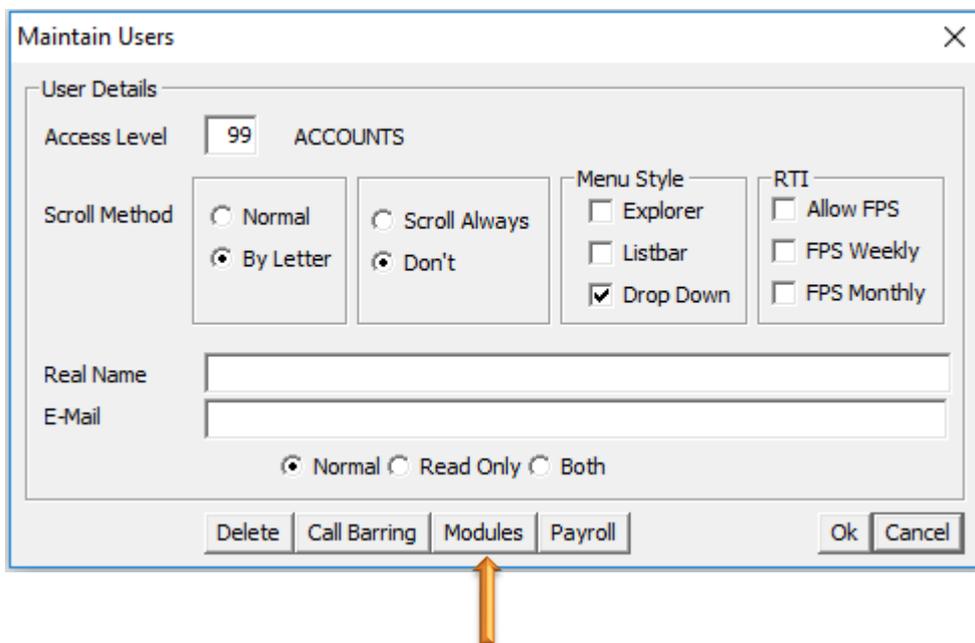


2.2 USER DETAILS – ADDING ‘VAT (MTD)’ TO YOUR MENU

From the main **Supervisor** menu click on **User Details** and input the user that needs access to the new MTD VAT module and click ‘OK’:

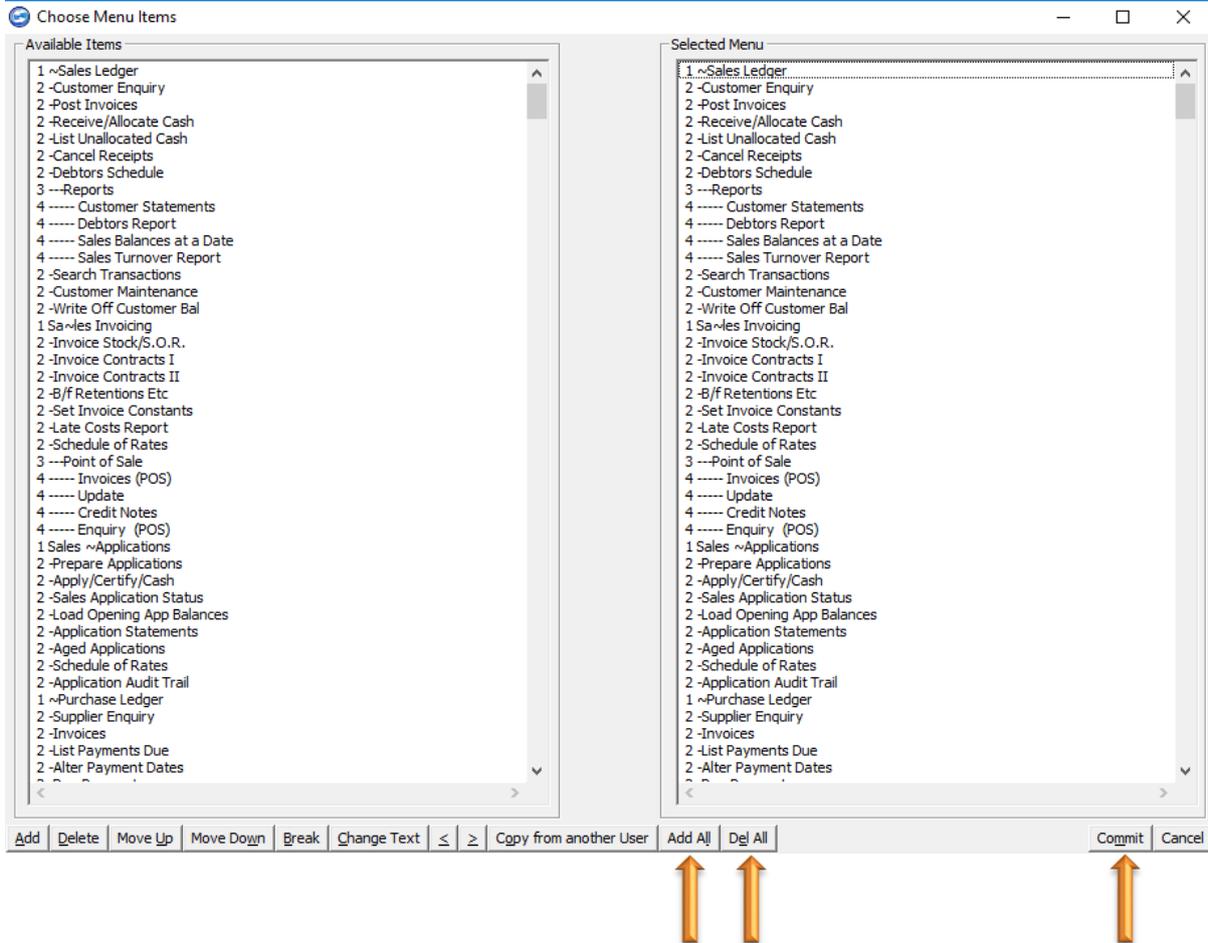


Click on Modules:

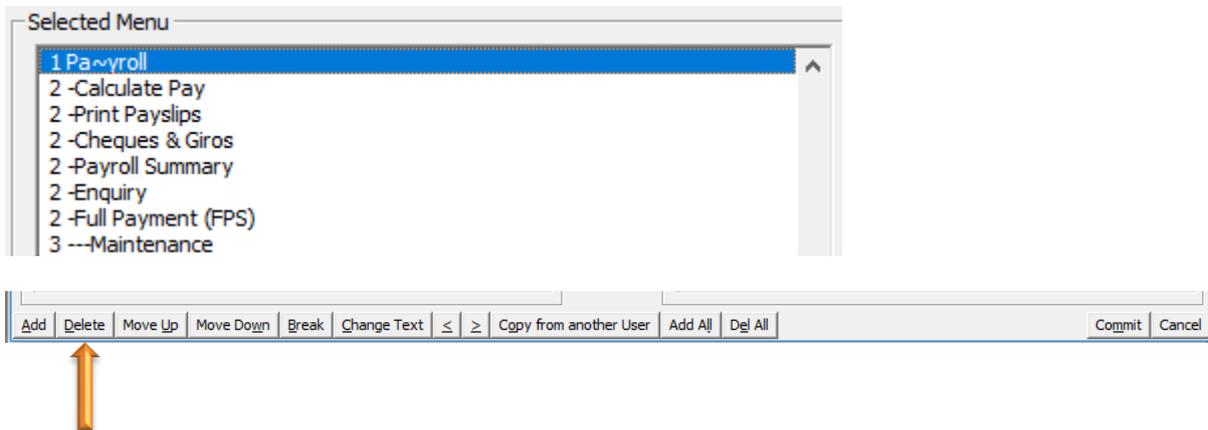




The easiest way to add the new 'VAT (MTD)' module to your menu, if you have access to everything already, is to click 'Del All', then 'Add All' then click 'Commit':



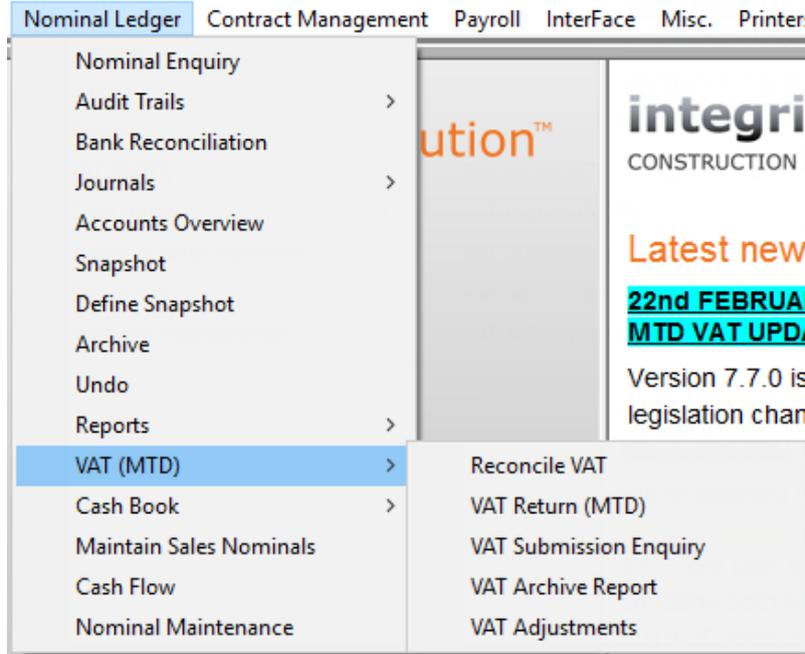
If you wish to give access to the new MTD VAT module but wish to restrict something else – e.g. Payroll – then click 'Del All', then 'Add All' and then find Payroll (or the module you wish to restrict access to) on the right-hand side under 'Selected Menu', click on it (to highlight it) and then click 'Delete'. Repeat this if there are multiple restrictions and then click 'Commit' and then 'OK' to save.





3. THE NEW 'VAT (MTD)' MENU

After allowing access to the new 'VAT (MTD)' module as above, login as the user and you will see the new module under Nominal Ledger, as below:



RECONCILE VAT

The 'Reconcile VAT' program is the same as the existing **Reports > Reconcile VAT** routine and should always be done before attempting to run 'VAT Return (MTD)'. This routine requires a start and end date and will allow you to reconcile your VAT return entries against the entries in your VAT control account in the Nominal Ledger.

The report is split into two sections: 1) Entries in the VAT Nominal not found in the VAT file and 2) Entries in the VAT file not found in the VAT Nominal.

It is normal to see an entry in the VAT Nominal which is a journal for your payment to HMRC in section 1, as well as entries marked 'EARLY DATE' for section 2.

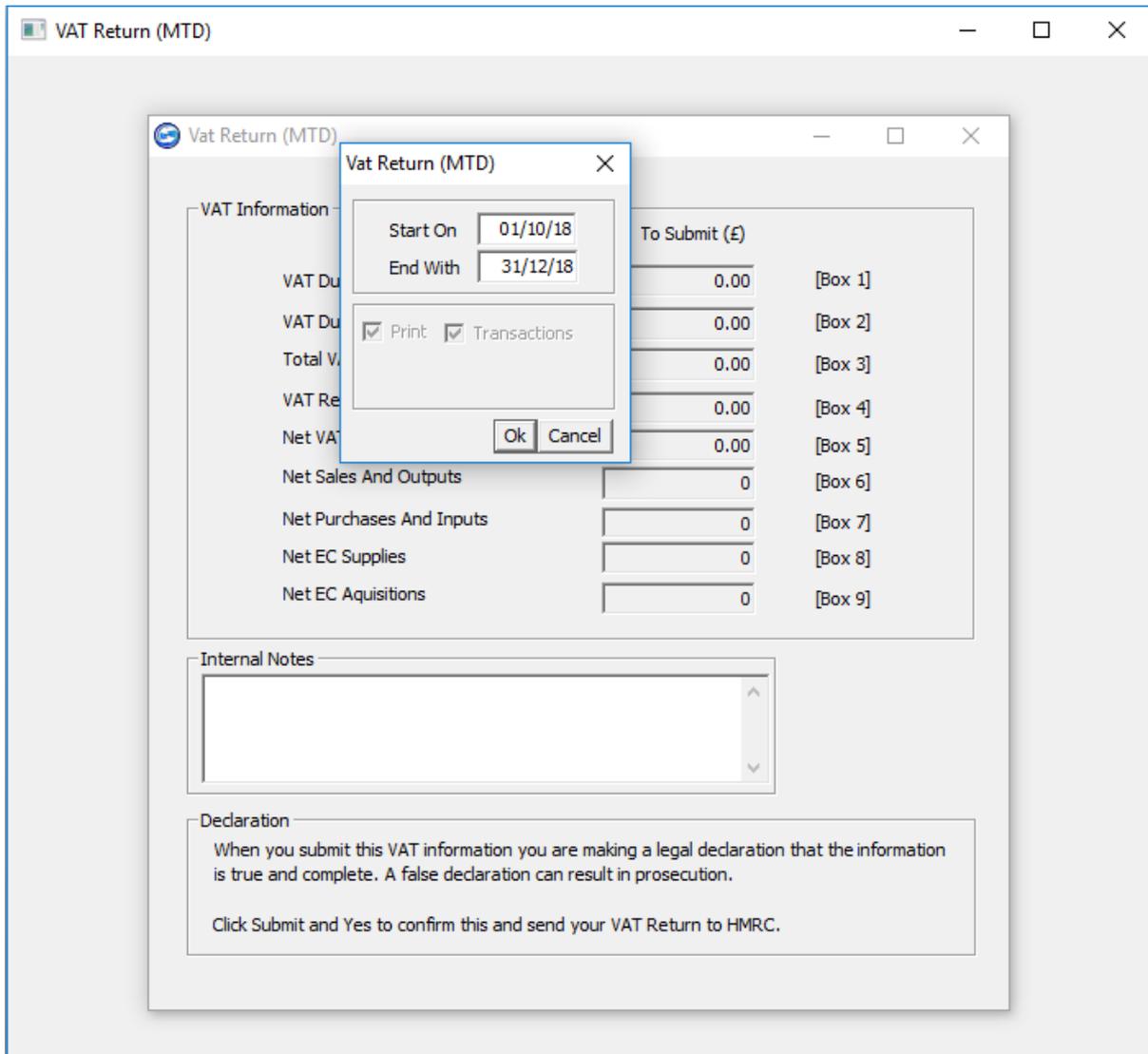
These 'early dates' are entries that have been posted after your last VAT return, but dated within the last return (so they will be part of the current return). E.g. if you ran your return for October/November/December and accepted it and then in January you posted a late Purchase Ledger invoice and dated it December, it would appear in section 2 marked 'EARLY DATE' when running for January/February/March return, which is correct.

Anything other than the above scenarios should be investigated before attempting to run 'VAT Return (MTD)'.



4. VAT RETURN (MTD)

The new 'VAT Return (MTD)' routine is very similar to the existing 'VAT Return' routine. You will be asked to input 'Start On' and 'End With' dates for the return initially. Note that both 'Print' and 'Transactions' are now mandatory and cannot be unticked:





The system will then produce the normal report of the VAT transactions, grouped together by source (i.e. Sales, Purchases, Nominal, Sales & Purchase Applications and Payroll). The report has been changed in the follows ways:

- The full name company is now printed at the top of the report
- The VAT code against the transactions will now print in brackets after the label of the VAT code – e.g. if code 1 was labelled ‘S’ (for Standard rate) it will show as “S (1)” after the transaction itself
- The box 1 to 9 totals are included
- The VAT analysis (which isn’t sent to HMRC) also includes the VAT code in brackets after the label
- If Group VAT is required, the report will amalgamate each companies VAT returns together on a single report

After you have viewed and printed and checked the report, you will be presented with the submission screen itself which contains the values in each box, internal notes which are retained for audit purposes and HMRC’s Declaration which must be read:

VAT Information		To Submit (£)	
VAT Due On Outputs	175381.44	[Box 1]	
VAT Due On EC Aquisitions	0.00	[Box 2]	
Total VAT	175381.44	[Box 3]	
VAT Reclaimed On Inputs	118971.49	[Box 4]	
Net VAT	56409.95	[Box 5]	
Net Sales And Outputs	1083629	[Box 6]	
Net Purchases And Inputs	636943	[Box 7]	
Net EC Supplies	0	[Box 8]	
Net EC Aquisitions	0	[Box 9]	

Internal Notes

Declaration

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

Click Submit and Yes to confirm this and send your VAT Return to HMRC.

VAT Return Complete

Confirm Complete

Submit Cancel

Check Obligations



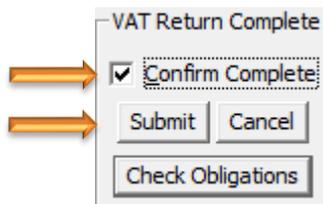
The **Start On** and **End With** dates input on the initial screen must agree with what HMRC have for your outstanding obligation period, otherwise the submission will fail.

The 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 new **Vat Adjustments** utility. If EC boxes 2, 8 and 9 are required for your return, then you will need to have ticked '**EC**' against the relevant VAT code(s) in **Supervisor > System Defaults > VAT** prior to making postings against those codes and before the return is run (see section 11). '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.

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 your first submission, because it will ensure that the system is setup and is communicating with HMRC properly without actually sending any VAT data to them (see section 5).

Confirm Complete – when you are happy with the figures in the 'To Submit (£)' column for each box, click 'Confirm Complete' and this will enable the 'Submit' button:



Cancel – if you wish to abandon the submission click 'Cancel' and it will drop out of the routine without submitting to HMRC (or updating Evolution).



5. 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 and HMRC is working prior to the actual submission itself.

The first time you click '**Check Obligations**' (or 'Submit') 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:

VAT Information		To Submit (£)
VAT Due On Outputs	175381.44	[Box 1]
VAT Due On EC Aquisitions	0.00	[Box 2]
Total VAT	175381.44	[Box 3]
VAT Reclaimed On Inputs	118971.49	[Box 4]
Net VAT	56409.95	[Box 5]
Net Sales And Outputs	1083629	[Box 6]
Net Purchases And Inputs	636943	[Box 7]
Net EC Supplies	0	[Box 8]
Net EC Aquisitions	0	[Box 9]

Internal Notes

Declaration

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

Click Submit and Yes to confirm this and send your VAT Return to HMRC.

VAT Return Complete

Confirm Complete

Submit Cancel

Check Obligations



6. AUTHORISATION

The first time you click either ‘**Check Obligations**’ (or ‘**Confirm Complete**’ > ‘**Submit**’) the system will go through an Authorisation process. This is 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**’:

HMRC Making Tax Digital Authorization

GOV.UK

HM Revenue & Customs

Authority to interact with HMRC on your behalf

Evolution - MTD VAT Application 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

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

HMRC Making Tax Digital Authorisation

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Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

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 **Supervisor > Company Details > HMRC Details > Making Tax Digital > User ID**.



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

HMRC Making Tax Digital Authorisation

 **GOV.UK**

 HM Revenue & Customs

Authority to interact with HMRC on your behalf

The **Integrity Software - MTD VAT Application (Sandbox)** software application is requesting to do the following:

- View your VAT information
- Change your VAT information

It will be able to do the above for 18 months from when you grant authority.

 **Grant authority** [Do not grant authority](#) **Integrity Software - MTD VAT Application (Sandbox)** will act in accordance with their [privacy policy](#).

You can [remove this authority \(opens in a new tab\)](#) at any time.

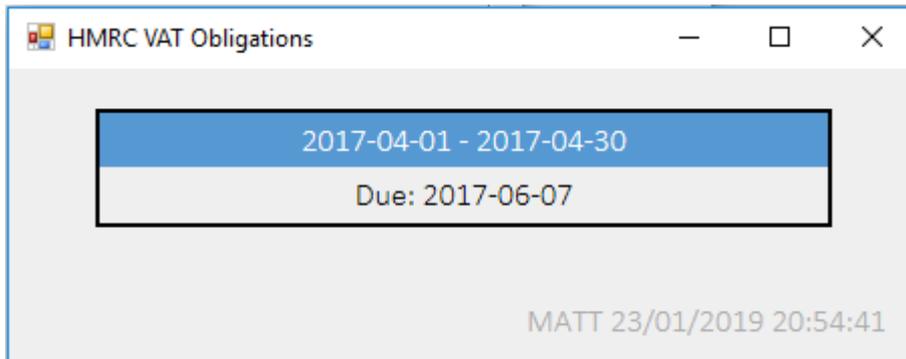
Click 'Grant authority' to allow our application to send VAT data to HMRC on your behalf. This authorisation will last for 18 months, per VRN (VAT Registration Number).



7. CHECK OBLIGATIONS MESSAGING

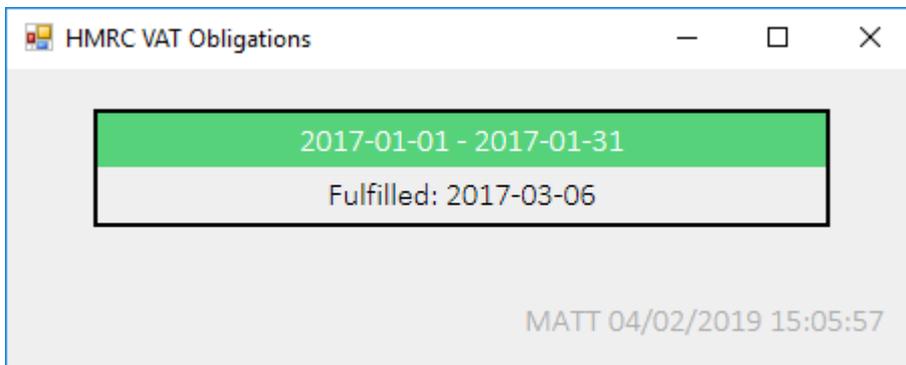
VAT Obligations – example ‘Due’ message

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>’:



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>’:





8. VAT RETURN (MTD) SUBMISSION

When you have gone through the 'Check Obligations' and the Authorisation process, you are ready for your first MTD submission. Before you click the '**Confirm Complete**' 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. Do not click 'Confirm Complete' then '**Submit**' until you are satisfied that the values are correct and you have reconciled the figures with your Nominal ledger. Also note and read HMRC's '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:

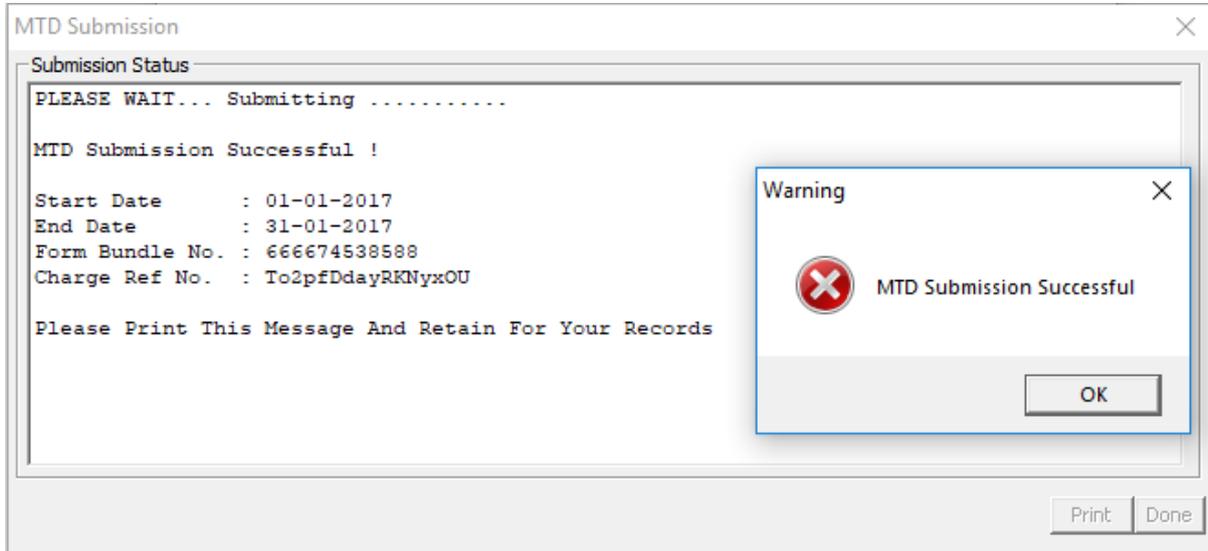
The screenshot shows the 'Vat Return (MTD)' window with the following sections:

- VAT Information Table:**

	To Submit (£)	
VAT Due On Outputs	175381.44	[Box 1]
VAT Due On EC Aquisitions	0.00	[Box 2]
Total VAT	175381.44	[Box 3]
VAT Redaimed On Inputs	118971.49	[Box 4]
Net VAT	56409.95	[Box 5]
Net Sales And Outputs	1083629	[Box 6]
Net Purchases And Inputs	636943	[Box 7]
Net EC Supplies	0	[Box 8]
Net EC Aquisitions	0	[Box 9]
- Internal Notes:** A text area for entering notes, indicated by an orange arrow.
- VAT Return Complete:** A section containing a checked checkbox for 'Confirm Complete', 'Submit', 'Cancel', and 'Check Obligations' buttons. An orange arrow points to the 'Confirm Complete' checkbox.
- Declaration:** A section with a text box containing the following text: "When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution. Click Submit and Yes to confirm this and send your VAT Return to HMRC." An orange arrow points to this section.



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



The 'Form Bundle' and 'Charge Ref' are unique references that HMRC provide in relation to the submission itself. If you don't print the above message the information is stored and is retrievable via the new 'VAT Submission Enquiry' routine also.

Click 'OK' on the 'MTD Successful Submission' screen and then either Print to print, or Done to finish. Evolution will then process the VAT records as being 'sent' before returning you back to the main menu.



9. VAT SUBMISSION ENQUIRY

After a successful submission has been made you can view details of the submission itself via the 'VAT Submission Enquiry' program. Single left-click an entry in the grid and the figures at the top of the screen for the submission will be populated:

The screenshot shows two windows. The top window displays a summary table with the following data:

VAT Due On Outputs	175381.44	Box [1]	VAT Reclaimed On Inputs	118971.49	Box [4]	Net Purchases And Inputs	636943.00	Box [7]
VAT Due On EC Aquisitions	0.00	Box [2]	Net VAT	56409.95	Box [5]	Net EC Supplies	0.00	Box [8]
Total VAT	175381.44	Box [3]	Net Sales And Outputs	1083629.00	Box [6]	Net EC Aquisitions	0.00	Box [9]

The bottom window shows a data grid with the following columns: Start Date, End Date, Period, Date Sub, Time, User ID, Box [1], Box [2], Box [3], Box [4], Box [5]. The first row is highlighted with an orange arrow:

Start Date	End Date	Period	Date Sub	Time	User ID	Box [1]	Box [2]	Box [3]	Box [4]	Box [5]
01/03/17	31/03/17	03/17	11/03/19	10:22:14	MATT	175381.44	0.00	175381.44	118971.49	56409.95

The following columns are included:

- Start Date** Start Date of the return
- End Date** End Date of the return
- Period** End period of the return
- Date Sub** Date the return was done
- Time** Time the return was done
- User ID** User that completed the return
- Box [1 – 9]** Values submitted to HMRC for each box figure
- Form Bundle** Unique reference from HMRC for the return
- Charge Ref** Unique reference from HMRC for the return
- Submit Co** The company code from which the return was done, if Group VAT is in operation (see section 12)
- Internal Notes** Internal Notes entered for the return can also be seen at the bottom of the screen

You are also able to output the submission data to Excel by clicking the 'To Excel' button.

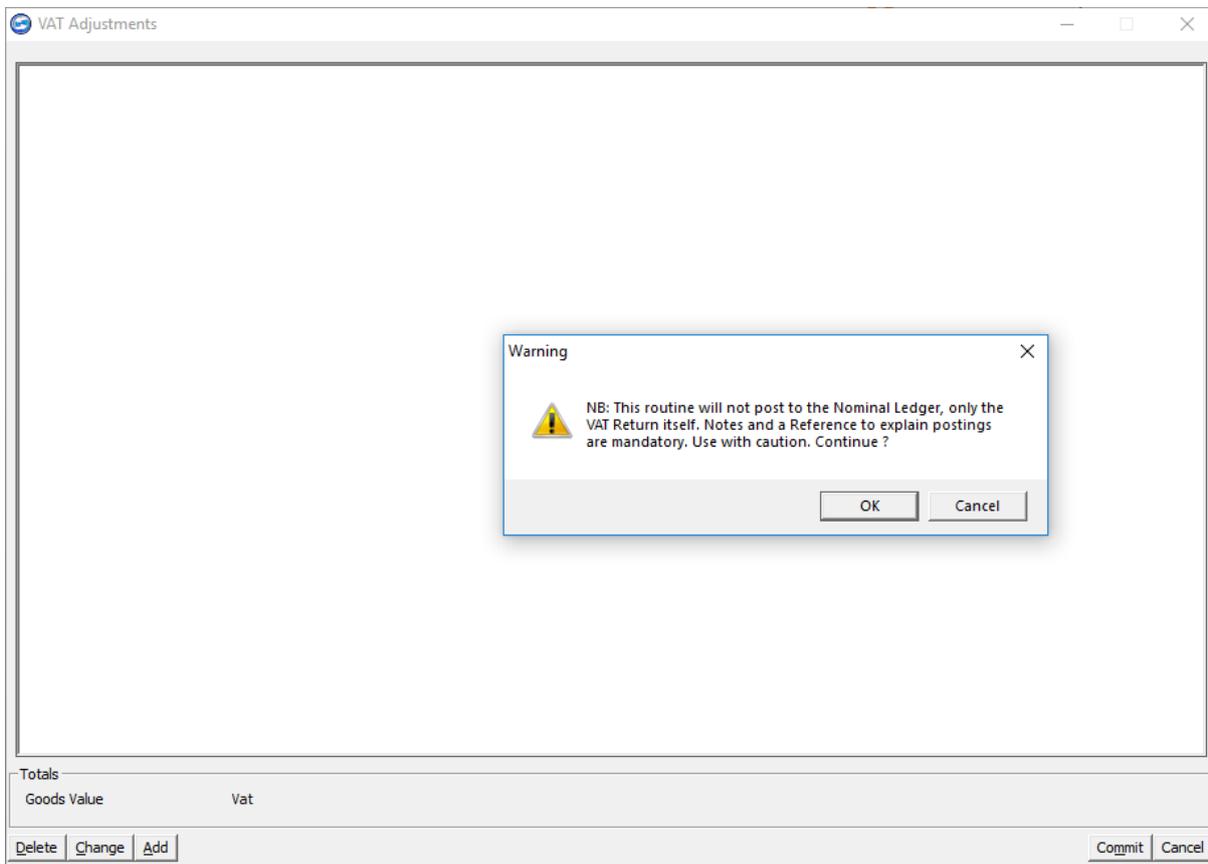


10. VAT ADJUSTMENTS

HMRC do not allow any of the figures to be altered at box level as part of MTD, 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 company car fuel scale charges, adjustments for other companies using the same VRN, adjustments for EC figures, etc.

Go into **Nominal > VAT (MTD) > VAT Adjustments** and note the warning message:





After clicking 'OK' you will be presented with the following screen:

Select either '**Input**' or '**Output**', select a **VAT code**, input a **Goods Value** and/or a **Vat** value, a **Date**, **Ref** and **Notes** (both 'Ref' and 'Notes' are mandatory).

E.g. if you wanted to reduce Box 6 (Net Sales And Outputs) you would select 'Output' and type a negative figure in the 'Good Value'.

To increase the figure in box 1 (Vat Due On Outputs), select 'Output' and then input a positive figure in 'Vat'.

If you wanted to increase the figure in box 7 (Net Purchase and Inputs), select 'Input' and type in a positive figure in the 'Goods Value'.

For an adjustment that reduces Box 4 (Vat Reclaimed On Inputs), select 'Input' and type in a negative figure in 'Vat'.

Any combination of positive or negative may be entered in both the 'Goods Value' and 'Vat' at the same time. Multiple entries may also be entered in a single batch using the 'Add' button. Click 'Commit' when you are finished to accept and print the batch report of your posting.

VAT Adjustments will then appear on the VAT Report as a separate transaction type ('ADJ-O' for Outputs and 'ADJ-I' for Inputs).



11. 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 **Supervisor > System Defaults > VAT**. We would recommend that a new VAT code is created for EC, so find a new code and tick on 'EC' and type in a percentage in the 'RC/EC %' field. In the example below code 7 has been used:

Code	Rate %	Exempt/RC	EC	RC/EC %
1 S	17.500	<input type="checkbox"/>	<input type="checkbox"/>	
2 F	5.000	<input type="checkbox"/>	<input type="checkbox"/>	
3 Z		<input type="checkbox"/>	<input type="checkbox"/>	
4 E		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5 O	15.000	<input type="checkbox"/>	<input type="checkbox"/>	
6 N	20.000	<input type="checkbox"/>	<input type="checkbox"/>	
7 C		<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.000
8		<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	

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 'RC/EC %' field 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.



12. GROUP VAT

If you have more than one company that shares the same VRN (VAT Registration Number), then firstly ensure that each company has the correct VRN assigned in **Supervisor > Company Details**:

The screenshot shows a 'Company Details' dialog box with the following fields:

- Company: 1
- Name: TEST COMPANY - INTEGRITY SOFTWARE
- Address: ADDRESS 1, ADDRESS 2, ADDRESS 3, ADDRESS 4
- Post Code: LN6 3TA
- Phone: 01234 567890
- Telex: (empty)
- Fax: (empty)
- Vat No: 123456789 (highlighted with an orange arrow)
- Website: (empty)
- Email Address: (empty)
- Registration No.: 1234567
- Property Register: Company 0

Buttons: Delete, Ok, Cancel

When running 'VAT Return (MTD)' the system will then ask if you wish to include all companies with the same VRN on the single VAT Report / submission:

The screenshot shows a confirmation dialog box with a green question mark icon and the text: "Multiple Companies Found With The Same VRN, Continue?". At the bottom right are "Yes" and "No" buttons.

The system will then produce the box 1 – 9 figures for all companies that share that VRN and the report will be split by company. All records will be marked as 'processed' in each company once submitted. The 'Submit Co' column in 'VAT Submission Enquiry' will be updated for the submission company in each company also. When running the 'VAT Archive Report' you will also have the option is running for Group or not (Group is off by default).



13. VAT ARCHIVE REPORT

If you wish to view the transactions for a previously submitted return, then you can use **Nominal > VAT (MTD) > VAT Archive Report**. Simply enter the end date of the return in the 'End With' column to produce the original report.

If you have Group VAT setup (i.e. companies with the same VAT Registration Number) then you can also click 'VAT Group' to tell the report to display transactions for all companies in that group:

