MTD for VAT Filing -Importing a VAT Calculation from Sage

Quick Start Guide

BTCSoftware's Making Tax Digital Solution is hosted on our BTCHub platform. It is a software as a service (SAAS) product.

Filing MTD VAT returns is mandatory for the bulk of businesses over the VAT threshold of £85K from April 2019. As with our other products, we will offer our customers various import options for completing their VAT returns.

This guide explains how to import a VAT calculation from Sage using a CSV file as part of the MTD for VAT filing process.



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To start working on the MTD for VAT return, please follow the steps below:

1. Login to BTCHub

Email	
Password	
••••	
Remember My Login	
Login Cancel	Forgot password?

Website Terms of Use

2. Click 'VAT Dashboard' on the left menu

bte hib			🙁 Nive Raj		Log out		
希 Home	Home / VA	AT Dashboard					
🚢 Individual Clients	VAT Dashboard						
Organisation Clients	Select a	client					
🔲 VAT Dashboard	Client:	Type to filter					
🖬 VAT Report		The filter is applied on Reference, Full Name and VAT Number					

3. Start typing the client's name in the search box provided

tte hlo		😑 Nive Raj 🐥 🕜 Log out					
Home	Home / VAT Da	shboard					
🚢 Individual Clients	VAT Dashboard						
Organisation Clients	Select a client						
😳 VAT Dashboard	Client: Nuts and Bolts Lt						
VAT Report		Nuts and Bolts Ltd - 90613729(666551141) b					

4. Select your client to open the VAT Return

5. If you are opening a VAT return for the first time, HMRC will require you to complete an authorisation process. This only needs to be completed once every 18 months - Agents go through this process only once whereas Companies go through this process once per VAT number. To complete the authorisation process, <u>please view our guide here</u>.

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HM Revenue & Customs

Authority to interact with HMRC on your behalf

The $\ensuremath{\textbf{BTCHub}}$ 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 <u>Do not grant authority</u>

Note: Roughly 3.5% of VATregistered entities will be mandated into MTD for VAT from 1st October 2019 instead of 1st April 2019.

These complex organisations include: trusts, not-for-profit organisations that are not companies (including some charities), VAT divisions, VAT groups, those public sector entities required to provide additional information alongside their VAT return (such as government departments and NHS Trusts), local authorities, public corporations, traders based overseas, those required to make payments on account and annual accounting scheme users. 6. After completing the authorisation process, you can now proceed to selecting the obligation to submit to HMRC. **Note:** Obligation means your quarterly or monthly MTD for VAT return filing requirement to HMRC.

Nuts and Bolts Ltd (Change Client)Client Name: Nuts and Bolts LtdReference: 90613729				VAT Number	r: 666551141		Phone:		
Obligations from 01/04/2	2018 to 31/03/2019				Liabilities f	rom 24/10,	/2017 to 24/10/2018		
Period	Due Date 🔨	Status	Received Date			_		Original	Outstanding
01/01/2017 to 31/03/2017	07/05/2017	Fulfilled	06/05/2017		Period	Туре	Due Date	Amount	Amount
01/04/2017 to 30/06/2017	07/08/2017	Open		- L	No data availab	le			
					Payments (from 24/10	/2017 to 24/10/2018		
Create VAT Return			Import - Save	Submit	Received Date		Amount		
1. VAT Due Sales:		6. Total Value Sales Ex VAT:			No data availab	le			
2. VAT Due Acquisitions:		7. Total Value Purchases Ex VAT:							
3. Total VAT Due:		8. Total Value Goods Supplied Ex VAT:							
4. VAT Reclaimed current period:		9. Total Acquisitions Ex VAT:							
5. Net VAT Due:									

Importing data from Sage into the MTD VAT Return on BTCHub.

1. Click 'Import'

ange Client)									
s Ltd Re	ference: 90613729		VAT Number:	666551141		Phone:			
Obligations from 01/04/2018 to 31/03/2019					Liabilities from 24/10/2017 to 24/10/2018				
Due Date 🔨	Status	Received Date			_		Original	Outstandi	
07/05/2017	Fulfilled	06/05/2017		Period	Туре	Due Date	Amount	Amour	
07/08/2017	Open			No data availab	le				
				Payments	rom 24/1	0/2017 to 24/10/2018			
		Import - Save	e Submit	Received Date		Amount			
	6. Total Value Sales Ex VAT:			No data availab	e				
	7. Total Value Purchases Ex VAT:								
	8. Total Value Goods Supplied Ex VAT:								
	9. Total Acquisitions Ex VAT:								
	ange Client) s Ltd Re 018 to 31/03/2019 Due Date 07/05/2017 07/08/2017	ange Client) s Ltd Reference: 90613729 O18 to 31/03/2019 Due Date Status 07/05/2017 Fulfilled 07/08/2017 Open Open Open	ange Client) s Ltd Reference: 90613729 Due Date ∧ Status Received Date 07/05/2017 Fulfilled 06/05/2017 07/08/2017 Open Import Save 6. Total Value Sales Ex VAT: 1. Total Value Purchases Ex VAT: 1. Total Value 9. Total Acquisitions Ex VAT: 1. Total Acquisitions Ex VAT:	ange Client) s Ltd Reference: 90613729 VAT Number: 1 018 to 31/03/2019 Due Date < Status Received Date 07/05/2017 Fulfilled 06/05/2017 07/08/2017 Open Import Save Submit 6. Total Value Sales Ex VAT: Submit 7. Total Value Purchases Ex VAT: Import Save Submit 9. Total Acquisitions Ex VAT: 9. Total Acquisitions Ex	ange Client) s Ltd Reference: 90613729 VAT Number: 666551141 D18 to 31/03/2019 Due Date ^ Status Received Date 07/05/2017 Open Corrols 2017 O	ange Client) s Ltd Reference: 90613729 VAT Number: 666551141 D18 to 31/03/2019 Due Date A Status Received Date 07/05/2017 Fulfilled 06/05/2017 07/08/2017 Open Compont Save Submit 0. Total Value Sales Ex VAT: 0. Total Value 0. Total Value 0. Total Value 0. Total Value 0. Total Acquisitions Ex VAT: 0. Total Acquisitions Ex VAT:	ange Client) s Ltd Reference: 90613729 VAT Number: 665551141 Phone: Due Date ∧ Status Received Date 07/05/2017 Open Period Type Due Date ∧ Status 06/05/2017 Open Period Type Due Date 07/08/2017 Open No data available Payments from 24/10/2017 to 24/10/2018 No data available Payments from 24/10/2018 <td>ange Client) s Ltd Reference: 90613729 VAT Number: 666551141 Phone: D18 to 31/03/2017 Due Date ∧ Status Received Date Liabilities from 24/10/2017 to 24/10/2018 0/05/2017 0pen Original Amount 0/705/2017 0pen Period Type 0/705/2017 0pen No data available 0/705/2017 0pen</td>	ange Client) s Ltd Reference: 90613729 VAT Number: 666551141 Phone: D18 to 31/03/2017 Due Date ∧ Status Received Date Liabilities from 24/10/2017 to 24/10/2018 0/05/2017 0pen Original Amount 0/705/2017 0pen Period Type 0/705/2017 0pen No data available 0/705/2017 0pen	

MTD for VAT Filing - Importing a VAT Calculation from Sage

Importing from Sage continued...

2. Select Sage as your bookkeeping package

Import VAT data from Sage Data is valid. Browse... VATRET.csv Cancel Ok

3. Browse and select the CSV file

4. Click 'Ok' to view the VAT return populated with the data from the CSV file

Nuts and Bolts Ltd (Ch	ange Client)								
Client Name: Nuts and Bolt	ts Ltd Refe	rence: 90613729		VAT Numbe	r: 666551141		Phone:		
Obligations from 01/04/2	018 to 31/03/2019				Liabilities f	rom 24/10)/2017 to 24/10/2018		
Period	Due Date 🔨	Status	Received Date			-		Original	Outstanding
01/01/2017 to 31/03/2017	07/05/2017	Fulfilled	06/05/2017		Period	Туре	Due Date	Amount	Amount
01/04/2017 to 30/06/2017	07/08/2017	Open			No data availab	le			
					Payments	from 24/1	0/2017 to 24/10/2018		
Create VAT Return			Import 👻 Sav	e Submit	Received Date		Amount		
1. VAT Due Sales:	5846.50	6. Total Value Sales Ex VAT:		29233	No data availab	le			
2. VAT Due Acquisitions:	0.00	7. Total Value Purchases Ex VAT:		22998					
3. Total VAT Due:	5846.50	8. Total Value Goods Supplied Ex VAT:		0					
4. VAT Reclaimed current period:	4463.15	9. Total Acquisitions Ex VAT:		0					
5. Net VAT Due:	1383.35								

×

Submitting the VAT Obligation

After digitally transferring the VAT data into the MTD VAT return, you can either save the return to submit this later, or you can save and submit right away.

Nuts and Bolts Ltd (Ch Client Name: Nuts and Bolt	nange Client) ts Ltd Refe	erence: 90613729		VAT Numbe	r: 666551141		Phone:		
Obligations from 01/04/2	2018 to 31/03/2019				Liabilities f	rom 24/10	0/2017 to 24/10/2018		
Period	Due Date 🔨	Status	Received Date			_		Original	Outstanding
01/01/2017 to 31/03/2017	07/05/2017	Fulfilled	06/05/2017		Period	Туре	Due Date	Amount	Amount
01/04/2017 to 30/06/2017	07/08/2017	Open			No data availab Payments f	^{le} from 24/1	0/2017 to 24/10/2018		
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4. VAT Reclaimed current period:	4463.15	9. Total Acquisitions Ex VAT:		0					
5. Net VAT Due:	1383.35								

- Click the 'Save' button to save the obligation to submit this later to HMRC
- Click the 'Submit' button to submit the obligation to HMRC right away.

You will then receive a submission confirmation message. If your submission is successful, the VAT obligation will be marked as 'Fulfilled'.

Submission Receipt	×
Correlation ID:	
Receipt ID:	2000/04/04/08/08/04/04/04
Receipt Date:	24/10/2018 14:44:35
Processing Date:	24/10/2018
Payment Indicator:	DD
Form Bundle Number:	00007-000
Charge Reference Number:	the second se



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