

Creating the MTD for VAT Return

A Quick Start Guide for Businesses

BTCSOFTWARE'S Making Tax Digital Solution is hosted on our BTCHUB platform. It is a software as a service (SAAS) product. BTCSOFTWARE'S Solution Cloud users will benefit from a central common database where Practice Management will link into BTCHUB. This will mean complete integration between the MTD for VAT module and our Practice Management software.



To start working on your VAT Return, please follow the steps below:

1. Login to BTCHub



Email

Password

Remember My Login

[Forgot password?](#)

[Website Terms of Use](#)

2. Go to Organisation, then click Add (+)

A screenshot of the BTCHub web application. The top navigation bar is blue with the BTCHub logo on the left and user profile, notifications, help, and a 'Log out' button on the right. The left sidebar menu is dark grey with options: Home, Individual Clients, Organisation Clients (highlighted in blue), VAT Dashboard, and VAT Report. The main content area shows 'Home / Organisations' and 'Organisations' with a search bar, 'Show Inactive' checkbox, 'My Clients' checkbox, and a green '+ Add' button. Below is a table with columns 'Reference', 'VAT Number', and 'Status', which is currently empty.

3. Fill in the details for your organisation, then click [Save]

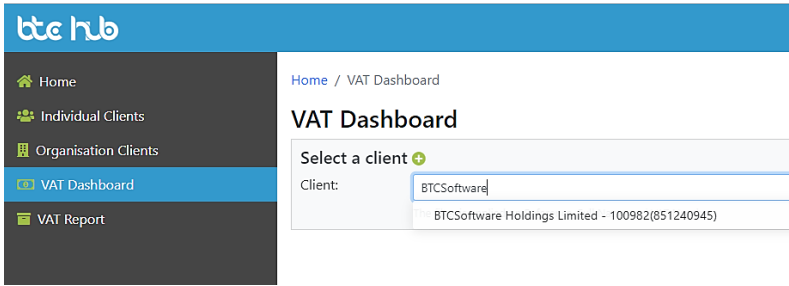
Create Organisation

Reference	<input type="text"/>	General Contact Details	
Organisation Name:	<input type="text"/>	Title:	<input type="text"/>
Client Status:	Active <input type="button" value="v"/>	Forename:	<input type="text"/>
Client Type:	<input type="button" value="v"/>	Surname:	<input type="text"/>
VAT Number:	<input type="text"/>	Telephone:	<input type="text"/>
VAT Period End:	<input type="button" value="v"/>	Mobile:	<input type="text"/>
VAT Registration Date:	<input type="text"/> x	Email:	<input type="text"/>
VAT Flat Rate Scheme	<input type="checkbox"/>		

4. Click 'VAT Dashboard' on the left menu

A screenshot of the BTCHub web application showing the VAT Dashboard. The top navigation bar is blue with the BTCHub logo on the left and user profile 'Nive Raj', notifications, help, and a 'Log out' button on the right. The left sidebar menu is dark grey with options: Home, Individual Clients, Organisation Clients, VAT Dashboard (highlighted in blue), and VAT Report. The main content area shows 'Home / VAT Dashboard' and 'VAT Dashboard'. Below is a section titled 'Select a client' with a 'Client:' label and a search input field containing 'Type to filter...'. A note below the input field states: 'The filter is applied on Reference, Full Name and VAT Number'.

5. Start typing your organisation in the search box



6. Select your organisation to open the VAT Return

7. 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 - companies go through this process once per VAT number. To complete the authorisation process, [please view the HMRC guide here](#).



Authority to interact with HMRC on your behalf

The 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](#) [Do not grant authority](#)

You can [remove this authority](#) at any time.

8. After completing the authorisation process, you can now proceed to select the obligation to submit to HMRC. **Note:** Obligation means your quarterly or monthly MTD for VAT return filing requirement to HMRC.

Manage VAT Returns

BTCSoftware Holdings Limited (Change Client) Reference: 100982 VAT Number: 851240945 Phone:

Period	Due Date ^	Status	Received Date
01/05/2019 to 31/07/2019	07/08/2019	Fulfilled	01/08/2019
01/08/2019 to 31/10/2019	07/11/2019	Open	

Liabilities from 19/10/2018 to 18/10/2019

Period	Type	Due Date	Original Amount	Outstanding Amount
No data available				

Payments from 19/10/2018 to 18/10/2019

Received Date	Amount
No data available	

Create VAT Return

Buttons: Import, Save, Submit, Discard

1. VAT Due Sales:	<input type="text"/>	6. Total Value Sales Ex VAT:	<input type="text"/>
2. VAT Due Acquisitions:	<input type="text"/>	7. Total Value Purchases Ex VAT:	<input type="text"/>
3. Total VAT Due:	<input type="text"/>	8. Total Value Goods Supplied Ex VAT to other EC Member States:	<input type="text"/>
4. VAT Reclaimed current period:	<input type="text"/>	9. Total Acquisitions Ex VAT from other EC Member States:	<input type="text"/>
5. Net VAT to be paid to HMRC:	<input type="text"/>		

VAT Return Source Data (for the selected return above)

Imported	Type	Description	Filename	VAT Payable/ (Reclaimable)
No data available				

On the following pages you will find guidance if you need to...

- Import data using Excel – Page 4
- Import using a CSV file, for software such as Xero, QuickBooks and Sage – Page 6
- Import using VT Transaction+ - Page 8
- Group VAT Returns – Page 10

Submitting the VAT Obligation continues on page 11

Importing using Excel:

1. If you have your VAT calculation in an Excel spreadsheet, you will need to download our MTD Solution spreadsheet add-in tool:

Windows – [MTD Solution spreadsheet Add-In tool for Windows](#) - (Works with Excel 2010 and up, including Excel 2019)

Mac - [MTD Solution spreadsheet Add-In tool for Mac](#) - (Works with Excel 2016 and up)

Note: Please make sure Excel is closed before you run the Add-In tool.

2. If you don't already have a VAT return section in your workbook, you will need to either add a new worksheet or create a section on your workbook with a template you can download from BTCHub. The template will look like this:

The screenshot shows an Excel spreadsheet with a 'VAT Return Summary' table. The table includes fields for Business name, VAT registration number, VAT return dates, and various VAT boxes (1-9) with their respective values. A dialog box titled 'Define MTD VAT Data Range' is open, showing the 'Scope' as 'Workbook' and the 'Range' as 'VAT Return Summary!\$R:\$S'. The dialog box also has 'Help', 'Delete', 'Save', and 'Cancel' buttons.

Box	Description	Value
Business name	BTCSoftware Limited	
VAT registration number	123456789	
VAT return from date	01/08/2019	
VAT return to date	31/10/2019	
1	VAT due in this period on sales and other outputs	86,992.86
2	VAT due in this period on acquisitions from other EC Member States	5,000.00
3	Total VAT due (the sum of boxes 1 and 2)	91,992.86
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	25,100.00
5	Net VAT to be paid to HM Revenue & Customs (Difference between boxes 3 and 4)	66,892.86
6	Total value of sales and all other outputs excluding any VAT Include your box 8 figure	39,801
7	Total value of purchases and all other inputs excluding any VAT Include your box 9 figure	135,256
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	512
9	Total value of acquisitions of goods and related costs, excluding any VAT, from other EC Member States	600

If you choose to use [our workbook](#), please skip to step 8

3. The next step is to define the VAT Range

4. Go to the 'Add-Ins' tab on Excel

5. Click 'Define VAT Range' on the BTC MTD Solution tool

6. Holding CTRL select the 13 cells in the order of Business Name, VAT Number, From Date, To Date and the 9 box totals

7. Click 'Save'

8. Click 'Export MTD VAT Data' on the BTC MTD Solution tool

9. You will then be redirected to BTCHub. After signing in, your VAT return will have been populated with the data from your spreadsheet

Note: If you choose to use [our workbook](#), the VAT range will be pre-defined

Importing using Excel continued...

Manage VAT Returns

BTCSoftware Holdings Limited (Change Client)
 Reference: 100982
 VAT Number: 851240945
 Phone:

Obligations from 01/04/2019 to 31/03/2020

Period	Due Date ^	Status	Received Date
01/05/2019 to 31/07/2019	07/08/2019	Fulfilled	01/08/2019
01/08/2019 to 31/10/2019	07/11/2019	Open	

Liabilities from 19/10/2018 to 18/10/2019

Period	Type	Due Date	Original Amount	Outstanding Amount
No data available				

Payments from 19/10/2018 to 18/10/2019

Received Date	Amount
No data available	

Create VAT Return

1. VAT Due Sales:	<input type="text" value="86992.86"/>	6. Total Value Sales Ex VAT:	<input type="text" value="39801"/>
2. VAT Due Acquisitions:	<input type="text" value="5000.00"/>	7. Total Value Purchases Ex VAT:	<input type="text" value="135256"/>
3. Total VAT Due:	<input type="text" value="91992.86"/>	8. Total Value Goods Supplied Ex VAT to other EC Member States:	<input type="text" value="512"/>
4. VAT Reclaimed current period:	<input type="text" value="25100.00"/>	9. Total Acquisitions Ex VAT from other EC Member States:	<input type="text" value="600"/>
5. Net VAT to be paid to HMRC:	<input type="text" value="66892.86"/>		

VAT Return Source Data (for the selected return above)

Imported	Type	Description	Filename	VAT Payable/ (Reclaimable)
Save Pending	APIInjection	BTCSoftware Holdings Limited		66892.86   

Importing using a CSV file

If you use **Xero**, **Sage** or **QuickBooks** you can use the import facility to import the data into the VAT Return on BTCHub.

1. Click 'Import'

Manage VAT Returns

BTCSOFTWARE HOLDINGS LIMITED (Change Client) Reference: 100982 VAT Number: 851240945 Phone:

Period	Due Date	Status	Received Date
01/05/2019 to 31/07/2019	07/08/2019	Fulfilled	01/08/2019
01/08/2019 to 31/10/2019	07/11/2019	Open	

Liabilities from 19/10/2018 to 18/10/2019

Period	Type	Due Date	Original Amount	Outstanding Amount
No data available				

Payments from 19/10/2018 to 18/10/2019

Received Date	Amount
No data available	

Create VAT Return

1. VAT Due Sales:	<input type="text"/>	6. Total Value Sales Ex VAT:	<input type="text"/>
2. VAT Due Acquisitions:	<input type="text"/>	7. Total Value Purchases Ex VAT:	<input type="text"/>
3. Total VAT Due:	<input type="text"/>	8. Total Value Goods Supplied Member States:	<input type="text"/>
4. VAT Reclaimed current period:	<input type="text"/>	9. Total Acquisitions Ex VAT from other EC Member States:	<input type="text"/>
5. Net VAT to be paid to HMRC:	<input type="text"/>		

Import Save Submit Discard

VAT Return Source Data (for the selected return above)

Imported	Type	Description	Filename	VAT Payable/ (Reclaimable)
No data available				

2. Select your bookkeeping package (for example 'Sage')

Import VAT data from Sage

Data is valid.

Browse... VATRET.csv

Ok

Cancel

3. Browse and select the CSV file

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

Importing using a CSV file continued...

Manage VAT Returns

BTCSoftware Holdings Limited (Change Client) Reference: 100982 VAT Number: 851240945 Phone:

Obligations from 01/04/2019 to 31/03/2020

Period	Due Date ^	Status	Received Date
01/05/2019 to 31/07/2019	07/08/2019	Fulfilled	01/08/2019
01/08/2019 to 31/10/2019	07/11/2019	Open	

Liabilities from 19/10/2018 to 18/10/2019

Period	Type	Due Date	Original Amount	Outstanding Amount
No data available				

Payments from 19/10/2018 to 18/10/2019

Received Date	Amount
No data available	

Create VAT Return

1. VAT Due Sales:	<input type="text" value="13271.40"/>	6. Total Value Sales Ex VAT:	<input type="text" value="61357"/>
2. VAT Due Acquisitions:	<input type="text" value="0.00"/>	7. Total Value Purchases Ex VAT:	<input type="text" value="8196"/>
3. Total VAT Due:	<input type="text" value="13271.40"/>	8. Total Value Goods Supplied Ex VAT to other EC Member States:	<input type="text" value="500"/>
4. VAT Reclaimed current period:	<input type="text" value="1666.13"/>	9. Total Acquisitions Ex VAT from other EC Member States:	<input type="text" value="300"/>
5. Net VAT to be paid to HMRC:	<input type="text" value="11605.27"/>		

VAT Return Source Data (for the selected return above)

Imported	Type	Description	Filename	VAT Payable/ (Reclaimable)	
Save Pending	Sage		BTCSoftwareHoldingsLimited.csv	11605.27	

Importing using VT Transaction+

1. First, open your business on VT Transaction+
2. Go to 'Display' > 'VAT Return' from the top menu
3. Choose the VAT return from the left menu
4. Click [MTD Export], then [OK]

Item	Box	Amount
VAT due in this period on sales and other outputs	1	11,495.46
VAT due in this period on acquisitions from other EC Member States	2	none
Total VAT due (the sum of boxes 1 and 2)	3	11,495.46
VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	4	7,322.91
Net VAT to be paid to Customs (Difference between boxes 3 and 4)	5	4,172.55
Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	6	126,478.00
Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	7	116,240.00
Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	8	none
Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States	9	none

VT Transaction+ ×

The VAT return totals have been copied to the Clipboard for importing/pasting into other applications.

For a list of applications that can file VAT returns with HMRC, see www.vtsoftware.co.uk/mtd

Do not show this message again

OK

5. Return to BTCHub to complete the transfer of the VAT data

Importing using VT Transaction+ continued...

6. On the BTCHub VAT Dashboard select the VAT Return. Then click Import > VTSoftware

Obligations from 01/04/2019 to 31/03/2020

Period	Due Date ^	Status	Received Date
01/05/2019 to 31/07/2019	07/08/2019	Fulfilled	01/08/2019
01/08/2019 to 31/10/2019	07/11/2019	Open	

Edit VAT Return

Import ▾ Save Submit Undo

1. VAT Due Sales:	<input type="text"/>	6. Total Value Sales Ex VAT:	<input type="text"/>
2. VAT Due Acquisitions:	<input type="text"/>	7. Total Value Purchases Ex VAT:	<input type="text"/>
3. Total VAT Due:	<input type="text"/>	8. Total Value Goods Supplied E	<input type="text"/>
4. VAT Reclaimed current period:	<input type="text"/>	Member States:	<input type="text"/>
		9. Total Acquisitions Ex VAT from other EC	<input type="text"/>

CSV
 QuickBooks
 Sage
VTSoftware
 Xero

7. Press CTRL + V on your keyboard, or right click with the mouse and select paste to populate the VAT data > Then click [OK].

Import VAT data from VT Transaction ✕

Data is valid.

Export instructions - <http://www.vtsoftware.co.uk/mtd/index.htm>

Paste exported text below

```

Business name ██████
VAT registration number
VAT return from date 01/11/06
VAT return to date 31/10/07
Output VAT 11495.46
EC acquisitions VAT 0.00
Total output VAT 11495.46
Input VAT 7322.91
Net VAT due 4172.55
Total sales 126477.73
Total purchases 116240.45
Total EC sales 0.00
Total EC purchases 0.00
            
```

Ok Cancel

Group VAT Returns

BTCHub allows for multiple VAT data to be imported for a VAT Return. VAT Return Source Data is built up by consolidating imported files from any of the sources mentioned in this guide:

BTCSOFTWARE HOLDINGS LIMITED (Change Client) Reference: 100982 VAT Number: 8512409

Obligations from 01/04/2019 to 31/03/2020

Period	Due Date ^	Status	Received Date
01/05/2019 to 31/07/2019	07/08/2019	Fulfilled	01/08/2019
01/08/2019 to 31/10/2019	07/11/2019	Open	

Edit VAT Return

<p>1. VAT Due Sales: <input type="text" value="176638.56"/></p> <p>2. VAT Due Acquisitions: <input type="text" value="0.00"/></p> <p>3. Total VAT Due: <input type="text" value="176638.56"/></p> <p>4. VAT Reclaimed current period: <input type="text" value="33476.69"/></p> <p>5. Net VAT to be paid to HMRC: <input type="text" value="143161.87"/></p>	<p>6. Total Value Sales Ex VAT: <input type="text" value="279870"/></p> <p>7. Total Value Purchases Ex VAT: <input type="text" value="136730"/></p> <p>8. Total Value Goods Supplied Ex VAT to other EC Member States: <input type="text" value="1250"/></p> <p>9. Total Acquisitions Ex VAT from other EC Member States: <input type="text" value="750"/></p>
--	--

Import ▾ Save Submit Undo

- CSV
- QuickBooks
- Sage
- VTSOFTWARE
- Xero

Lia
Per
No
Pa
Rec
No

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT	
18/10/2019 09:11:15	VTSOFTWARE			4,172.55	
21/10/2019 15:41:12	CSV		BTCSOFTWAREHOLDINGSLIMITED.CSV	121,582.00	
21/10/2019 15:41:12	CSV		BTCSOFTWAREHOLDINGSLIMITED.CSV	11,605.27	
21/10/2019 15:41:12	SAGE		DIGITALFILINGSOLUTIONSPURCHASES.CSV	5,802.05	

You can see the date and time it was imported, the type of file, filename and the payable VAT.

Each line offers 3 options:

- Refresh – Allows you to replace the file with a different file of the same type
- Delete – This removes the file and totals from the VAT Return
- View – This allows you to see the 9 totals for that file:

21/10/2019 15:41:12	CSV	BTCSOFTWAREHOLDINGSLIMITED.CSV	11,605.27	
<p>1. VAT Due Sales: <input type="text" value="13,271.40"/></p> <p>2. VAT Due Acquisitions: <input type="text" value="0.00"/></p> <p>3. Total VAT Due: <input type="text" value="13,271.40"/></p> <p>4. VAT Reclaimed current period: <input type="text" value="1,666.13"/></p> <p>5. Net VAT to be paid to HMRC: <input type="text" value="11,605.27"/></p>		<p>6. Total Value Sales Ex VAT: <input type="text" value="61,357"/></p> <p>7. Total Value Purchases Ex VAT: <input type="text" value="8,196"/></p> <p>8. Total Value Goods Supplied Ex VAT to other EC Member States: <input type="text" value="500"/></p> <p>9. Total Acquisitions Ex VAT from other EC Member States: <input type="text" value="300"/></p>		
21/10/2019 15:41:12	SAGE	DIGITALFILINGSOLUTIONSPURCHASES.CSV	5,802.05	

After each import the Source Data will build up row by row, until you are ready to [Save] or [Submit] the return.

Submitting the VAT Obligation

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

Manage VAT Returns

BTCSoftware Holdings Limited (Change Client) Reference: 100982 VAT Number: 851240945 Phone:

Obligations from 01/04/2019 to 31/03/2020

Period	Due Date ^	Status	Received Date
01/05/2019 to 31/07/2019	07/08/2019	Fulfilled	01/08/2019
01/08/2019 to 31/10/2019	07/11/2019	Open	

Create VAT Return

Import ▾
Save
Submit
Discard

1. VAT Due Sales:	86992.86	6. Total Value Sales Ex VAT:	39801
2. VAT Due Acquisitions:	5000.00	7. Total Value Purchases Ex VAT:	135256
3. Total VAT Due:	91992.86	8. Total Value Goods Supplied Ex VAT to other EC Member States:	512
4. VAT Reclaimed current period:	25100.00	9. Total Acquisitions Ex VAT from other EC Member States:	600
5. Net VAT to be paid to HMRC:	66892.86		

Liabilities from 19/10/2018 to 18/10/2019

Period	Type	Due Date	Original Amount	Outstanding Amount
No data available				

Payments from 19/10/2018 to 18/10/2019

Received Date	Amount
No data available	

VAT Return Source Data (for the selected return above)

Imported	Type	Description	Filename	VAT Payable/ (Reclaimable)
Save Pending	APIInjection	BTCSoftware Holdings Limited		66892.86

- Click the 'Save' button to save the obligation to submit 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:

Receipt Date: 24/10/2018 14:44:35

Processing Date: 24/10/2018

Payment Indicator: DD

Form Bundle Number:

Charge Reference Number:

Close



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