

Creating the MTD for VAT Return

A Quick Start Guide for Practitioners

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 a client's MTD for VAT return, please follow the steps below:

1. Login to BTCHub



Email

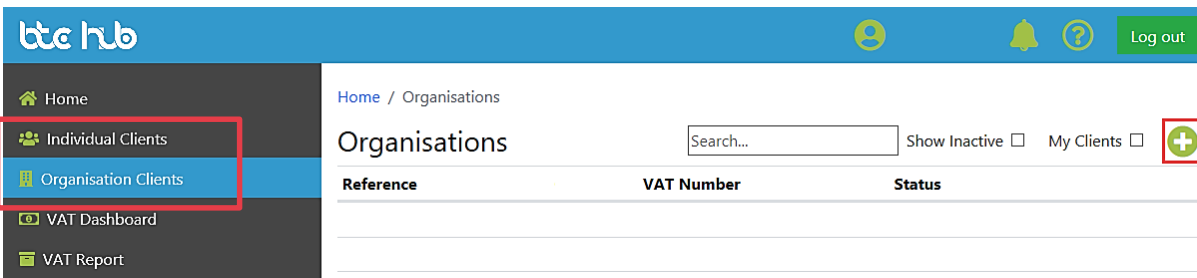
Password

Remember My Login

[Forgot password?](#)

[Website Terms of Use](#)

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



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

Create Organisation

Reference

Organisation Name:

Client Status:

Client Type:

VAT Number:

VAT Period End:

VAT Registration Date:

VAT Flat Rate Scheme

General Contact Details

Title:

Forename:

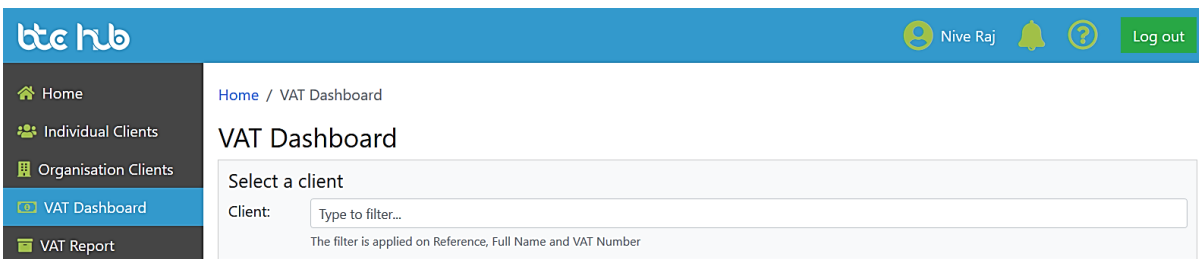
Surname:

Telephone:

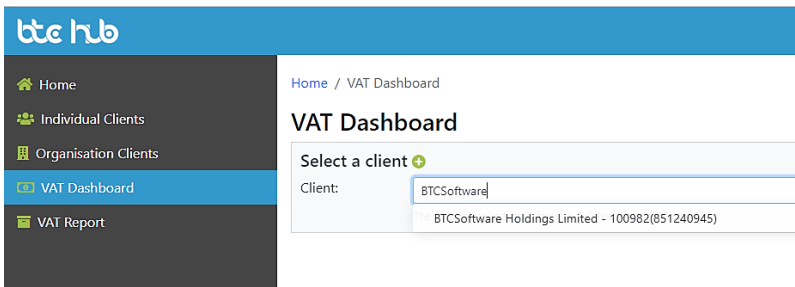
Mobile:

Email:

4. Click 'VAT Dashboard' on the left menu



5. Start typing your client's name in the search box



6. Select your client 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 - agents go through this process only once whereas companies go through this process once per VAT number. To complete the authorisation process, [please view our 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:

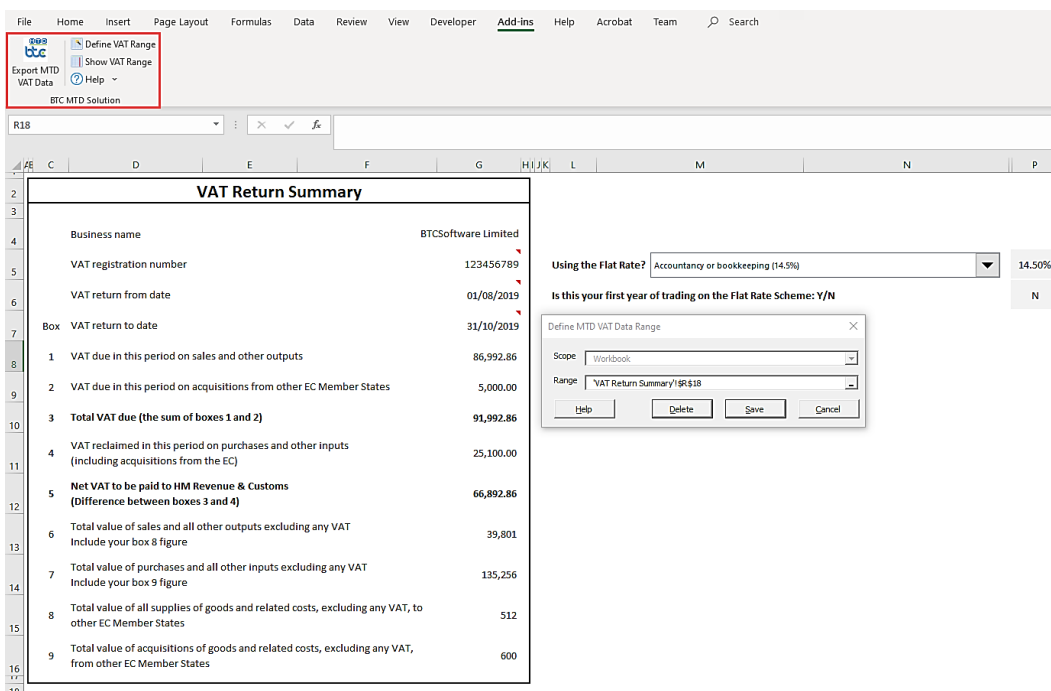
1. If you have your VAT calculation in an Excel spreadsheet, you will need to download our MTD Solution spreadsheet add-in tool:

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:



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 client's 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

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		

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:

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

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

Import ▾
Save
Submit
Discard

CSV
QuickBooks

Sage
VTSOFTWARE

Xero

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 client 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]

The screenshot shows the 'VAT Return' window. On the left, there is a list of VAT transactions. At the top of this list, a button labeled 'MTD Export' is highlighted with a red box. Below the list are several links: 'New VAT return', 'Edit transfer transaction', 'Delete VAT return', and 'VAT return display/print options'. On the right side of the window, there is a table with columns 'Item', 'Box', and 'Amount'. The table contains the following data:

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

At the bottom of the window, there are several tabs: 'Double entry', 'VAT return', 'Output VAT', 'Input VAT', and 'Backup report'. The 'VAT return' tab is currently selected.

The screenshot shows a message box titled 'VT Transaction+' with a close button (X) in the top right corner. The text inside the box reads: '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'. At the bottom left, there is a checkbox labeled 'Do not show this message again' which is currently unchecked. At the bottom center, there is an 'OK' button highlighted with a red box.

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 style="width: 100px;" type="text" value="176638.56"/></p> <p>2. VAT Due Acquisitions: <input style="width: 100px;" type="text" value="0.00"/></p> <p>3. Total VAT Due: <input style="width: 100px;" type="text" value="176638.56"/></p> <p>4. VAT Reclaimed current period: <input style="width: 100px;" type="text" value="33476.69"/></p> <p>5. Net VAT to be paid to HMRC: <input style="width: 100px;" type="text" value="143161.87"/></p>	<p>6. Total Value Sales Ex VAT: <input style="width: 100px;" type="text" value="279870"/></p> <p>7. Total Value Purchases Ex VAT: <input style="width: 100px;" type="text" value="136730"/></p> <p>8. Total Value Goods Supplied Ex VAT to other EC Member States: <input style="width: 100px;" type="text" value="1250"/></p> <p>9. Total Acquisitions Ex VAT from other EC Member States: <input style="width: 100px;" type="text" value="750"/></p>
--	--

- CSV
- QuickBooks
- Sage
- VTSOFTWARE
- XERO

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	
		1. VAT Due Sales: 13,271.40	6. Total Value Sales Ex VAT: 61,357		
		2. VAT Due Acquisitions: 0.00	7. Total Value Purchases Ex VAT: 8,196		
		3. Total VAT Due: 13,271.40	8. Total Value Goods Supplied Ex VAT to other EC Member States: 500		
		4. VAT Reclaimed current period: 1,666.13	9. Total Acquisitions Ex VAT from other EC Member States: 300		
		5. Net VAT to be paid to HMRC: 11,605.27			
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

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

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:



BTCSoftware Limited
Lyndale House
24 High Street
Addlestone
KT15 1TN

T: 0345 241 5030
International: +44 1932 840572

www.BTCSoftware.co.uk

