

# Making Tax Digital

# **User Guide**

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### Introduction

Using the Dataflow MTD Module you will be able to submit your VAT 100 Tax Return Digitally. Dataflow have aimed to make the procedure of submitting the VAT 100 Tax Return as seamless a process as possible. How to setup and maintain the newly mandated method of processing the MTD VAT 100 Tax Return follows.

### When to sign up for MTD

<u>DO NOT</u> sign up with HMRC for MTD for VAT until the Dataflow MTD Module is installed and training provided.

Unless you are going to fall foul of the date on which you are mandated to make an MTD digital submission, do not attempt to sign up to MTD if your VAT return is due within 72 hours - submit it manually on the HMRC website and then sign up for MTD.

MTD VAT 100 Returns is not at the time of writing available to all.

Sign up for the pilot
You'll need to have:
<ul> <li>your Government Gateway user ID and password</li> <li>your VAT registration number</li> </ul>
You may also be asked to confirm your details.
After you have signed up
We will send you a confirmation email within 72 hours of you signing up for this service.
Do not submit your VAT Return until you receive the email.
You must make sure that you either get <u>compatible software</u> , or that the software you already use is suitable for Making Tax Digital before you <u>sign up for the pilot</u> .

### Sign up for MTD link:

https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat#before-you-start

Once you have successfully signed up you should receive a confirmation email from HMRC within 72 hours. Do not manually submit a VAT100 Return on the HMRC website in between signing up for MTD and receiving the confirmation email.

Once you have received the confirmation email from HMRC you should immediately log into Dataflow Accounts, navigate to the "Submit VAT100 Return to HMRC" menu option, select the appropriate company or VRN, and log into the HMRC website. Your outstanding VAT obligation(s) will be displayed.



### Workflow

- 1. Login to Dataflow
- 2. Ledgers
- 3. VAT & Audit Trails
- 4. MTD
- 5. Setup (Setup the VAT Periods for the Company that will submit via MTD)
- 6. MTD Credentials (Setup MTD Credentials)
- 7. Close VAT Period (See Close VAT Period)
- 8. VAT Adjustments if required (VAT Adjustment Nominals are setup in the Nominal Ledger)
- Submit VAT 100 to HMRC or Flag as submitted (You don't need to login to HMRC to Flag as Submitted, (Logging into HMRC)

The above Workflow does not include granular detail such as which 'button' to click. It is an overview of the workflow and step by step instruction can be found for each routine within this document.



### **Setup of VAT Periods**

When you are ready to start using Dataflow MTD you will have to 'Setup' VAT Periods for the Company. Dataflow may already have set these up for you during installation of Dataflow Accounts v10.

The start date will default to the date after the last Dataflow VAT Period closure. If no Dataflow Accounts VAT periods have ever been closed you will have to enter the start date of the first VAT period that you are going to process using Dataflow.

∂ Setup	
Company ABC Building LTD  VAT Registration Number 666987465 VAT Schemes Standard VAT Accounting Method	
VAT Periods	Add
Sequence No.         Start Date         End Date           1         01/01/2017         31/03/2017         30/06/2017           2         01/04/2017         30/06/2017         30/09/2017           3         01/07/2017         31/12/2017         31/12/2017	Modify
-	<u>Update</u>
Start Date         01/10/2017           End Date         31/12/2017	O Close

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. VAT & Audit Trails
- 3. MTD
- 4. Setup
- 5. Click Add
- Review the End Date pop-up
   If happy with the Date click ok or amend as required
- 7. Repeat the above 5-6 until there is a whole years' worth of Periods
- 8. Update

The Setup tries to be intuitive. Depending on whether the VAT Periods are Monthly or Quarterly the time between Start and End will adjust accordingly. However please control the End Date and enter the correct date for your organisation.

You must have a whole year's worth of VAT Periods before you can click update and complete the VAT Period Setup. Once the MTD VAT Periods are setup the Company will no longer appear in Standard Dataflow VAT Period Processing.



### Setup of a VAT Group

"VAT Groups are defined by Companies with the same VRN (Vat Registration Number). Once VAT periods have been set up for the first entity in the VAT Group, each Company added to the group in the MTD Setup will automatically be assigned the same VAT periods."

Note: that as there will be more than one Company in a VAT Group the Group identifier is the VRN of the Group

👌 Submit VAT100 Return to HMRC	;			
Online Sub	omission			Turnover Analysis
Company	•		VAT due in this period	on SALES and other outputs
Year 🗨		V	AT in this period due of EC MEMBER STATE	on ACQUISITIONS from other S
Obligations Liabilities P	ayments			Total VAT due
Select a company	👌 Submit Grou	up VAT100 Retur	n to HMRC	1
	VAT Reg. Nun	nber /ear	•	VAT due in t VAT in this pe
	Obligations	Liabilities   VRN	Payments	VAT reclaimed in this pe

Note: Companies in the same VAT group must have the same VAT Periods.





### VAT Registration Numbers (VRN) in DF32 and MTD

The MTD Module will only accept figures in the VRN field. In the Company Details setup window you may have letters and spaces in the VRN. Dataflow will strip the spaces and letters from the VRN in MTD. Company Details setup will maintain the VRN with spaces and letters.

Once MTD VAT periods have been setup for a Company, changing one will NOT change the other. This is so that the VRN in Company Details can be formatted for printing on documents.

Company Details Setup – VRN is Alphanumeric with space

👌 Company Details					
Company <u>B</u> rowse	Company <u>I</u> nput	Calenda	r Í	<u>S</u> ecurity	, L
Company Name	VAT No.		Default Currency	Highlight colour	<u> </u>
ABC Retail Ltd	GB 999 5555	i 65			
ABC Services	GB 777 9999	77			Ŧ
🕒 🖂 🐣	Modify Bemove	Update 🕅	<u>D</u> iscard	🔘 Help	O Close

MTD Setup - Notice how letters and spaces have been stripped out.

O Dataflow VAT & Audit Trails - [Setup]           A Benorts         Setup         Revised Brocessing         MTD         Tools         Window	
C Reports Setup Fendu Processing INTO Tools Window	
Company ABC Services	
VAT Registration Number 777999977	
VAT Schemes Standard	
 _ VAT Periods	W Aug
Sequence No. Start Date End Date	🔍 Modify
4 01/10/2017 31/12/2017	
p	
Start Date 01/10/2017	
End Date 31/12/2017	



### **Close VAT Period (MTD)**

Once '**Setup**' is complete the Company will be available for MTD VAT Period Processing (Close VAT Period). Closure of VAT Periods is in sequential order as per the setup.

O Close VAT Period		
<u>V</u> AT100	Turnover Analysis	Detail
Company ABC Building LTD	VAT due in this period on SALES and other outputs	
Report Type	VAT in this period due on ACQUISITIONS from other EC MEMBER STATES	
Current C Re-print └VAT Period	Total VAT due	
	VAT reclaimed in this period on PURCHASES and other inputs	
From 01/01/2017	Net VAT to be	
To 31/03/2017	Total value of SALES and all other outputs excluding VAT	
Apply	Total value of PURCHASES and all other inputs excluding VAT	
Period End Before closing the period, check that the	Total value of all SUPPLIES of goods and related services, excluding VAT, to other EC MEMBER STATES	
figures are correct. Once the VAT period has been closed you will be able to re-	Total value of all ACQUISITIONS of goods and related services, excluding VAT, from other EC MEMBER STATES	
been submitted to HMRC.	Note:	×
	, Preview morte (	Catura Diret Catura
	T Teview Indue y	<ul> <li>Seich Link</li> <li>Zinze</li> </ul>

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. VAT & Audit Trails
- 3. MTD
- 4. VAT Period Closure
- 5. Select Company from drop down menu
- 6. Report Type = Current
- 7. Click Apply
- 8. Click Close VAT Period
- 9. Click OK
- 10. Click Close

Normally, there are three tabs and a fourth being VAT 652 only if there are errors:

• VAT 100

This tab is where you enter which close or re-open VAT Periods.

• Turnover Analysis

Here you find a summary of what makes up the VAT 100 Highlight a VAT Code and Navigate to detail to view Transactional Lines

• **Detail** In detail you have all the Transactions which make up a particular VAT Code

However, if there are errors (normally under declarations) that must be corrected using the form VAT652, a 4th tab will be displayed listing all the error transactions. VAT 652 is not submitted via the MTD Module.



## **Open a Closed VAT Period**

Closed VAT Periods can be re-opened up to the point of Submission of the VAT 100. Once the VAT Period has been Submitted to HMRC (or flagged as submitted) you will no longer be able to re-open the VAT Period.

Obtail Dataflow VAT & Audit Trails - [Close VAT Period] Reports Setup Period Processing MTD	] Tools Window	
<u>V</u> AT100	Tumover Analysis Detail	1
Company ABC Building LTD	VAT due in this period on SALES and other outputs 2,076,164,59	
Report Type	VAT in this period due on ACQUISITIONS from other 9,517.06 EC MEMBER STATES	
VAT Period	Total VAT due 2,085,681.65	
Apr 2017 - Jun 2017 💌	VAT reclaimed in this period on PURCHASES and other inputs 7,514,035.67	
From 01/04/2017	NetVAT to be RECLAIMED 5,428,354,02	
To 30/06/2017	Total Confirm	
Apply	Total value 🕢 Are you sure you want to open the VAT period 01-Apr-2017 to 30-Jun-2017?	
Re-open Period End	Total v excludi Total value excluding way non-more company of the total states	
	Note: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of imports, bonded goods, or under/over declarations notified by HM Customs and Excise, etc The VAT correction limit is set at 0.	
	Preview mode 🔽 🌏 Setup	O Close

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. VAT & Audit Trails
- 3. MTD
- 4. VAT Period Closure
- 5. Select Company from drop down menu
- 6. Report Type = Re-print
- 7. Select the most recently closed VAT Period from drop down menu
- 8. Click Apply
- 9. Click Re-open VAT Period
- 10. Click Yes
- 11. Click Close

Note: Just as closing VAT Periods is done in Sequential order so is Re-opening VAT Periods.



### **VAT Adjustments Journals**

A VAT Period has to be closed before you can perform VAT Adjustments. VAT Adjustments are performed after VAT Period Closure and before VAT 100 Submission to HMRC.

Before you can make VAT Adjustments you must set 'Adjustment' Nominals against the VAT Code. Once Adjustment Nominals are set against the VAT Code the VAT Code will appear in VAT Adjustments Journals. (Click here for steps on setting Nominal Codes against the VAT Code. Next page)

👌 VAT Adji	ustment Journals						
Company	ABC Building LTD		•				
VAT Details	s	_					
Period	Jan 2017 - Mar 2017	•					
	Nominal	Date	Contra	Reference	Amount VAT C	ode Notes	•
					0.00		
							-
, VAT Code							
Contra		•	VAT Type				
Reference			O Sales O Purch	lase			
Notes							
Amount	0.00						

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. VAT & Audit Trails
- 3. MTD
- 4. VAT Adjustments Journals
- 5. Using the Parameters provided write the Journal required to perform the Adjustment
- 6. Add as many Journal Lines as required
- 7. Update

Add, Modify or Remove and Update when the Journal is complete.

**Note**: Positive Adjustments will increase the VAT Obligation for both Sales and Purchase VAT Types.



# **Setup VAT Adjustment Nominals**

To be able to perform VAT Adjustments you must set Adjustment Nominals against VAT Codes

		Default \	'AT Nominals				Company Specific VAT No	minals	
Description	Code	Nominal Code	Nominal Description	Rate	Out of Scope	Default	Obsolete Control Nominal Code	Control Nomir 🔺	
Zero Rated	0	VAT 6000	Vat Control Account	0	No		0		
Standard Rated	1	VAT 6000	Vat Control Account	20	No		0		
Exempt	2	VAT 6000	Vat Control Account	0	No		0	-	
Defa	ult Non	inal VAT 600	n	•				•	<u>%</u> <u>M</u> od
Adjustment Conți	rol Non	ninal	-	- - -					<u>U</u> pda

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. Ledgers
- 3. Nominal
- 4. Setup
- 5. VAT Nominal Codes
- 6. Highlight VAT Code
- 7. Click Modify
- 8. Select:

Default Nominal, Adjustment Control Nominal and Adjustment Contra Nominal from the Drop Down menu

<u>D</u> efault Nominal	•
Adjustment Control Nominal	•
Adjustment Contr <u>a</u> Nominal	•

#### **Explanation**

Default Nominal	Is the VAT Default Nominal Code where VAT values will
	be posted during day to day transaction processing.
Adjustment Control Nominal	Is the Control Nominal. Can be the same as Default
Adjustment Contra Nominal	P & L Account

(The above Nominal Codes may have to be created and added to the Chart of Accounts and Account Level Security if implemented in the Nominal Ledger.)



### Submit VAT 100 Return to HMRC

Online Submission	Turnover Analysis		Detail	
	(anoror ma <u>r</u> ao		<u>D</u> 0/08	
npany ABC Building LTD 👤	VAT due in this period on SALES and other output	s		
(VRN: 666987465) Year 2017	VAT in this period due on ACQUISITIONS from oth EC MEMBER STATES	я		
bligations Liabilities Payments	Total VAT du	e		
ogin to HMRC to retrieve obligations	VAT reclaimed in this period on PURCHASES and other inpu	\$	Login to HMRC	
	Net VAT to be		Submit VAT100 Return	
	Total value of SALES and all other outputs excluding VA	Т		
	Total value of PURCHASES and all other inputs excluding VA	Т	View Submitted VAT100	
	Total value of all SUPPLIES of goods and related service excluding VAT, to other EC MEMBER STATES	3.	View Submission Details	
	Total value of all ACQUISITIONS of goods and related service excluding VAT, from other EC MEMBER STATES	3.	Create Test User	
	Note:	~		
	When you submit the above information you are making a lega information is true and complete. A false declaration can result	l declaration that the in prosecution.		

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. VAT & Audit Trails
- 3. MTD
- 4. Submit VAT 100 Return to HMRC
- 5. Login to HMRC

#### Login to HMRC

To Submit a VAT 100 Return to HMRC you will have to Login to HMRC. This can be achieved in two ways. Either you enter login details each time there is a VAT 100 Return to submit or, in order to avoid having to enter your HMRC credentials every time you wish to access the Online Submission module you can save an "access token" provided by HMRC for up to 365 days. (What are access Tokens? (Link))

Obligations, Liabilities and Payments are returned values from HMRC. The successful submission will be listed as 'Received'.

Online Submission		Turnover Analysis		<u>D</u> etail	
mpany ABC Building LTD	VA	T due in this period on SALES and other outputs			
(VRN: 666452414) Year 2017 ▼	VAT	in this period due on ACQUISITIONS from other MEMBER STATES		-	
Obligations Liabilities Payments		Total VAT due			
<ul> <li>Start: 01 Jan-2017 End: 31-Mar-2017 Due: 07-May-2017 Received: 06-May-2017</li> </ul>	VAT reclaimed	I in this period on PURCHASES and other inputs $ $		Login to HMRC	
<ul> <li>Start: 01-Apr-2017 End: 30-Jun-2017</li> <li>Due: 07-Aug 2017</li> </ul>		NetVAT to be RECLAIMED			
Received: 06-Aug-2017	Total valu	e of SALES and all other outputs excluding VAT		Submit VAT100 Return	
Start: 01-Jul-2017 End: 30-Sep-2017 Due: 07-Nov-2017 Datatow VAT period not closed	Total value of F	PURCHASES and all other inputs excluding VAT		View Submitted VAT100	
	Total value excluding \	of all SUPPLIES of goods and related services,   /AT, to other EC MEMBER STATES		View Submission Details	
	Total value of al excluding VAT	ACQUISITIONS of goods and related services, , from other EC MEMBER STATES			
	Note:		*	Create Test User	
			-		
	When you subr	nit the above information you are making a legal device and complete. A false declaration can result in p	claration that the	_	



In the image below we can see two Received Obligations and one Obligation where the VAT Period has not been closed in Dataflow.

Obligations	Liabilities	Payments
<ul> <li>Start: 01 Ja</li> <li>Due: 07-N</li> <li>Received</li> </ul>	an-2017 End: 3 1ay-2017 : 06-May-2017	1-Mar-2017
<ul> <li>Start: 01-A Due: 07-A Received</li> </ul>	pr-2017 End: 3 lug-2017 : 06-Aug-2017	0-Jun-2017
<ul> <li>Start: 01-Ju</li> <li>Due: 07-N</li> <li>Dataflow</li> </ul>	ul-2017 End: 3 lov-2017 VAT period not c	0-Sep-2017 losed

- 6. Analyze your VAT 100 Return Details (Make any Adjustments before Submission)
- 7. Tick

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

8. Click on the 'Submit VAT 100 Return' button which will become active.

Submit VAT100 Return

9. Confirm you wish to proceed

Confirm	
?	You are about to submit your VAT100 Return for the period 01-Apr-2017 to 30-Jun-2017 to HMRC. Do you wish to continue?
	Yes <u>No</u>

10. Enter your Dataflow User Password



11. The Submission Succeeded (or Error details)

Informati	on 🗾 🔀
1	The submission succeeded
	<u> </u>



### Logging into HMRC via Dataflow

When you click on the Login button in Dataflow your default browser will be directed to the HMRC login page. HMRC provide user friendly step by step instructions on how to Login.

(く) left https://ー・www.tax.service.gov.uk/ ルィ 合 C 配 HMRC Tax Platform ×	6 🛧 🛱
ciiir GOV.UK	
HM Revenue & Customs	
Authority to interact with HMRC on	
your benalt	
Dataflow Accounts 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.	
<ol><li>Enter the 6 digit access code we'll send to your mobile phone, landline or other device.</li></ol>	
3. You might need to confirm who you are by answering some security	
<ol> <li>Grant authority for this software to interact with HMRC on your</li> </ol>	
behalf.	
This authority will last for 18 months. You can <u>remove this authority</u> 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	
Cookies Privacy policy Terms and conditions Help using GOV.UK	S
OGL All content is available under the <u>Open Government Licence v3.0</u> , except where otherwise stated © Crown Co	pyright

Enter Login details as required.

(← ←)	= ■ x ∰ ☆ ŵ
I GOV.UK	$\sim$
HM Revenue & Customs	
Sign in	
Enter your Test User credentials to sign in.	
User ID User ID	
Password •••••	
Sign in	
Problems signing in	
Don't have Test User credentials <u>a</u>	
Get help with this page.	
Cookies Privacy policy Terms and conditions Help using GOV.UK	
CGL All content is available under the Open Government Licence v3.0, except where otherwise stated © Crown Copyright	



You must grant Dataflow Accounts authority to perform the actions listed below on the HMRC window.



Once you have logged in to HMRC and granted Dataflow authority you may return to Dataflow to process your VAT 100 Return. You no longer require the internet browser.





### Timeout

The Dataflow Accounts default timeout period for logging into the HMRC website is 2 minutes. If you fail to login within this the 2 minute timeframe then you will have to re-start the login process. This timeout period should be sufficient unless you suffer from particularly bad connectivity issues, in which case Dataflow can extend the timeout period for you.



### **HMRC and Dataflow Interaction**

Various prompts may appear. Please read the prompts carefully and once the message is understood click OK and continue.

HMRC will share key information with Dataflow Accounts to enable you to Submit the VAT 100 through Dataflow. This information includes Payments received, outstanding liabilities and obligations.

Submit VAT100 Return to HMRC		
Online Submission	Turnover Analysis	Detail
Company ABC Building LTD 💌	VAT due in this period on SALES and other outputs 1,669,574.47	
(VRN: 666922303) Year 2017	VAT in this period due on ACQUISITIONS from other 14,020.27 EC MEMBER STATES	
Obligations Liabilities Payments	Total VAT due 1,683,594.74	
<ul> <li>Start: UI-Jan-2017 End: 31-Mar-2017</li> <li>Due: 07-May-2017</li> <li>Awaiting submission</li> </ul>	VAT reclaimed in this period on PURCHASES and other inputs 6,593,343.06	Login to HMRC
	NetVAT to be RECLAIMED       4.903,748.38         Tota       0,270,336.00         Total value       Warning! There are outstanding liabilities to HMRC         Total value       0K         Note:       The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of imports, bonded goods, or under/over declarations notified by HM Customs and Excise, etc         When you submit the above information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.	Submit VAT100 Return View Submitted VAT100 View Submission Details Create Test User
	Preview mode	🗸 💰 Setup 🛛 🚓 <u>P</u> rint 🚺 🔯 Qlose

#### Explanation Submit VAT 100 Return to HMRC 'Tabs'

'Online Submission' Tab	This is where Submit the VAT 100 Return is submitted.
Company	Drop down includes all Companies setup for MTD
Year	Select Year you wish to Process
Obligations	Obligations provides a Status update on the VAT Periods whether they are Awaiting submission, they have been Received or not closed.
Liabilities	Liabilities are submitted VAT 100 Returns that are still to be paid
Payments	Payments received by HMRC
Turnover Analysis	A breakdown of what makes up the VAT 100
Detail	Transaction Level of the Turnover Analysis



### **MTD Credentials**

In order to avoid having to enter your HMRC credentials every time you wish to access the Online Submission module you can save an "access token" provided by HMRC for up to 365 days. This access token is only valid when used with, and presented to HMRC by, Dataflow Accounts and is therefore totally secure.

HMRC credentials are only valid for the VAT registration numbers that you specified when you signed up to MTD. Similarly, an access token generated for a set of HMRC credentials is only valid for those same VAT registration numbers. Make sure that you specify the correct VAT numbers against each saved access token record. Users are set against the VAT Reg Number.

You can either login to HMRC services by clicking on the button 'Login to HMRC' to generate a new access token or when you first login to HMRC in the 'Submit VAT 100 to HMRC'.

∂ MTD Credentials	
Description Access Token Expiry Days Access Token Created On Access Token I	Expiry Date
Description days days days TOT Valid For VAT Reg. Numbers	Valid For VAT Reg. Numbers
Users NOT Authorised	Authorised Users
Note: In order to avoid having to enter your HMRC credentials every time you wish to access the Online Submi with, and presented to HMRC by, Dataflow Accounts and is therefore totally secure. HMRC credentials are only valid for the VAT registration numbers that you specified when you signed up numbers. Make sure that only specify the correct VAT numbers against each saved access token record Login to HMCR services by clicking on the button below to generate a new access token.	ssion module you can save an "access token" provided by HMRC for up to 365 days. This access token is only valid when used to MTD for VAT. Similarly, an access token generated for a set of HMRC credentials is only valid for those same VAT registration
Login to HMRC	Add Modify Remove

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. VAT & Audit Trails
- 3. MTD
- 4. MTD Credentials
- 5. Click Add
- 6. Enter a Description
- 7. Enter an Expire number of days (Max 365)
- 8. Move the VAT code/s over to the 'right' (Valid For VAT Reg. Number)
- 9. Move Users over to the right who you wish to be able to login to the Submit VAT 100 Return
- 10. Click OK
- 11. Now Click Login to HMRC and login to HMRC to save the Access Token



In the image below we can see that for VAT Reg. Number 666922303 the Users 'User' and 'User 2' are authorised to use these credentials. The Access Token was created on 02/02/2019. The MTD Credentials will expire in 365 days which is 04/02/2020.

A MTD Credentials	
Description Access Token Expiry Days Access Token Created On Access Token Expiry D	ate
Description Expires in 365 days URL 1/65 feat // T. Bara Murchare	- V. H. E VAT. Bas. Murikus
	I         12247958343
Users NOT Authorised SUPERVISOR USER 2 USER 3 USER 4	Authorised Users USER USER
Note: In order to avoid having to enter your HMRC credentials every time you wish to access the Online Submission mo with, and presented to HMRC by, Dataflow Accounts and is therefore totally secure. HMRC credentials are only valid for the VAT registration numbers that you specified when you signed up to MTD numbers. Make sure that only specify the correct VAT numbers against each saved access token record. Login to HMCR services by clicking on the button below to generate a new access token.	dule you can save an "access token" provided by HMRC for up to 365 days. This access token is only valid when used for VAT. Similarly, an access token generated for a set of HMRC credentials is only valid for those same VAT registration
Login to HMRC	Cancel O Lose

When Users who are authorised to use saved credentials navigate to 'Submit VAT 100 Return to HMRC' they will be automatically logged into HMRC once the Company they have an Access Token for is selected.

Submit VAT100 Return to HMRC		
Online Submission	Turnover Analysis	<u>D</u> etail
Online Submission         Company       ABC Building LTD         (VRN: 666922303)         Year       2017         Obligations       Liabilities         Payments         From: 01-Jan-2017       To: 05-Apr-2017         Type: VAT Return Debit Charge         Original amount: 463,872.00         Dut: 12-May-2017         From: 01-Aug-2017         Type: VAT CA Charge         Original amount: 8,433.38         Dut: 01-Oct-2017         Type: VAT CA Charge         Original amount: 8,433.38         Dut: 01-Oct-2017         Type: VAT CA Charge         Original amount: 7,433.38         Dut: 01-Oct-2017         Type: VAT DA Debit Charge         Original amount: 3,000.00         Outstanding amount: 3,000.00         Outstanding amount: 3,000.00         Outstanding amount: 3,000.00         Outstanding amount: 2,845.00         Due: 31-Dec-2017	Turnover Analysis         VAT due in this period on SALES and other outputs         VAT in this period due on ACQUISITIONS from other         EC MEMBER STATES         Total VAT due         VAT         Information         VAT         VAT         VAT         VAT         Information         VAT         Please ensure that your HMRC using credentials created on 04-Feb-2013 and they will expire on 04-Feb-2020.         Please ensure that your HMRC User Id and password are available before that date in order that you can log in to HMRC and refresh your credentials.         You cannot submit your VAT 100 Return without valid HMRC credentials and a delay in obtaining them may result in a penalty notice.	Detail Login to HMRC Submit VAT100 Return View Submitted VAT100 View Submitsion Details Create Test User
	Note: When you submit the above information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution. Preview mode  V	Setup Print O Close



# Submit Group VAT 100

Submitting Group VAT 100 has a similar workflow as submitting VAT 100 for a single Company.

Outro Coherinieu		1		1
Unline Submission	l urnover Analysis		Detail	
T Reg. Number	VAT due in this period on SALES and other outputs			
Vear  Vear	VAT in this period due on ACQUISITIONS from other EC MEMBER STATES			
	Total VAT due			
Lught lut innels lu teineve uungalunts	VAT reclaimed in this period on PURCHASES and other inputs	Laria to UNDC		
	Net VAT to be	LUgirito Himhe		
	Total value of SALES and all other outputs excluding VAT	Submit VAT100 Return		
	Total value of PURCHASES and all other inputs excluding VAT	View Submitted VAT100		
	Total value of all SUPPLIES of goods and related services, excluding VAT, to other EC MEMBER STATES	View Submission Details		
	Total value of all ACQUISITIONS of goods and related services, excluding VAT, from other EC MEMBER STATES			
	Note	Create Test User		
	indic.			
		*		
	When you submit the above information you are making a legal declaration the information is true and complete. A false declaration can result in prosecution	at the		

#### Submit Group VAT 100 Return to HMRC window

#### <u>Steps</u>

- 1. Dataflow Toolbar
- 2. VAT & Audit Trails
- 3. MTD
- 4. Submitting Group VAT 100 to HMRC
- 5. Follow same Instructions as per 'Submit a VAT 100 Return to HMRC'
- VAT Periods for all Companies must be closed to be able to process the VAT Period.

👌 Submit Group VAT100 Return to HMRC
Online Submission
VAT Reg. Number 666555693
Year 2017 💌
Obligations Liabilities Payments
<ul> <li>Start: 01-Jan-2017 End: 31-Mar-2017</li> <li>Due: 07-May-2017</li> <li>ABC Films Ltd</li> <li>ABC Markets Ltd</li> <li>Close VAT periods for all companies!</li> </ul>



### Flagged as Submitted vs Submit to HMRC

HMRC will decide when your Company can start submitting MTD VAT 100 Returns. Early adoption of the new VAT 100 Return regime is not available to all Companies. The 'Pilot' has not been made available for all.

Dataflow have accounted for the above scenario by allowing Users to utilise the MTD Module without Submitting the VAT 100 Return to HMRC.

How it works is you use the MTD Module and 'Flag as Submitted to HMRC' the VAT 100 Return as opposed to actually submitting to HMRC via Dataflow. The flagged VAT 100 Submission will need to be submitted to HMRC via the same method used prior to the introduction of MTD VAT Returns.

Online Submission	Turnover Ana	alysis	1	<u>D</u> etail	
mpany ABC Rentals Ltd 🗨	VAT due in this period on SALES and other outputs	2,097.63			
(VRN: 555654123) Year 2017	VAT in this period due on ACQUISITIONS from other EC MEMBER STATES	0.00			
Dbligations Liabilities Payments	Total VAT due	2,097.63			
Start: 01-Jan-2017 End: 31-Mar-2017 Due: 07-May-2017 Waiting to be flagged	VAT reclaimed in this period on PURCHASES and other inputs	409,890.12	Login to HMRC		
Start: 01-Apr-2017 End: 30-Jun-2017	Net VAT to be RECLAIMED	407,792.49			
Dataflow VAT period not closed	Total value of SALES and all other outputs excluding VAT	7,954,238	Flag as Submitted to HMRC		
Due: 07-Nov-2017 End: 30-Sep-2017 Due: 07-Nov-2017 Dataflow VAT period not closed!	Total value of PURCHASES and all other inputs excluding VAT	6,458,938	View Submitted VAT100		
Start: 01-Oct-2017 End: 31-Dec-2017 Due: 07-Feb-2018	Total value of all SUPPLIES of goods and related services, excluding VAT, to other EC MEMBER STATES	0	View Submission Details		
Dataflow VAT period not closed!	Total value of all ACQUISITIONS of goods and related services, excluding VAT, from other EC MEMBER STATES	0			
	Note: The above totals must be checked before use for VAT Rr account is taken, for example, of imports, bonded goods, declarations notified by HM Customs and Excise, etc The VAT correction limit is set at 5,000.	eturn purposes as no 🖍 or under/over	Create Test User		
	When you submit the above information you are making a legal du information is true and complete. A false declaration can result in	eclaration that the prosecution.			



In the image to the left we see that a VAT Period is 'Waiting to be flagged' and the remaining VAT Periods have not been closed.

Above is the button 'Flag as Submitted to HMRC'. This Flag allows you to process the VAT periods using the MTD Module whilst you await your first MTD VAT period that can be submitted digitally.

You should only 'Flag as Submitted' up to the point of your first VAT period eligible for digital submission.

If you have signed up for MTD and successfully logged into the HMRC website via the Dataflow Accounts MTD options, but have Dataflow VAT periods that require ""flagging" as submitted, you will have to be logged into the HMRC website in order to do so.



## **Access Control**

Access Control			
<u>A</u> ssign Access	View <u>U</u> ser Access	View <u>G</u> roup Access	l,
Password   Password   Password   Password	Image: Setup         Image: Setup	k IC um o HMRC um	

Access Control has been placed on the 'Submit VAT 100 Return' button.



# **Test Connectivity**

HMRC Connectivity Test		
Click on the button below to test connectivity to the HMRC MTD for VAT service.	<u>^</u>	
Your default browser should open and will be directed to the HMRC login page. The Dataflow "busy" dialog will be displayed. At this point you have achieved connectivity to HMRC and can press cancel if you wish.		
If you want to continue with the login process, you can use the test credentials displayed in the bottom left and right corner. The User Id is shown in the bottom left corner and the password is displayed in the bottom right corner.	s of the dialog.	
Please be aware that logging into HMRC from Dataflow Accounts MTD will time out after 2 minutes.	=	
Follow the instructions on the HMRC web page to login. A 6 digit access code will NOT be sent to your mobile phone, nor will you be asked to confirm any security questions, as you are using TEST credentials.		
Double-clicking the credentials at the bottom of the Dataflow "busy" dialog" to select them will automatically copy them to ready for you to paste into the appropriate fields on the HMRC login page.	the clip-board	
Dataflow Accounts is not able to close your browser after the connectivity test so please be aware that it will still be open in background.	n the	
1		
Test Connectivity to HMRC		
	O Close	

- Click on the Test Connectivity to HMRC button
- Click on 'Continue' when the HMRC page is generated
- Copy the User ID found on the left hand side of the image below and the Password on the right



• Paste the User ID and Password into the Sign in window

dia GOV.	UK	
HM Reve	HM Revenue & Customs	
Sign in		
Enter your Te	st User credentials to sign in.	
User ID	1234567890 ×	
Password	•••••	
Sign in	1	
Problems signing in		
Don't have Test User credentials 🖻		
Get help with th	is page.	