

CCH OneClick

Making Tax Digital for VAT  
CCH Practice Management

Quick Start Guide - 3.4



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# 1. Introduction

Making Tax Digital for VAT introduces the requirement for VAT registered businesses with taxable turnover above the VAT registration threshold to keep records in digital form and file their VAT returns via compatible software.

Our priority is to support advisors and their clients, by delivering a VAT filing solution that allows you to maintain your current VAT processes as closely as possible. Advisors have significant legacy calculations and formulas within spreadsheets today that makes the recurring task of completing a VAT return more efficient.

This quick start guide documents the process of exporting the VAT data from CCH Practice Management, creating digital links for sales, purchases and the VAT return, and then filing the return through Making Tax Digital for VAT within CCH OneClick.

## 2. Prerequisites

**Making Tax Digital for VAT** - is an integral part of CCH OneClick. This guide assumes that the practice has already activated CCH OneClick, as well as the employees of that practice and their clients. For more information refer to [Practice Activation and Client setup guide](#)

CCH OneClick must be authorised with HMRC to record the VAT Registration Number.

There are two methods for advisors to file their own business returns, either through the advisors' workspace or through the client workspace.

**Filing through the advisors' workspace** - you will need a 64-8 in place and your business has been linked to your agent services account. You also need, your agent services account credentials to sign in to HMRC's page, to grant authority for CCH OneClick with HMRC. These will be used to access all the API-based services that HMRC provides.

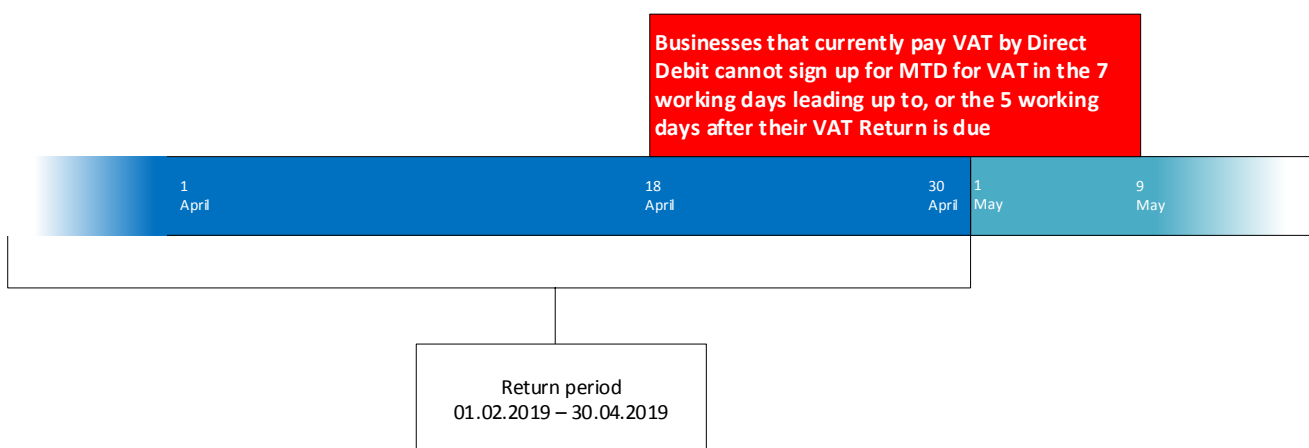
**Filing through the client workspace** - If, you would like to keep your own VAT return separate from your client's VAT returns, we recommend they are filed through the client workspace within CCH OneClick. CCH OneClick must be authorised with HMRC to record the VAT Registration Number, you can either use your agent services account credentials or your existing government gateway credentials.

For further details on how to authorise the practice within CCH OneClick, (advisors workspace) refer to sections 3 and 4 of the [Making Tax Digital for VAT](#) quick start guide.

For further details on how to authorise the (client workspace), please refer to [Authorise CCH OneClick with HMRC](#) section 6 of this guide.

Please note: once you have signed up to MTD for VAT, HMRC may take up to 72 hours to send a confirmation email. **DO NOT** try to enter their VAT registration number as it will fail.

Businesses that currently pay VAT by Direct Debit cannot sign up for MTD for VAT in the 7 working days leading up to, or the 5 working days after their VAT Return is due. For example, VAT return quarter end 30<sup>th</sup> April 2019 means you have to sign up by the 18<sup>th</sup> March or wait until 9<sup>th</sup> April 2019 to sign up.



### 3. Exporting the Sales VAT Data from CCH Practice Management

## Management

Before you run the report ensure that you have closed off the previous tax periods in Practice Management, otherwise the figures for the previous tax quarter(s) will also be included in the report that you run. This is because, all figures since the last tax period closure will be included and therefore will accumulate into future reports.

For full guidance on how to 'close an accounting period as a tax period and run the reports to obtain your VAT figures', please refer to knowledge base article [10411](#).

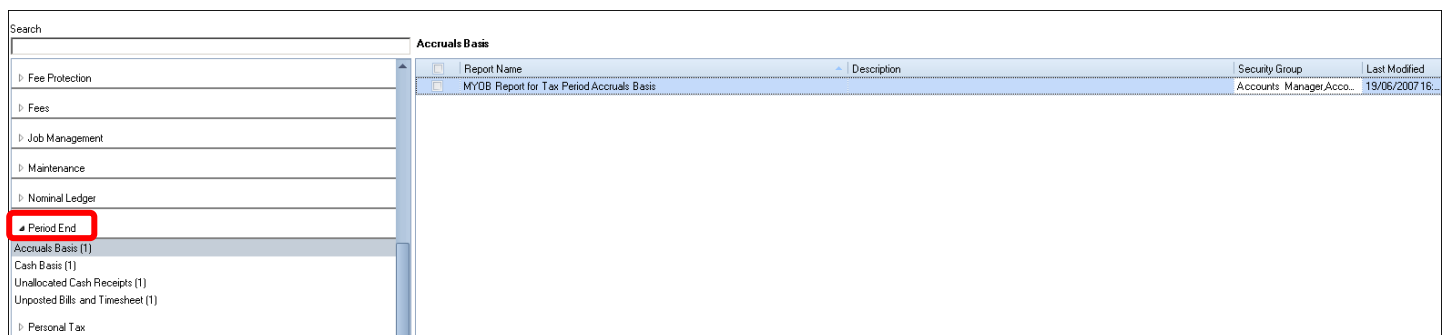
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**Note: Please ensure you run the reports before closing the current tax period as the reports cannot be re-run once the period has been closed.**

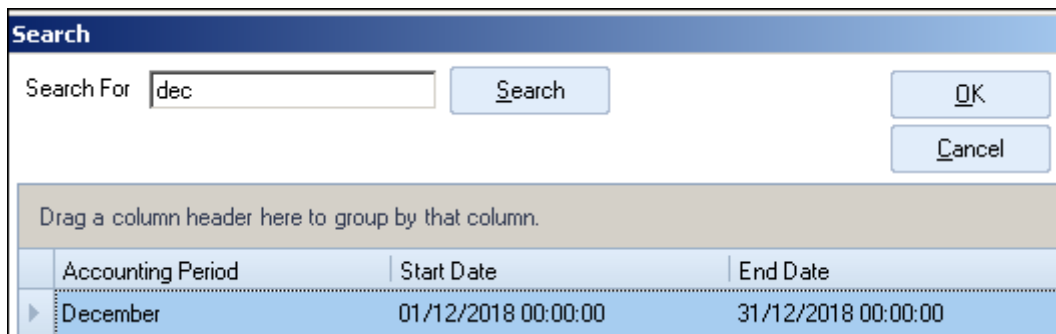
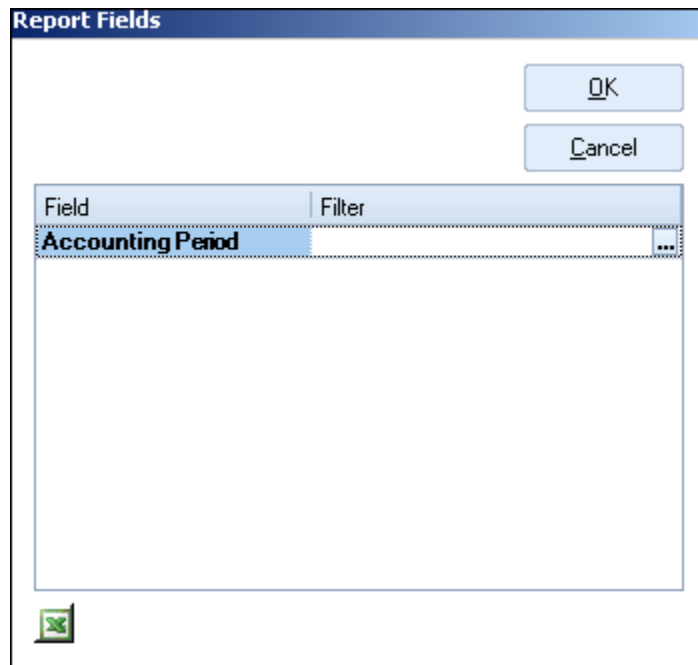
**Once a tax period has been closed it cannot be re-opened.**

---

1. From Smart Reports, select period end
2. Select Accruals Basis or Cash basis

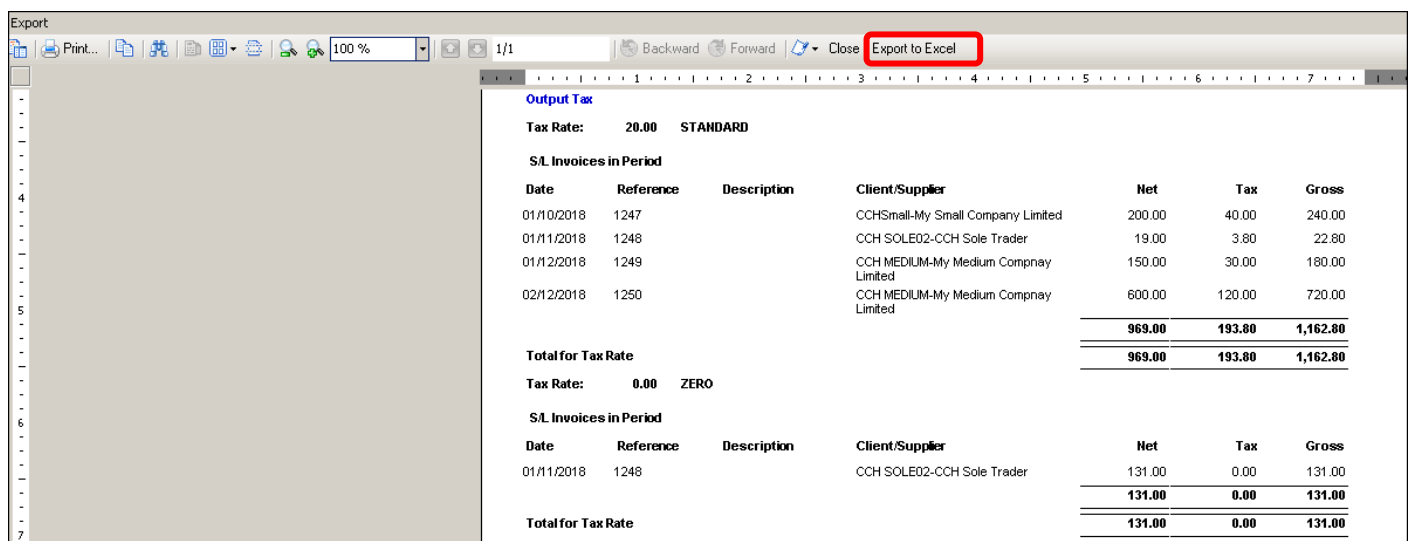


3. To run the report double click or click on Run in the tool bar
4. Within Filter, type in the period i.e. December



**Note:** There are various options to export the data into Excel, however, for the purpose of VAT reporting the method shown below is best practice.

5. Click on OK
6. Click on Export to Excel



8. Save the file



Sales\_VAT - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment RMS Number Conditional Formatting Format as Table Styles Cells Editing

E18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	<b>Billing Compan</b>	<b>Output Tax</b>	<b>Tax Description</b>	<b>Type</b>	<b>Report Start Da</b>	<b>End Date</b>	<b>Tax Rate</b>	<b>Receipt Date</b>	<b>Receipt No</b>	<b>Description</b>	<b>Client Name</b>	<b>Net</b>	<b>Tax</b>	<b>Gross</b>
3	My Limited Con	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	01/10/2018	1247		CCHSmall-My S	200.00	40.00	240.00
4	My Limited Con	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	01/11/2018	1248		CCH SOLE02-CC	19.00	3.80	22.80
5	My Limited Con	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	01/12/2018	1249		CCH MEDIUM-IV	150.00	30.00	180.00
6	My Limited Con	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	02/12/2018	1250		CCH MEDIUM-IV	600.00	120.00	720.00
7				<b>S/L Invoices in Period Total</b>								969.00	193.80	1162.80
8			<b>STANDARD Total</b>									969.00	193.80	1162.80
9	My Limited Con	Output Tax	ZERO	S/L Invoices in	01/10/2018	31/12/2018	0.00	01/11/2018	1248		CCH SOLE02-CC	131.00	0.00	131.00
10				<b>S/L Invoices in Period Total</b>								131.00	0.00	131.00
11			<b>ZERO Total</b>									131.00	0.00	131.00
12			<b>Output Tax Total</b>									1100.00	193.80	1293.80
13	<b>My Limited Company</b>	<b>Total</b>										1100.00	193.80	1293.80
14	<b>Grand Total</b>											1100.00	193.80	1293.80
15														

# 4. Creating Digital Links

1. Open the sales VAT data spreadsheet which was exported from CCH Practice Management

Billing Company	Output Tax	Tax Description	Type	Report Start Date	End Date	Tax Rate	Receipt Date	Receipt No	Description	Client Name	Net	Tax	Gross
My Limited Company	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	01/10/2018	1247	CCHSmall-My S	CCH SOLE02-CC	200.00	40.00	240.00
My Limited Company	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	01/11/2018	1248	CCH SOLE02-CC	CCH SOLE02-CC	19.00	3.80	22.80
My Limited Company	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	01/12/2018	1249	CCH MEDIUM-N	CCH MEDIUM-N	150.00	30.00	180.00
My Limited Company	Output Tax	STANDARD	S/L Invoices in	01/10/2018	31/12/2018	20.00	02/12/2018	1250	CCH MEDIUM-N	CCH MEDIUM-N	600.00	120.00	720.00
											969.00	193.80	1162.80
											969.00	193.80	1162.80
											131.00	0.00	131.00
											131.00	0.00	131.00
											131.00	0.00	131.00
											1100.00	193.80	1293.80
											1100.00	193.80	1293.80
											1100.00	193.80	1293.80

2. Open the spreadsheet for the exported VAT return data for the purchases. (This could be from CCH Practice Management or other bookkeeping solutions)

Billing Company	Output Tax	Tax Description	Type	Report Start Date	End Date	Tax Rate	Receipt Date	Receipt No	Description	Client Name	Net	Tax	Gross
My Limited Company	Input Tax	STANDARD	P/L Invoices in Period	01/10/2018	31/12/2018	20.00	01/10/2018	12345	INSURE-Insure Insurance Ltd	INSURE-Insure Insurance Ltd	250.00	50.00	300.00
My Limited Company	Input Tax	STANDARD	P/L Invoices in Period	01/10/2018	31/12/2018	20.00	01/11/2018	2345	RATES1-Rates Limited	RATES1-Rates Limited	200.00	40.00	240.00
											450.00	90.00	540.00
											450.00	90.00	540.00
											450.00	90.00	540.00

3. Create a new Workbook within Excel for example - VAT Return

VAT Return [Compatibility Mode] - Excel

	A	B	C
1	<b>VAT Return</b>		
2	<b>My Limited Company</b>		
3	<b>For December 2018</b>		
4			
5			
6	<b>VAT Return Details</b>		
7	Registration Number		GB 123456789
8	VAT Scheme		Cash Scheme
9	Period covered by the return		Quarterly
10	From		1/10/2018
11	To		31/12/2018
12	The deadline for submitting this return online is		7/02/2019
13			£
14	<b>VAT Calculations</b>		
15	VAT due this period on sales and other outputs		1
16	VAT due in this period on acquisitions from other EC Member States		2
17	Total VAT due (the sum of boxes 1 and 2)		3
18	VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)		4
19	<b>VAT to Pay Customs</b>		5
20			
21	<b>Sales and Purchases Excluding VAT</b>		
22	Total value of sales and all other outputs excluding VAT (including supplies to EC)		6
23	Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)		7
24			
25	<b>EC Supplies and Purchases Excluding VAT</b>		
26	Total value of all supplies of goods, excluding any VAT, to other EC Member States		8
27	Total value of all acquisitions of goods, excluding any VAT, from EC Member States		9

4. In row 15 column C, type = then browse to the Total VAT figure from Sales\_VAT spreadsheet and press enter

Sales\_VAT - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	<b>Billing Compan Output Tax</b>	<b>Tax Description Type</b>	<b>Report Start Da</b>	<b>End Date</b>	<b>Tax Rate</b>	<b>Receipt Date</b>	<b>Receipt No</b>	<b>Description</b>	<b>Client Name</b>	<b>Net</b>	<b>Tax</b>	<b>Gross</b>		
3	My Limited Con Output Tax	STANDARD S/L Invoices in	01/10/2018	31/12/2018	20.00	01/10/2018	1247		CCHSmall-My S	200.00	40.00	240.00		
4	My Limited Con Output Tax	STANDARD S/L Invoices in	01/10/2018	31/12/2018	20.00	01/11/2018	1248		CCH SOLE02-CC	19.00	3.80	22.80		
5	My Limited Con Output Tax	STANDARD S/L Invoices in	01/10/2018	31/12/2018	20.00	01/12/2018	1249		CCH MEDIUM-N	150.00	30.00	180.00		
6	My Limited Con Output Tax	STANDARD S/L Invoices in	01/10/2018	31/12/2018	20.00	02/12/2018	1250		CCH MEDIUM-N	600.00	120.00	720.00		
7		<b>S/L Invoices in Period Total</b>								969.00	193.80	1162.80		
8		<b>STANDARD Total</b>								969.00	193.80	1162.80		
9	My Limited Con Output Tax	ZERO S/L Invoices in	01/10/2018	31/12/2018	0.00	01/11/2018	1248		CCH SOLE02-CC	131.00	0.00	131.00		
10		<b>S/L Invoices in Period Total</b>								131.00	0.00	131.00		
11		<b>ZERO Total</b>								131.00	0.00	131.00		
12		<b>Output Tax Total</b>								1100.00	193.80	1293.80		
13	<b>My Limited Company Total</b>									1100.00	193.80	1293.80		
14	<b>Grand Total</b>									1100.00	193.80	1293.80		
15														

VAT Return [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Cut Copy Paste Format Painter Clipboard

Arial 9 A A Font

B I U Font

Wrap Text Alignment

Share Protected RMS

Number Number

Conditional Formatting

VATB1 : X ✓ fx **='[Sales\_VAT.xlsx]MYOB Report for Tax Period Accr!\$M\$12**

	A	B	C	D	E	F	G
1	<b>VAT Return</b>						
2	<b>My Limited Company</b>						
3	<b>For December 2018</b>						
4							
5							
6	<b>VAT Return Details</b>						
7	Registration Number		GB 123456789				
8	VAT Scheme		Cash Scheme				
9	Period covered by the return		Quarterly				
10	From		1/10/2018				
11	To		31/12/2018				
12	The deadline for submitting this return online is		7/02/2019				
13			£				
14	<b>VAT Calculations</b>						
15	VAT due this period on sales and other outputs	1	193.80				
16	VAT due in this period on acquisitions from other EC Member States	2	0.00				
17	Total VAT due (the sum of boxes 1 and 2)	3	193.80				
18	VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	4	90.00				
19	<b>VAT to Pay Customs</b>	5	<b>103.80</b>				
20							
21	<b>Sales and Purchases Excluding VAT</b>						
22	Total value of sales and all other outputs excluding VAT (including supplies to EC)	6	969.00				
23	Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	7	450.00				
24							
25	<b>EC Supplies and Purchases Excluding VAT</b>						
26	Total value of all supplies of goods, excluding any VAT, to other EC Member States	8	0.00				
27	Total value of all acquisitions of goods, excluding any VAT, from EC Member States	9	0.00				

- In row 18 column C, type = then browse to the Total VAT figure from Purchases\_VAT spreadsheet and press enter

Purchases\_VAT - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Calibri 11 A A Font

B I U Font

Wrap Text Alignment

Share Protected RMS

Number Number

Conditional Formatting Table Styles

Normal Bad Good Neutral

Insert Delete Format Cells

AutoSum Fill Sort & Find & Filter Select Editing

G10 : X ✓ fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4	<b>Billing Company</b>	<b>Output Tax</b>	<b>Tax Description</b>	<b>Type</b>	<b>Report Start Date</b>	<b>End Date</b>	<b>Tax Rate</b>	<b>Receipt Date</b>	<b>Receipt No</b>	<b>Description</b>	<b>Client Name</b>	<b>Net</b>	<b>Tax</b>	<b>Gross</b>
5	My Limited Company	Input Tax	STANDARD	P/L Invoices in Period	01/10/2018	31/12/2018	20.00	01/10/2018	12345	INSURE-Insure Insurance Ltd		250.00	50.00	300.00
6	My Limited Company	Input Tax	STANDARD	P/L Invoices in Period	01/10/2018	31/12/2018	20.00	01/11/2018	2345	RATES1-Rates Limited		200.00	40.00	240.00
7				P/L Invoices in Period Total								450.00	90.00	540.00
8			STANDARD Total									450.00	90.00	540.00
9		Input Tax Total										450.00	90.00	540.00
10														
11														
12														
13														

- Continue the process until all relevant values have been digitally linked

Please note: The spreadsheets can have any naming convention, the above is for demonstration purposes only. Please make sure all relevant values and have been digitally linked.

## 5. Tagging the Excel Spreadsheet

Before the spreadsheet can be uploaded into Making Tax Digital within CCH OneClick, tags need to be applied to boxes 1 to 9.

	A	B	C	D	E	F	G
1	<b>VAT Return</b>						
2	<b>My Limited Company</b>						
3	<b>For December 2018</b>						
4							
5							
6	<b>VAT Return Details</b>						
7	Registration Number		GB 123456789				
8	VAT Scheme		Cash Scheme				
9	Period covered by the return		Quarterly				
10	From		1/10/2018				
11	To		31/12/2018				
12	The deadline for submitting this return online is		7/02/2019				
13			£				
14	<b>VAT Calculations</b>						
15	VAT due this period on sales and other outputs	1	193.80				
16	VAT due in this period on acquisitions from other EC Member States	2	£0.00				
17	Total VAT due (the sum of boxes 1 and 2)	3	£193.80				
18	VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	4	90.00				
19	<b>VAT to Pay Customs</b>	5	<b>£103.80</b>				
20							
21	<b>Sales and Purchases Excluding VAT</b>						
22	Total value of sales and all other outputs excluding VAT (including supplies to EC)	6	969.00				
23	Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	7	450.00				
24							
25	<b>EC Supplies and Purchases Excluding VAT</b>						
26	Total value of all supplies of goods, excluding any VAT, to other EC Member States	8	£0.00				
27	Total value of all acquisitions of goods, excluding any VAT, from EC Member States	9	£0.00				

7. The Excel Name function is used to tag the VAT information to allow it to be imported. This will allow the software to read the data
8. To apply the tags to the above example, Click on Cell C15
9. Select Formulas>Name Manager>New
10. Name = VATB1
11. Name = VATB2

**Edit Name**

**Name:** VATB1

**Scope:** Workbook

**Comment:**

**Refers to:** =VAT Return!\$C\$15

OK Cancel

12. Repeat the process for the other 7 VAT box cells

Name Manager

New... Edit... Delete Filter

Name	Value	Refers To	Scope	Comment
VATB1	193.80	= 'VAT Return'!\$C\$15	Workbo...	
VATB2	£0.00	= 'VAT Return'!\$C\$16	Workbo...	
VATB3	£193.80	= 'VAT Return'!\$C\$17	Workbo...	
VATB4	90.00	= 'VAT Return'!\$C\$18	Workbo...	
VATB5	£103.80	= 'VAT Return'!\$C\$19	Workbo...	
VATB6	969.00	= 'VAT Return'!\$C\$22	Workbo...	
VATB7	450.00	= 'VAT Return'!\$C\$23	Workbo...	
VATB8	£0.00	= 'VAT Return'!\$C\$26	Workbo...	
VATB9	£0.00	= 'VAT Return'!\$C\$27	Workbo...	

Refers to:

= 'VAT Return'!\$C\$27

Close

## 6. Authorise CCH OneClick with HMRC

### Advisors Workspace

CCH OneClick must be authorised with HMRC to record the VAT Registration Number.

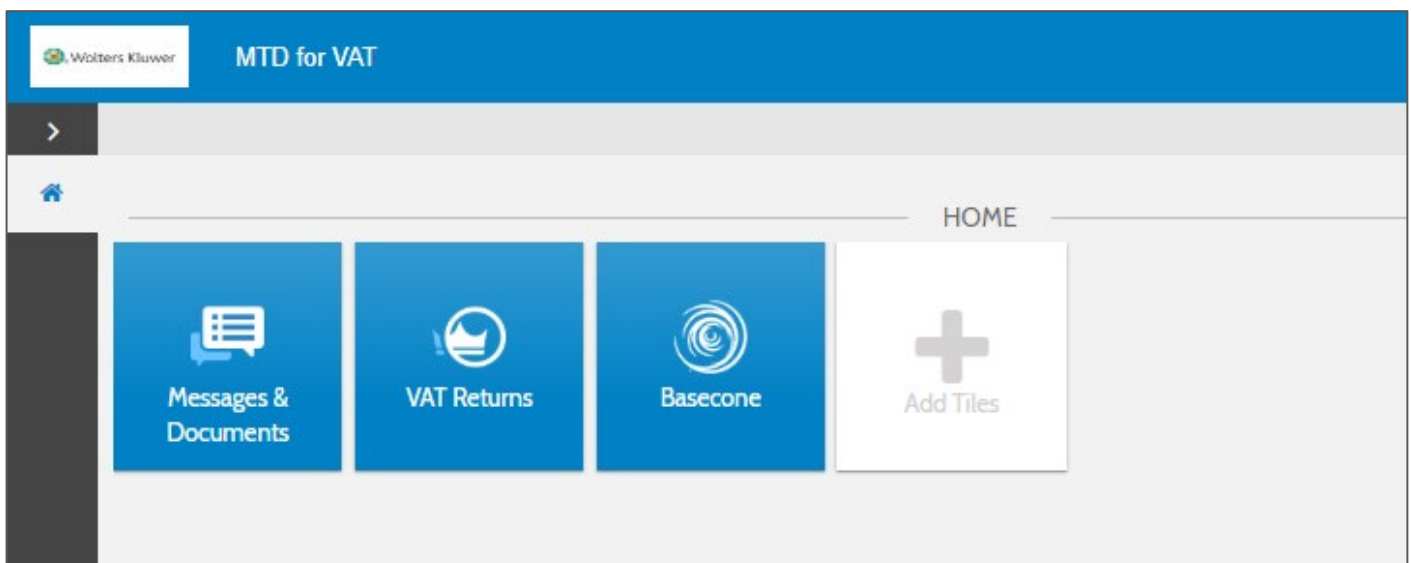
You can use this method to file your own business return using the advisor's workspace if you have a 64-8 in place and your business has been linked to your new ASA account. If, however, you would like to keep this separate from your Client VAT returns then we recommend you file the return through the client workspace in CCH OneClick.

For further details on how to authorise the practice within CCH OneClick, refer to sections 3 and 4 of the [Making Tax Digital for VAT](#) quick start guide.

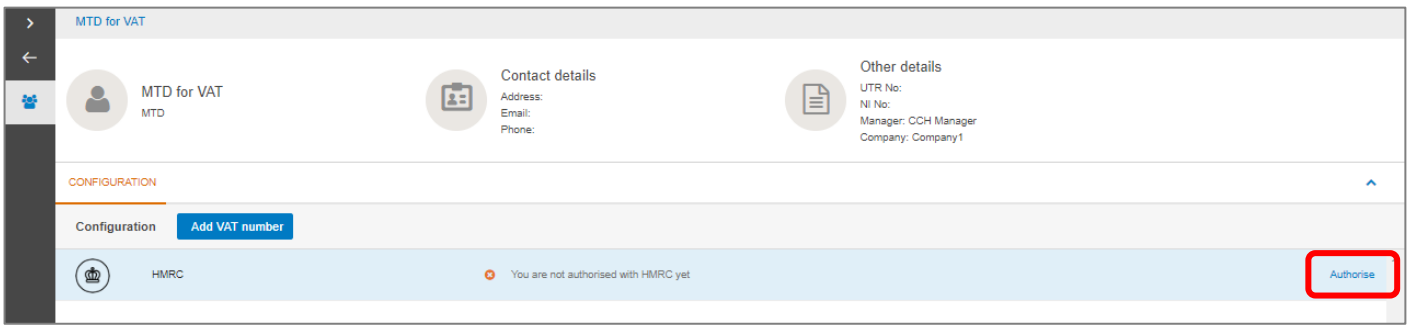
### Client Workspace

CCH OneClick must be authorised with HMRC to record the VAT Registration Number. You can either use your agent services account credentials or your existing government gateway credentials.

1. Click on the Vat Returns tile

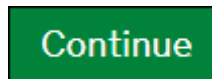


2. Click on **Authorise**

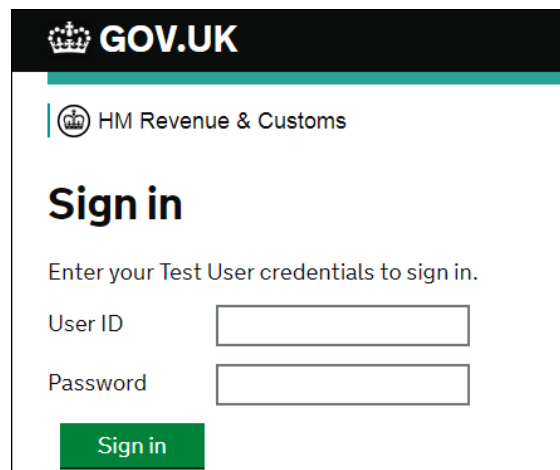


3. The page is redirected to the HMRC website

4. Click on Continue

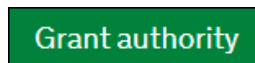


5. Enter your HMRC User ID and password, either your new ASA credentials or your government gateway credentials, both are accepted



6. Click on Sign In

7. Click on Grant authority



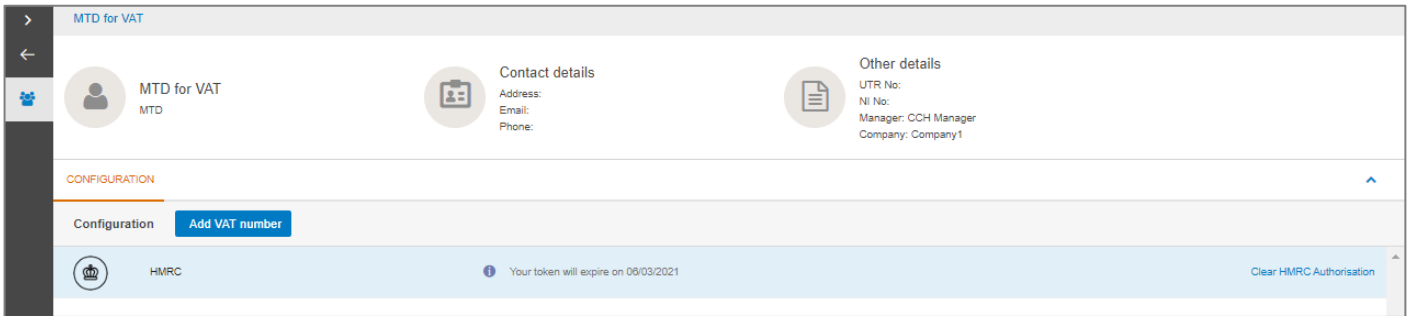
**Note:** Your credentials used to sign into HMRC's page, to grant authority for CCH OneClick with HMRC must be your agent services account credentials or your government gateway ID that HMRC require all businesses to create. These will be used to access all the API-based services that HMRC provide.

The authorisation with HMRC is expected to last for an 18-month period, so should not need to be repeated frequently.

## Confirmation email



- Once you have signed up to MTD for VAT, HMRC may take up to 72 hours to send a confirmation email. **DO NOT** try to enter your VAT registration number until you have received this email otherwise it will fail
- Once you have received the confirmation email from HMRC, it's now time to enter your VAT number by clicking on Add VAT number



- Add your VAT number

A 'New configuration' dialog box with a close button (x) in the top right corner. It contains a text input field labeled 'Enter VAT number' with the value '264180173'. Below the input field are two buttons: 'Cancel' and 'Add'.

- Validation is then applied to check that:

- Your business has subscribed to Making Tax Digital for VAT. If not, the error below is shown.



- If the VAT Number does not contain the correct amount of digits a validation message will be displayed

A 'New configuration' dialog box with a close button (x) in the top right corner. It contains a text input field labeled 'Enter VAT number' with the value '85373820'. Below the input field, a red error message reads 'VRN must contain 9 numbers.'. Below the input field are two buttons: 'Cancel' and 'Add'.

## 12. Click on Add

The screenshot displays the 'MTD for VAT' configuration page. At the top, there are sections for 'Contact details' and 'Other details'. The main configuration area is titled 'Configuration' and contains a table with the following rows:

Icon	Label	Status/Message
	HMRC	Your token will expire on 06/03/2021
	VAT Number - 264180173	VAT number is configured

An 'Edit VAT' modal is open on the right side of the screen. It features a text input field with the value '264180173' and a label 'Enter VAT number'. At the bottom of the modal, there are 'Cancel' and 'Save' buttons.

13. If you need to edit the VAT number click on Edit

14. Click on Save

### Multiple Agent Services Accounts

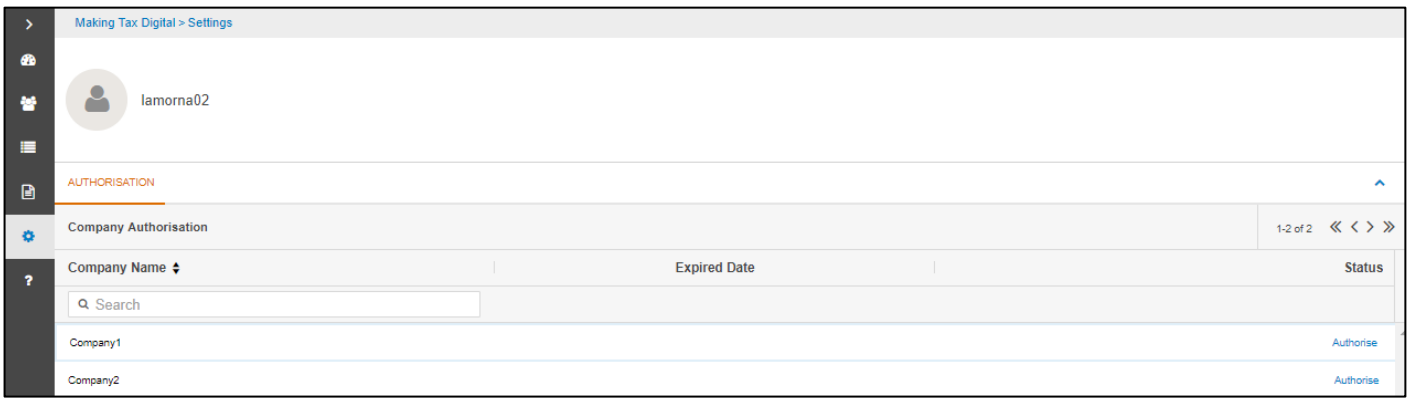
HMRC has advised that a practice should only have **one** Agent Services Account, irrespective of the number of offices that may exist.

However, if a practice consists of more than one legal entity, this **may** result in more than one Agent Services Account. In terms of how this works with our Making Tax Digital solution, CCH OneClick, please note the following:

- Where individual, legal entities use separate CCH Central databases and CCH OneClick environments, the individual Agent Service Account credentials can be used as above.

### Multiple legal entities within the same CCH Central data with multiple Agent Services Accounts

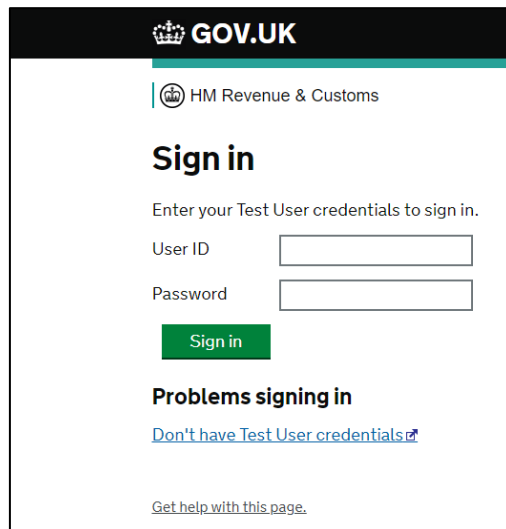
1. Follow step two above



2. Click on Authorise next to the first company name
3. Click on Continue



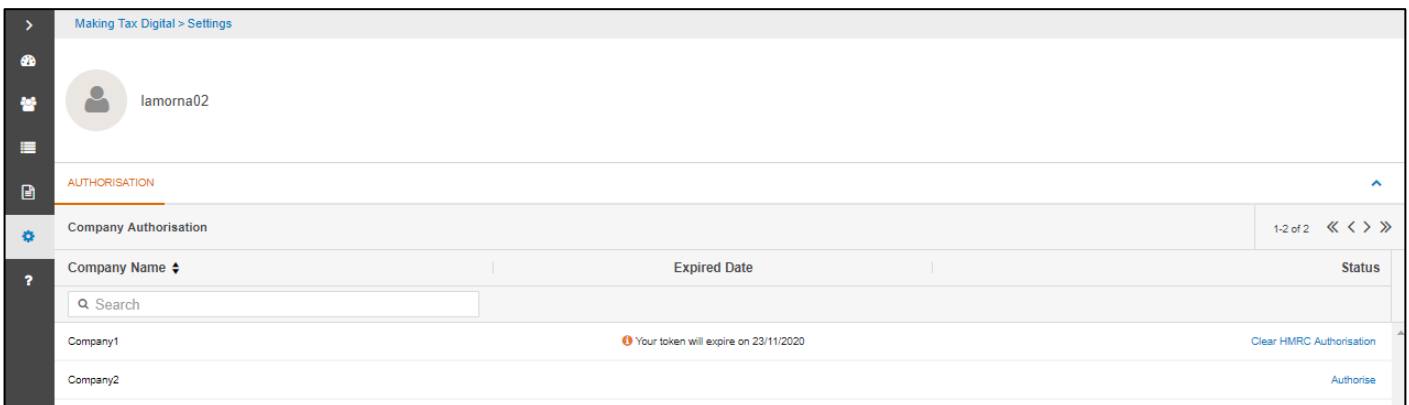
4. Enter your user ID and Password
5. Click on Sign in



6. Click on Grant authority



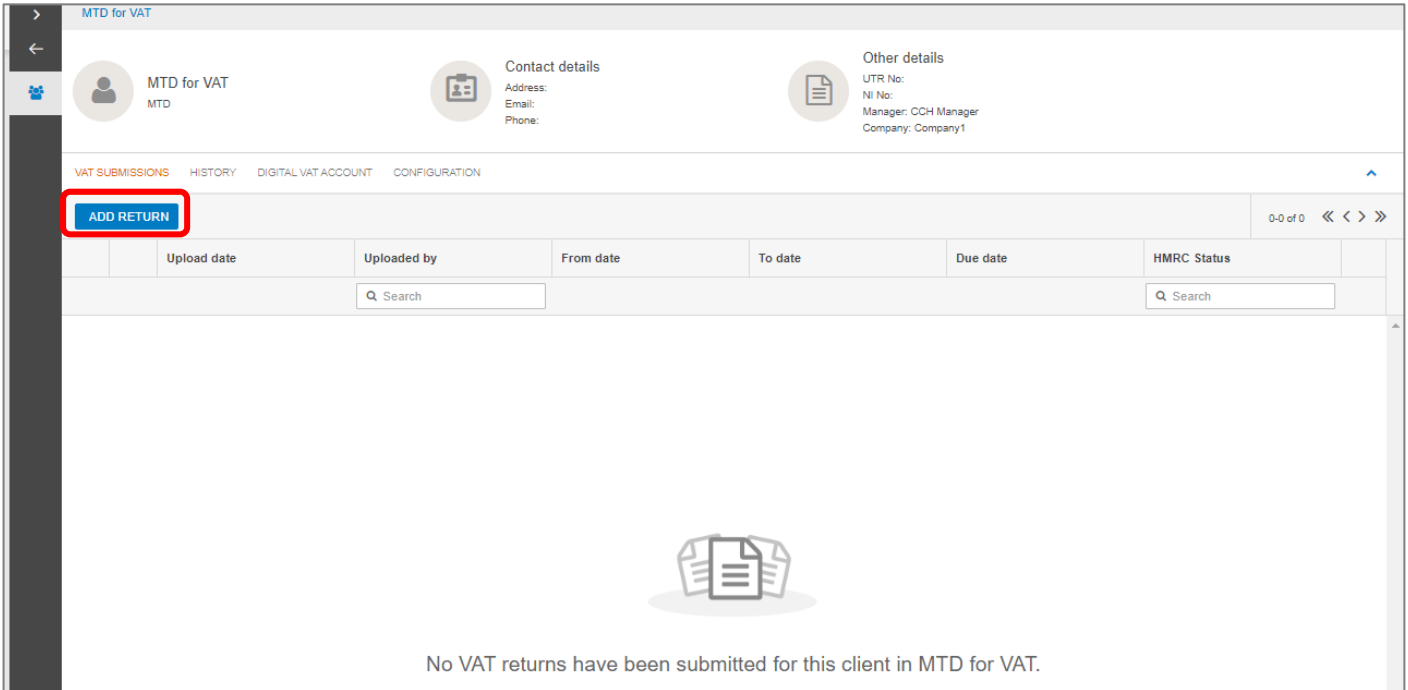
The status shows HMRC Authorisation and the date at which the token will expire



Repeat the steps above to Authorise the other companies.

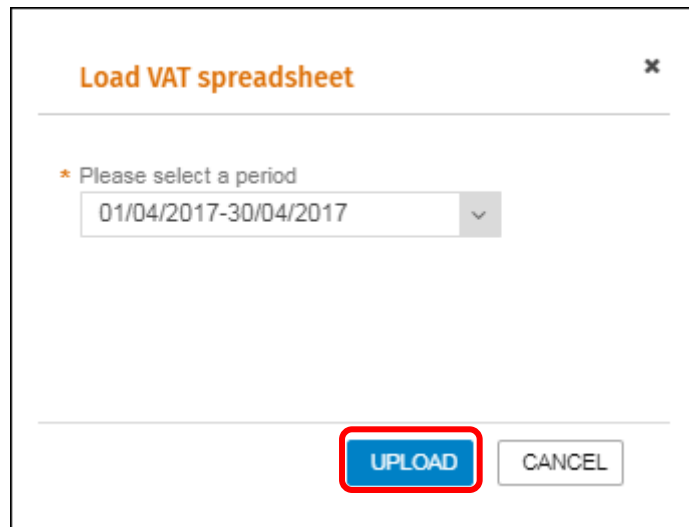
## 7. Submitting the VAT Data

1. To submit the VAT data click on the VAT Submissions tab



The screenshot shows the 'MTD for VAT' interface. At the top, there are sections for 'Contact details' and 'Other details'. Below these, there are tabs for 'VAT SUBMISSIONS', 'HISTORY', 'DIGITAL VAT ACCOUNT', and 'CONFIGURATION'. The 'VAT SUBMISSIONS' tab is active, and the 'ADD RETURN' button is highlighted with a red box. Below the tabs, there is a table with columns: 'Upload date', 'Uploaded by', 'From date', 'To date', 'Due date', and 'HMRC Status'. There are search bars for 'Search' under 'Uploaded by' and 'Search' under 'HMRC Status'. At the bottom, there is a message: 'No VAT returns have been submitted for this client in MTD for VAT.' with an icon of a document.

2. Click on Add Return



The screenshot shows a dialog box titled 'Load VAT spreadsheet'. It contains a message: '\* Please select a period' followed by a date range '01/04/2017-30/04/2017' in a dropdown menu. At the bottom, there are two buttons: 'UPLOAD' (highlighted with a red box) and 'CANCEL'.

3. The date is automatically pre-populated based on the obligations issued from HMRC.
4. Click on UPLOAD.
5. Browse to the location of the spreadsheet, then select open and the validation screen will appear.

Please note: The obligation date in this example is for demonstration purposes only.

VAT Upload Validation ✕

Description	Box	Tag used	Data	
VAT due this period on sales other outputs	Box1	VATB1	£193.80	✓
VAT due in this period on acquisitions from other EC Member States	Box2	VATB2	£0.00	✓
Total VAT due (the sum of boxes 1 and 2)	Box3	VATB3	£193.80	✓
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	Box4	VATB4	£90.00	✓
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 and 4)	Box5	VATB5	£103.80	✓
Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	VATB6	£969	✓
Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	Box7	VATB7	£450	✓
Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	VATB8	£0	✓
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	VATB9	£0	✓

**Note:** Validation is then applied such as: are all the nine tags found, are any of the tags duplicated, are the tagged amounts consistent with HMRC's requirements and do the amounts tagged pass arithmetic tests.

6. Click on OK

**Note:** If the Validation has not passed, check the naming convention of the tags.

## VAT Upload Validation



Description	Box	Tag used	Data	
VAT due this period on sales other outputs	Box1	VATB1	£193.80	✓
VAT due in this period on acquisitions from other EC Member States	Box2	VATB2	£0.00	✓
Total VAT due (the sum of boxes 1 and 2)	Box3	VATB3	£193.80	✓
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	Box4	VATB4	Missing tag error	✗
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 and 4)	Box5	VATB5	£103.80	✗
Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	VATB6	Missing tag error	✗
Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	Box7	VATB7	£450	✓
Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	VATB8	£0	✓
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	VATB9	£0	✓

7. To view the detail on the return, click anywhere on the row

MTD for VAT > 01/04/2017 - 30/04/2017

**MTD for VAT**  
MTD

**Contact details**  
Address:  
Email:  
Phone:

**Other details**  
UTR No:  
NI No:  
Manager: CCH Manager  
Company: Company1

**VAT SUBMISSION**

[Show all VAT Submissions](#)

01/04/2017 - 30/04/2017 < >

VAT Calculations		
VAT due this period on sales other outputs	Box1	£1,931.52
VAT due in this period on acquisitions from other EC Member States	Box2	£0.00
Total VAT due (the sum of boxes 1 and 2)	Box3	£1,931.52
VAT reclaimed in this period on purchases and other inputs (including acquisition...)	Box4	£455.38
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 an...)	Box5	£1,476.14

Sales and Purchases Excluding VAT		
Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	£11,853
Total value of purchases and all other inputs excluding VAT (including acquisition...)	Box7	£2,455

EC Supplies and Purchases Excluding VAT		
Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	£1,995
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	£0

VAT SUBMISSION

[Show all VAT Submissions](#)

To get back to the previous screen, click on Show all VAT Submissions

8. To delete the uploaded return click on. 

MTD for VAT

MTD for VAT MTD

Contact details  
Address:  
Email:  
Phone:

Other details  
UTR No:  
NI No:  
Manager: CCH Manager  
Company: Company1

VAT SUBMISSIONS HISTORY DIGITAL VAT ACCOUNT CONFIGURATION

ADD RETURN

1-1 of 1 << >>

Upload date	Uploaded by	From date	To date	Due date	HMRC Status
06/09/2019	fibjones@yopmail.com	01/04/2017	30/04/2017	07/06/2017	Not submitted

**Note:** Once the VAT return has been sent to HMRC, it cannot be deleted.

9. Click on Send to HMRC

MTD for VAT > 01/04/2017 - 30/04/2017

MTD for VAT MTD

Contact details  
Address:  
Email:  
Phone:

Other details  
UTR No:  
NI No:  
Manager: CCH Manager  
Company: Company1

VAT SUBMISSION

[Show all VAT Submissions](#)

01/04/2017 - 30/04/2017 <>

VAT Calculations

VAT due this period on sales other outputs	Box1	£1,931.52
VAT due in this period on acquisitions from other EC Member States	Box2	£0.00
Total VAT due (the sum of boxes 1 and 2)	Box3	£1,931.52
VAT reclaimed in this period on purchases and other inputs (including acquisition...)	Box4	£455.38
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 an...)	Box5	£1,476.14

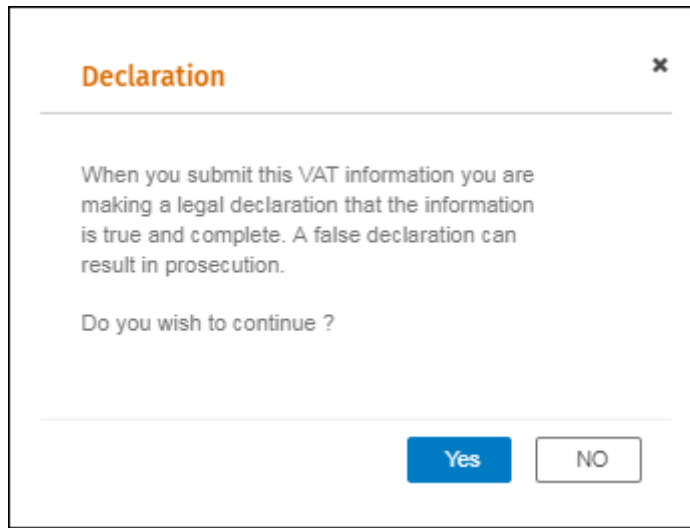
Sales and Purchases Excluding VAT

Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	£11,853
Total value of purchases and all other inputs excluding VAT (including acquisition...)	Box7	£2,455

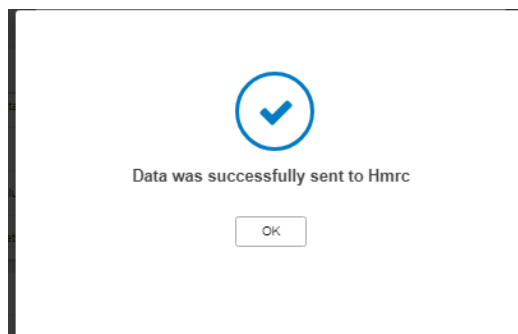
EC Supplies and Purchases Excluding VAT

Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	£1,905
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	£0

Export to PDF **SEND TO HMRC**

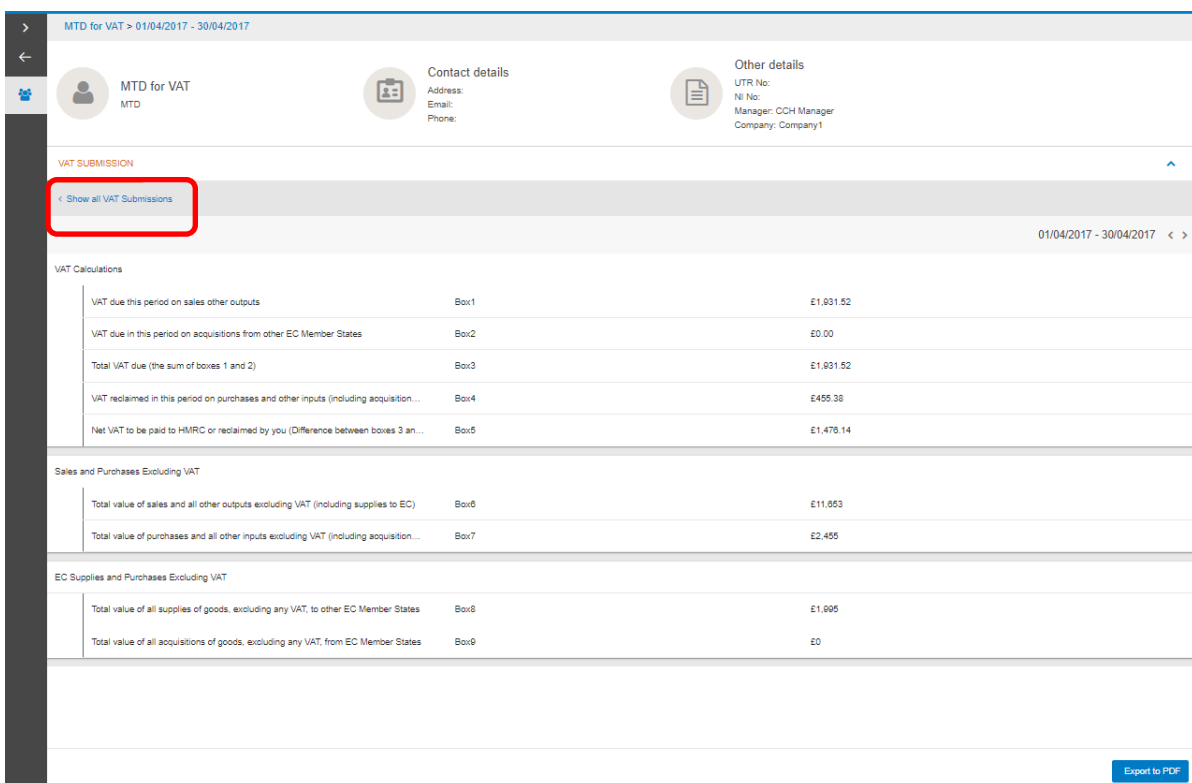


- 10. Click yes or no on the Declaration.
- 11. If yes is selected the following message is displayed



**Please Note:** If no is selected the VAT return is not submitted.

- 12. To get back to the previous screen click on show all VAT Submissions



MTD for VAT > 01/04/2017 - 30/04/2017

MTD for VAT MTD

Contact details  
Address:  
Email:  
Phone:

Other details  
UTR No:  
NI No:  
Manager: CCH Manager  
Company: Company1

VAT SUBMISSION

Show all VAT Submissions

01/04/2017 - 30/04/2017 < >

VAT Calculations

VAT due this period on sales other outputs	Box1	£1,031.52
VAT due in this period on acquisitions from other EC Member States	Box2	£0.00
Total VAT due (the sum of boxes 1 and 2)	Box3	£1,031.52
VAT reclaimed in this period on purchases and other inputs (including acquisition...)	Box4	£455.38
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 an...)	Box5	£1,476.14

Sales and Purchases Excluding VAT

Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	£11,653
Total value of purchases and all other inputs excluding VAT (including acquisition...)	Box7	£2,455

EC Supplies and Purchases Excluding VAT

Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	£1,996
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	£0

Export to PDF



13. To download a copy of the spreadsheet click on.



MTD for VAT

MTD for VAT  
MTD

Contact details  
Address:  
Email:  
Phone:

Other details  
UTR No:  
NI No:  
Manager: CCH Manager  
Company: Company1

VAT SUBMISSIONS HISTORY DIGITAL VAT ACCOUNT CONFIGURATION

ADD RETURN

1-1 of 1

Upload date	Uploaded by	From date	To date	Due date	HMRC Status
06/09/2019	fibejones@yopmail.com	01/04/2017	30/04/2017	07/06/2017	Completed

VAT Return (7).xls

Show all

# 1. Digital VAT Account and History Tab

1. Click on the Digital VAT Account tab to display information on liabilities and payments returned by HMRC

The screenshot shows the 'MTD for VAT' interface. At the top, there are three main sections: 'MTD for VAT MTD', 'Contact details' (Address, Email, Phone), and 'Other details' (UTR No, NI No, Manager: CCH Manager, Company: Company1). Below these are navigation tabs: 'VAT SUBMISSIONS', 'HISTORY', 'DIGITAL VAT ACCOUNT' (selected), and 'CONFIGURATION'. Under 'DIGITAL VAT ACCOUNT', there are sub-tabs for 'LIABILITIES' and 'PAYMENTS'. An 'Export to PDF' button is visible. A 'Date range' filter is set to '01/01/2017-13/12/2017'. The main table displays the following data:

Period start	Period end	Type	Original amount	Outstanding amount	Due date
01/04/2017	30/04/2017	VAT Return Debit Charge	£15.00	£0.00	09/06/2017

**Note:** The first time you submit a VAT return, they may be a slight delay in the Digital VAT Account being updated, please check again after one hour.

To view data that is more than one year old, change the date filter.

This screenshot is identical to the one above, but with a date range calendar open. The calendar shows 'December 2017 - January 2018'. The 'From' date is '01/01/2017' and the 'To' date is '13/12/2017'. The table below the calendar shows the same data as the first screenshot:

Original amount	Outstanding amount	Due date
£15.00	£0.00	09/06/2017

MTD for VAT

MTD for VAT MTD

Contact details  
Address:  
Email:  
Phone:

Other details  
UTR No:  
NI No:  
Manager: CCH Manager  
Company: Company1

VAT SUBMISSIONS HISTORY DIGITAL VAT ACCOUNT CONFIGURATION

LIABILITIES PAYMENTS

Export to PDF

Date range  
x 07/09/2018-06/09/2019

Received by HMRC	Amount
	£91.00
12/09/2017	£5.00
05/08/2017	£321.00
12/03/2017	£1,000.00
11/03/2017	£50.00
11/02/2017	£5.00

2. The history tab will display all submissions made to HMRC.

MTD for VAT



MTD for VAT MTD

Contact details  
Address:  
Email:  
Phone:

Other details  
UTR No:  
NI No:  
Manager: CCH Manager  
Company: Company1

VAT SUBMISSIONS HISTORY DIGITAL VAT ACCOUNT CONFIGURATION

VAT

	From date	To date	Date submitted	Submitted by	Status
 	01/04/2017	30/04/2017	06/09/2019 13:40:26	fibejones@yopmail.com	Success

**Please note:** Until a VAT submission is made, or a payment made for a liability under MTD for VAT, the payments and liabilities tabs will not return any data. This is because only data relating to MTD for VAT can be shown. Meaning liabilities and payments prior to MTD for VAT cannot be shown.