Creating the MTD Compliant VAT Return

A Quick Start Guide
for MTDfVAT

Our Making Tax Digital Solution is hosted on our MTDfVAT platform. It is a software as a service (SAAS) product.

V4

MTD f VAT

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

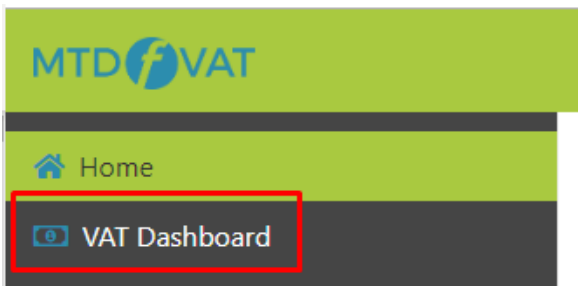1. Login to MTDfVAT

2. Go to Home

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

4. Click [VAT Dashboard] on the left menu

5. If you are opening a VAT return for the first time, HMRC will require you to complete an authorisation process. This only needs to be completed once every 18 months - companies go through this process once per VAT number.

Authority to interact with HMRC on your behalf

The **MTDfVAT** 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 (opens in a new tab) at any time.

9. 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 Limited	Period Selector:	07/04/2021	Reference: 100008		VAT Number: 303811595		Phone:	

Obligations from 31/05/2020 to 01/05/2021

Period	Due Date ∧	Status	Received Date
01/11/2020 to 28/02/2021	07/04/2021	Fulfilled	06/04/2021
01/03/2021 to 01/06/2021	07/08/2021	Open	

Liabilities from 08/04/2020 to 07/04/2021

Period	Type	Due Date ∨	Original Amount	Outstanding Amount
No data available				

Payments from 08/04/2020 to 07/04/2021

Received Date ∨	Amount
No data available	

Create VAT Return   Import ▾ Save Submit Discard

1. VAT Due Sales:		6. Total Value Sales Ex VAT:	
2. VAT Due Acquisitions made in NI from EU Member States:		7. Total Value Purchases Ex VAT:	
3. Total VAT Due:		8. Total Dispatches Ex VAT from NI to EU Member States:	
4. VAT Reclaimed current period:		9. Total Acquisitions Ex VAT made in NI from EU Member States:	
5. Net VAT to be paid to HMRC:			

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT
No data available				

Account Information

1. You can see your Account Information by selecting the user icon on the top right, then [Account Information]

2. This gives you a clear overview of your expiry date and how to renew.

Account Information ✕

Licence Expiry Date: 29/04/2021

Renewal Link: **Click here to Renew**

Close

Status   **Received Date**

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)

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 summary section in your workbook, you will need to either add a new worksheet or create a section on your workbook. The section should 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 MTDfVAT 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

> Note: If you choose to use our workbook, the VAT range will be pre-defined

Importing using Excel continued...

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

Obligations from 30/04/2020 to 01/04/2021

Period	Due Date ∧	Status	Received Date	
01/11/2020 to 28/02/2021	07/04/2021	Fulfilled	06/04/2021	
01/03/2021 to 01/06/2021	07/08/2021	Open		

Create VAT Return

[Import ▾] [Save] [Submit] [Discard]

1. VAT Due Sales:	86992.86	6. Total Value Sales Ex VAT:	61892
2. VAT Due Acquisitions made in NI from EU Member States:	0.00	7. Total Value Purchases Ex VAT:	39801
3. Total VAT Due:	86992.86	8. Total Dispatches Ex VAT from NI to EU Member States:	0
4. VAT Reclaimed current period:	25100.00	9. Total Acquisitions Ex VAT made in NI from EU Member States:	0
5. Net VAT to be paid to HMRC:	61892.86		

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT	
Save Pending	APIInjection	BTCSoftware Limited	MTDfVATWorkbook.xlsx	61,892.86	⊗ 👁

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 MTDfVAT.

1. Click [Import]

2. Select your bookkeeping package (for example Sage)

Obligations from 30/04/2020 to 01/04/2021

Period	Due Date ∧	Status	Received Date
01/11/2020 to 28/02/2021	07/04/2021	Fulfilled	06/04/2021
01/03/2021 to 01/06/2021	07/08/2021	Open	

Create VAT Return

		Import ▾	Save	Submit	Discard

		CSV
1. VAT Due Sales:		QuickBooks
		Sage
2. VAT Due Acquisitions made in NI from EU Member States:		VTSoftware
		Xero
3. Total VAT Due:		
4. VAT Reclaimed current period:		
5. Net VAT to be paid to HMRC:		

6. Total Value Sales Ex VAT:

7. Total Value Purchases Ex VAT:

8. Total Dispatches Ex VAT from NI to EU Member States:

9. Total Acquisitions Ex VAT made in NI from EU Member States:

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT

No data available

3. Browse and select the CSV file

Importing using a CSV file continued...

4. Click [OK] to view the VAT return populated with the data from the CSV file

Import VAT data from Sage ✕

Data is valid.

Choose File | BTCSoftwareHoldingsLimited.csv

Ok | Cancel

Fulfilled | 06/04/2021

Obligations from 30/04/2020 to 01/04/2021

Period	Due Date ∧	Status	Received Date	
01/11/2020 to 28/02/2021	07/04/2021	Fulfilled	06/04/2021	
01/03/2021 to 01/06/2021	07/08/2021	Open		👆

Create VAT Return

Import ▾ | Save | Submit | Discard

1. VAT Due Sales:	145236.00	6. Total Value Sales Ex VAT:	61357
2. VAT Due Acquisitions made in NI from EU Member States:	0.00	7. Total Value Purchases Ex VAT:	8196
3. Total VAT Due:	145236.00	8. Total Dispatches Ex VAT from NI to EU Member States:	0
4. VAT Reclaimed current period:	23654.00	9. Total Acquisitions Ex VAT made in NI from EU Member States:	0
5. Net VAT to be paid to HMRC:	121582.00		

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT	
Save Pending	Sage		BTCSoftwareHoldingsLimited.csv	121,582.00	↻ ✖ 👁

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]

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

Importing using VT Transaction+ continued...

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

Obligations from 30/04/2020 to 01/04/2021

Period	Due Date ∧	Status	Received Date	
01/11/2020 to 28/02/2021	07/04/2021	Fulfilled	06/04/2021	
01/03/2021 to 01/06/2021	07/08/2021	Open		👆

Create VAT Return   Import ▾ | Save | Submit | Discard

1. VAT Due Sales:		6. Total Value Sales Ex VAT:
2. VAT Due Acquisitions made in NI from EU Member States:		7. Total Value Purchases Ex VAT:
3. Total VAT Due:		8. Total Dispatches Ex VAT from NI to EU Member States:
4. VAT Reclaimed current period:		9. Total Acquisitions Ex VAT made in NI from EU Member States:
5. Net VAT to be paid to HMRC:		

Import dropdown:
- CSV
- QuickBooks
- Sage
- VTSoftware
- Xero

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT

No data available

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 Software   ✕

Data is valid.

Export instructions - http://www.vtsoftware.co.uk/mtd/index.htm
Paste exported text below

```
Business name        BTCSoftware Limited
VAT registration number        323170791
VAT return from date        01/03/2021
VAT return to date   01/06/2021
Output VAT        11495.46
EU acquisitions        0.00
Total output VAT        11495.46
Input VAT        7322.91
NET VAT due   4172.55
Total sales        126477.73
Total purchases        166240.45
Total EU sales  0.00
Total EU purchases  0.00
```

Ok   Cancel

Group VAT Returns

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

Obligations from 30/04/2020 to 01/04/2021

Period	Due Date ∧	Status	Received Date	
01/11/2020 to 28/02/2021	07/04/2021	Fulfilled	06/04/2021	
01/03/2021 to 01/06/2021	07/08/2021	Open		🖐

Create VAT Return
[Import ▾] [Save] [Submit] [Discard]

1. VAT Due Sales:	100612.14	6. Total Value Sales Ex VAT:	2818331
2. VAT Due Acquisitions made in NI from EU Member States:	0.00	7. Total Value Purchases Ex VAT:	2277180
3. Total VAT Due:	100612.14	8. Total Dispatches Ex VAT from NI to EU Member States:	21475
4. VAT Reclaimed current period:	108048.58	9. Total Acquisitions Ex VAT made in NI from EU Member States:	43782
5. Net VAT to be reclaimed from HMRC:	7436.44		

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT	
Save Pending	Sage		Sage 200 Export.csv	(69,329.30)	🔄 ❌ 👁
Save Pending	APIInjection	BTCSoftware Limited	MTDfVATWorkbook.xlsx	61,892.86	❌ 👁

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 – Removes the file and totals from the VAT Return
- View – Allows you to see the 9 totals for that file:

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT	
Save Pending	Sage		Sage 200 Export.csv	(69,329.30)	🔄 ❌ 👁

1. VAT Due Sales:	13,619.28	6. Total Value Sales Ex VAT:		2,756,439
2. VAT Due Acquisitions made in NI from EU Member States:	0.00	7. Total Value Purchases Ex VAT:		2,237,379
3. Total VAT Due:	13,619.28	8. Total Dispatches Ex VAT from NI to EU Member States:		21,475
4. VAT Reclaimed current period:	82,948.58	9. Total Acquisitions Ex VAT made in NI from EU Member States:		43,782
5. Net VAT to be reclaimed from HMRC:	69,329.30			

Save Pending	APIInjection	BTCSoftware Limited	MTDfVATWorkbook.xlsx	61,892.86	❌ 👁

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 Return

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.

Obligations from 30/04/2020 to 01/04/2021

Period	Due Date ⌃	Status	Received Date	
0░░░░░ to 28/02/2021	07/04/2021	Fulfilled	06/04/2021	
01/03/2021 to 01/06/2021	07/08/2021	Open		🖐

Create VAT Return   Import ▾   Save   Submit   Discard

1. VAT Due Sales:	100612.14	6. Total Value Sales Ex VAT:	2818331
2. VAT Due Acquisitions made in NI from EU Member States:	0.00	7. Total Value Purchases Ex VAT:	2277180
3. Total VAT Due:	100612.14	8. Total Dispatches Ex VAT from NI to EU Member States:	21475
4. VAT Reclaimed current period:	108048.58	9. Total Acquisitions Ex VAT made in NI from EU Member States:	43782
5. Net VAT to be reclaimed from HMRC:	7436.44		

- Click the [Save] button to save the return for later submission to HMRC

- Click the [Submit] button to submit the return to HMRC right away.

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

Any other questions?

Check out our FAQ here

MTD*f*VAT