

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



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

1. Login to MTDfVAT



Email

Password

☐ Remember My Login

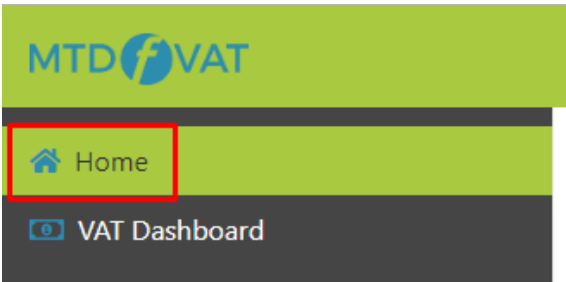
Login

Cancel

[Forgot password?](#)

[Website Terms of Use](#)

2. Go to Home



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

Edit Organisation

Reference

Organisation Name:

Client Type:

VAT Number:

VAT Period End:

VAT Registration Date:

VAT Flat Rate Scheme

☐

General Contact Details

Title:

Forename:

Surname:

Telephone:

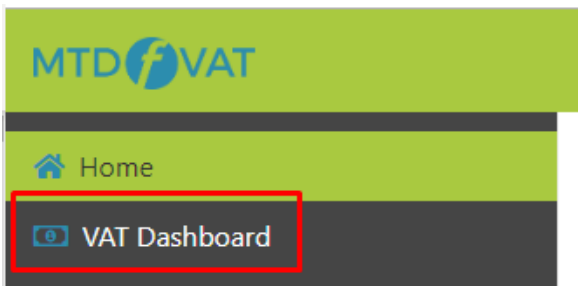
Mobile:

Email:

Save

Undo

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	

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:

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

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

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

Received Date v	Amount
No data available	

VAT Return Source Data

Imported	Type	Description	Filename	Net VAT
No data available				

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

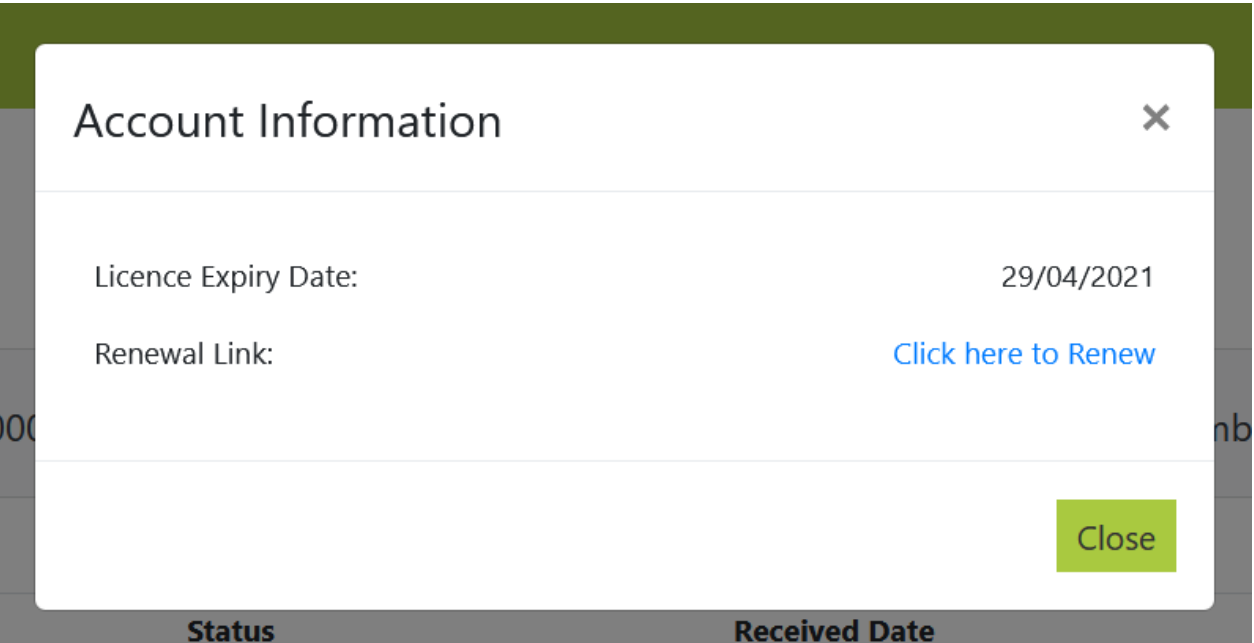
- Account Information – Page 4
- Import data using Excel – Page 5
- Import using a CSV File, for software such as Xero, QuickBooks and Sage – Page 7
- Import using VT Transaction+ - page 9
- Group VAT Returns – Page 11
- Submitting the VAT Return - Page 12

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.



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:

The screenshot shows the MTDfVAT Solution tool interface. On the left, there is a menu with options: 'Export MTD VAT Data', 'Define VAT Range', 'Show VAT Range', and 'Help'. The main area displays a 'VAT Return Summary' form with the following fields:

- Business name: BTCSoftware Limited
- VAT registration number: 123456789
- VAT return from date: 01/03/2021
- VAT return to date: 01/06/2021
- Box 1: VAT due in this period on sales and other outputs: 0.00
- Box 2: VAT due in this period on acquisitions of goods made in Northern Ireland from EU Member States: 0.00
- Box 3: Total VAT due (the sum of boxes 1 and 2): 0.00
- Box 4: VAT reclaimed in this period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states): 0.00
- Box 5: Net VAT to be paid to HM Revenue & Customs (Difference between boxes 3 and 4): 0.00
- Box 6: Total value of sales and all other outputs excluding any VAT Include your box 8 figure: 0
- Box 7: Total value of purchases and all other inputs excluding any VAT Include your box 9 figure: 0
- Box 8: Total value of dispatches of goods and related costs (excluding any VAT) from Northern Ireland to EU Member States: 0
- Box 9: Total value of acquisitions of goods and related costs (excluding any VAT) made in Northern Ireland from EU Member States: 0

Below the form, there are fields for 'Correlation ID:' and 'Receipt Date:'. A note at the bottom states: 'Note: Cells with red corner markers have additional guidance notes, just hover over the cell'.

On the right side of the form, there are three sections for selecting appropriate rates using drop-down boxes:

- Before 15th July 2020 - Select appropriate rate using the drop-down box**
Using the Flat Rate? Not on flat rate (0%) 0.00%
- Between 15th July 2020 and 30th September 2021 - Select appropriate rate using the drop-down box**
Using the Flat Rate? Not on flat rate (0%) 0.00%
- Between 1st October 2021 and 31st March 2022 - Select appropriate rate using the drop-down box**
Using the Flat Rate? Not on flat rate (0%) 0.00%

A dialog box titled 'Define MTD VAT Data Range' is open, showing the 'Scope' as 'Workbook' and the 'Range' as '\$E\$4:\$G\$16'. The dialog box has buttons for 'Help', 'Delete', 'Save', and 'Cancel'.

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

1. VAT Due Sales:

86992.86

2. VAT Due Acquisitions made in NI from EU Member States:

0.00

3. Total VAT Due:

86992.86

4. VAT Reclaimed current period:

25100.00

5. Net VAT to be paid to HMRC:

61892.86

6. Total Value Sales Ex VAT:

61892

7. Total Value Purchases Ex VAT:

39801

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

0

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

0

Import

Save

Submit

Discard

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

1. VAT Due Sales:

2. VAT Due Acquisitions made in NI from EU Member States:

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:

Import

Save

Submit

Discard

CSV

QuickBooks

Sage

VTSoftware

Xero

VAT Return Source Data

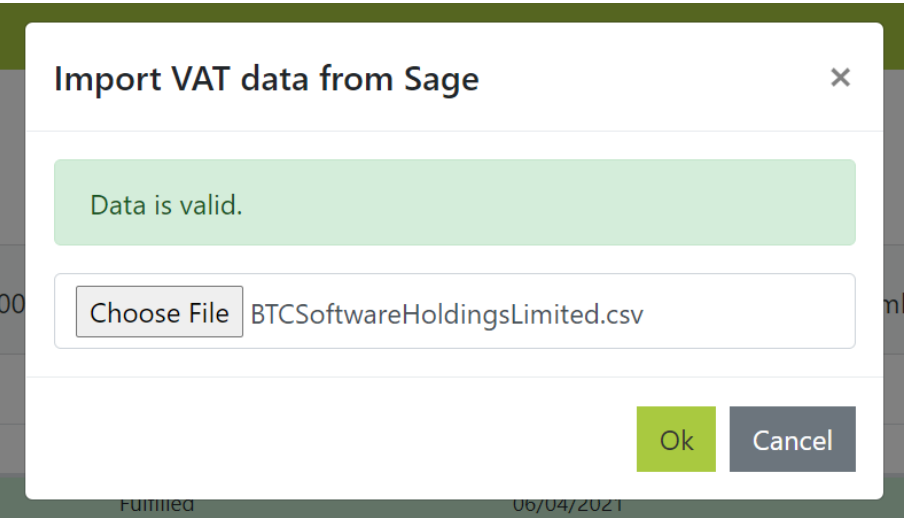
Imported	Type	Description	Filename	Net VAT
----------	------	-------------	----------	---------

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



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 ▾SaveSubmitDiscard

1. VAT Due Sales:

145236.00

2. VAT Due Acquisitions made in NI from EU Member States:

0.00

3. Total VAT Due:

145236.00

4. VAT Reclaimed current period:

23654.00

5. Net VAT to be paid to HMRC:

121582.00

6. Total Value Sales Ex VAT:

61357

7. Total Value Purchases Ex VAT:

8196

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

0

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

0

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]

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

VT Transaction+ X

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

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

☐ Do not show this message again

OK

5. Return to 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

1. VAT Due Sales:

2. VAT Due Acquisitions made in NI from EU Member States:

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:

Import Save Submit Discard

CSV QuickBooks 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
01/03/2020 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

2. VAT Due Acquisitions made in NI from EU Member States:

0.00

3. Total VAT Due:

100612.14

4. VAT Reclaimed current period:

108048.58

5. Net VAT to be reclaimed from HMRC:

7436.44

6. Total Value Sales Ex VAT:

2818331

7. Total Value Purchases Ex VAT:

2277180

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

21475

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

43782

- 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](#)



www.mtdfat.co.uk