MTD VAT Testing in AAADataX via SFTP

Guidelines



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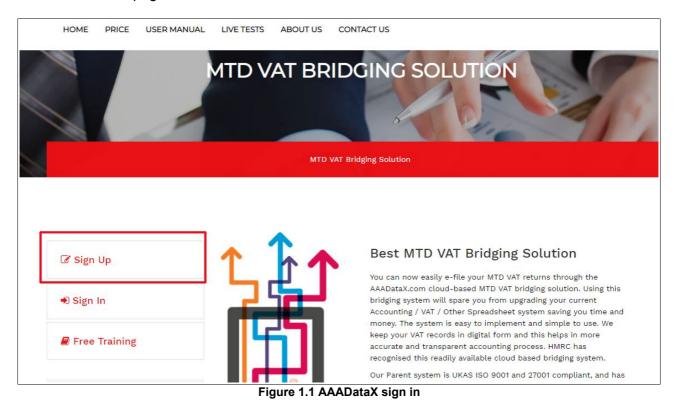
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1. Create AAADataX account

To start using our MTD VAT e-filing service, you will need to sign up with us. The sections below will help you to understand the steps involved in creating an account and e-filing the MTD VAT returns to HMRC from AAADataX.

1.1 Where and how to sign up for a LIVE account

To create an account in AAADataX, go to <u>http://AAADataX.com</u>. Click on 'Sign Up' button in the AAADataX home page and follow the screens.



You will receive an e-mail containing an activation link. Click the link within the e-mail and set up your sign in details for your test account

Road Map:

Click on activation link \rightarrow Set up your Sign In security details (password, pattern word etc.) \rightarrow Final Confirmation

After your account has been created, sign in to the account from the link http://aaadatax.com.

Sign in to the account with your credentials - User ID, e-mail, password and pattern word. Each time you sign in you will be asked to enter your sign in credentials.

AAADataX	
Sign Up	
Your Personal Name	0
Company / Employer Name	Ø
Your E-Mail	Ø
Confirm E-Mail	Ø
Your Contact No.	Ø
No. of Clients only if you are a Pay bureau	0
No. of Employees if you are an independent company	Ø
Accept the Terms and Conditions	
SIGN UP	

Figure 1.2 Sign up

AAADataX	
Sign In	
Enter User Sign In ID	0
Tick the box to remember your Sign In ID on this computer.	
CONTINUE	
Forgot Sign In?	
Figure 1.3 Sign in	

2. MTD VAT authorisation setup

Authorisation for MTD VAT return is a mandatory setup you will need to do to enable MTD VAT return e-filing to HMRC via AAADataX. After successful sign up process, log in to your account, and continue with the welcome page. You will then land on the 'Employer Details' page. Go to "**MTD VAT Authorisation** \rightarrow *Setup*" link.

Please follow the below road map for MTD VAT authorisation setup.

Road Map:

MTD VAT Authorisation - Setup \rightarrow Proceed to HMRC for MTD VAT Authorisation

	DEMO I	IMITED	
Network House,		bridge, Middlesex, UB8 2RR, Ur dom.	iited
Tel. N	o.: 020 8731 9981	Fax No.: 020 8922 3402	
E-Mail: demoo Employer's PAYE F	: o@democo.com Ref.: 067 / V30456	Website: http://www.democo.com Acc. Office Ref.: 067 / 067PA00045678	
Employer Contact Details	View / Edit	MTD VAT Authorisation	Setup
Manage System Users	View / Edit	AAADataX SFTP Setup	Setup
Client / Trader Setup	Setup	Support Request	Enable

Figure 2.1 MTD VAT authorisation setup

Ma	king Tax Digital(MTD) Setup
	Prerequisite for eFileReady MTD VAT Authorisation setup. As per HMRC guidelines, it is mandatory to create a new online HMRC services account exclusively for MTD.
	Visit www.gov.uk/guidance/get-an-hmrc-agent-services-account and register for a new HMRC online agent account.
	Note: Ensure that you have created a new account before you proceed to MTD setup in eFileReady
	Proceed to MTD VAT Setup

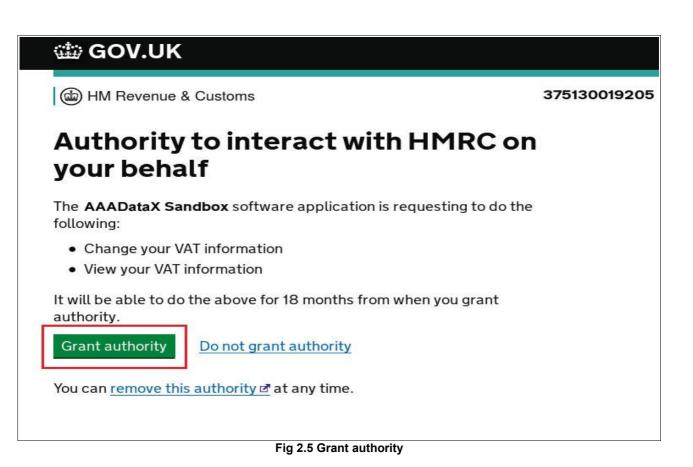
Figure 2.2 Proceed to MTD VAT setup

2.1 Grant authority

Subsequently you will be redirected to HMRC's website to complete the MTD VAT authorisation. Complete the authorisation process with your MTD Test User ID and Password (If you do not have HMRC test credentials you can request AAADataX for the test credentials.). After successfully finishing the steps on HMRC's website, you will be taken back to AAADataX to continue with E-filing related tasks.

GOV.UK GOV.UK uses cookies to make the site simpler. Find out more about cookies (HM Revenue & Customs Authority to interact with HMRC on your behalf AAADataX Sandbox 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. 2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device. 3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents. 4. Grant authority to interact with HMRC on your behalf. This authority will last for 18 months. You can remove this authority at any time. I'm an agent, which account do I sign into? Continue Figure 2.3 Authority to interact with HMRC

BOV.UK
HM Revenue & Customs
Sign in
Enter your Test User credentials to sign in.
User ID
Password
Sign in
Problems signing in
Don't have Test User credentials 🖻
Get help with this page.
Fig 2.4 Test user sign in



3. SFTP setup for AAADataX provided SFTP services

This method is only for users who do not have their own SFTP server, but want to use SFTP mode to transfer MTD VAT files to AAADataX. Such users can create SFTP account in AAADataX, and further drop e-filing data into their SFTP account. Typically, AAADataX will pick the files from this SFTP location, pre-validate them for HMRC XML Schema data conformance and business rules, and deliver the data to HMRC.

Any user of AAADataX, can create SFTP account within their account. You will receive responses with 'HMRC IRMark Digital Receipt' details in a secure way. You can also get notifications and file processing status updates through e-mail.

Step 1 : Log in to AAADataX application.

'AAADataX SFTP' setup is a one-time setup to create an SFTP account in AAADataX. For this, log in to your account, and continue with the welcome page. You will then land on the 'Employer Details' page. Go to "*AAADataX SFTP SETUP* \rightarrow *Setup*" link.

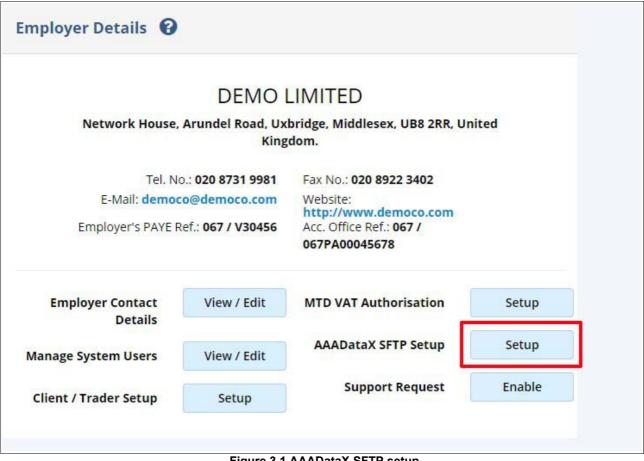


Figure 3.1 AAADataX SFTP setup

Step 2 : Request SFTP credentials

Click on "Request SFTP Credentials", the fields SFTP Server Name, SFTP Login User ID, Input Folder Name, and Output Folder Name will be auto-populated with values. These fields are non-editable and generated by AAADataX. These are the details which you must later use to connect to AAADataX SFTP server.

'Input Folder Name' is the folder where in you will drop the MTD VAT CSV files. 'Output Folder Name', is the folder where in AAADataX will drop the status responses (in JSON format).

Fill in the SFTP login password of your choice and re-enter the password for confirmation purposes. Fill in the e-mail details, that is the Emails to which AAADataX will send response details with JSON attachments.

ADataX VAT SFTP Setup Edit 🔞	Back Sav
	(*) = required fie
SFTP Details	Request SFTP Credentials
SFTP Server Hostname / IP*	
SFTP Login User ID *	
Input Folder Name*	
Output Folder Name*	
Enter SFTP Login Password *	0
Re-enter SFTP Login Password *	
Declaration: I understand that whenever I submi legal declaration that the information is true and con in prosecution.	
	▲ Request SFTP Credentials

Figure 3.2 Request SFTP credentials

Click on 'Save' and wait , AAADataX will create SFTP account with the given details, and connect to your SFTP account. You will get an instant message on the page about the connection. AAADataX SFTP account is ready for use now.

After successfully setting up AAADataX VAT SFTP credentials, a page will be displayed as shown in Figure 3.4.

SFTP Details	
SFTP Server Hostname / IP	demoSFTP.AAADataX.com
SFTP Login User ID	9AKB5TMG3CFSD
Input Folder Name	Inbox
Output Folder Name	Outbox
SFTP Login Password	*****
Contact Details	
Contact Details Contact Person Name	Redford Robert
	Redford Robert demo@demo.com
Contact Person Name	
System Administrator Email	demo@demo.com

Step 3 : Download SFTP configuration file for FileZilla

To upload files using SFTP you will need an SFTP client software service provider to connect to AAADataX SFTP server. Following are the instructions to connect FileZilla client software to AAADataX SFTP server.

Click on "**Download SFTP Configuration for FileZilla**" button. An XML format configuration file will be downloaded immediately. AAADataX provides the configuration file for each of the FTP users. This file can be directly imported to FileZilla to configure SFTP.

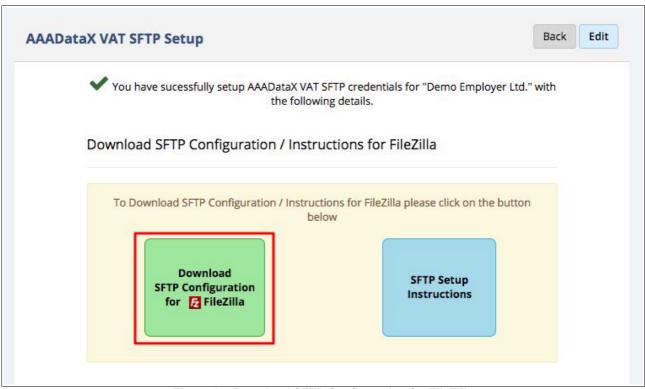


Figure 3.4 Download SFTP Configuration for FileZilla

Step 4: Download and install FileZilla

We recommend you to download the latest version of FileZilla. Click on the link below to download the latest version.

https://filezilla-project.org/download.php?show_all=1

Once downloaded, proceed to install FileZilla.

Step 5 : Import configuration file to FileZilla

Open FileZilla to import the downloaded configuration file.

1. Go to *File* \rightarrow *Import*

ile	Edit	View	Transfer	Server	Bookmarks	Help
	Site M	lanager				CTRL+S
	Сору	current	connectio	n to Site	Manager	
	New t	ab				CTRL+T
	Close	CTRL+W				
_	Export					
	Impor	t				
	Show	files cu	rrently beir	ng edited		CTRL+E
	Exit					CTRL+Q

Figure 3.4 Import

2. Browse the configuration file. Select the AAADataX configuration XML file. *Click "Open"* → *Click "OK"*

1	Se	elect file to import sett	ings fr	om					>
Look in:	Desktop		¥	G	Ì	P			
Recent places		ADataX_configuration.xml L File 'KB							-
Desktop									
Libraries									
This PC									l
Network									,
	File <u>n</u> ame:	AAADataX_configuration x	ml			¥		<u>O</u> pen	
	Files of type:	XML files (* xml)				v	E E	Cancel	-

Figure 3.5 Open configuration file

Impo	rt settings	×
The selected file contains import Site Manager entries Please select the categories you		

Figure 3.6 Import settings

Once the import process is completed, an "Import Successful" message will be displayed. The AAADataX SFTP site will be created. Now proceed to establish the SFTP connection to AAADataX.

Step 6 : Establish SFTP connection

1. Go to *File* \rightarrow *Site Manager*.

File	Edit	View	Transfer	Server	Bookmarks	Help	New
	Site M	lanager				Ctr	I+S
	Сору	current	connectio	n to Site	Manager		
	New t	ab				Ctr	I+T
	Close	tab				Ctrl	۰W
	Export	t					
	Impor	t					
	Show	files cu	rrently beir	ng edited		Ctr	I+E
	Exit					Ctrl	+Q

Figure	3.7	Site	Manager
--------	-----	------	---------

2. Select the AAADataX SFTP Server from the "**My Sites**" list. All the credentials will be automatically extracted from the configuration file.

3. Click on "**Connect**" to establish SFTP connection and transfer your files to AAADataX.

Select Entry:		General Adv	vanced Transfer Settings Charset	
My Sites	atax.com	Host:	ftp.aaadatax.com Port:	
T.p.aaao		Pro <u>t</u> ocol:	FTP - File Transfer Protocol	¥
		Encryption:	Use explicit FTP over TLS if available	~
		Logon Type:	Normal	~
		<u>U</u> ser:	u40726220	
		Pass <u>w</u> ord:	•••••	
		<u>B</u> ackground Co <u>m</u> ments:	color: None 🗸	
	New <u>F</u> older			\sim
<u>N</u> ew Site	New <u>r</u> older	4		
New Site	<u>R</u> ename			

Figure 3.8 Establish SFTP connection

4. When will the files be processed?

AAADATAX has the following two strategies to pick the uploaded CSV file for processing.

- 1) "Done" file strategy
- 2) "No Done" file strategy

AAADATAX uses "Done" File strategy, as default, for accepting files through SFTP channel. That is, your CSV file will be consumed or accepted instantly only if 'done' file exists. The 'done' file would just be an empty file, only used to indicate that the data file is ready to be taken for processing.

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For e.g., if 'MTDVAT_10.csv' is the name of the file to be transferred to AAADATAX, then the associated 'done' file would be named as 'MTDVAT_10.csv.done'. So, first drop the CSV file 'MTDVAT_10.csv' in the 'Input Folder'. Then drop the associated 'done' file, that is 'MTDVAT_10.csv.done' into the 'Input Folder'.

Alternatively, you can opt for "No Done" file strategy if it is inconvenient for you or the Third-party software to implement the "done" file creation along with data file. In this strategy, it is important to know the timings when the file will be picked up for processing. Please check the section "Time limits for SFTP processing" for more information.

In general, for this case, you can drop the CSV files alone before 8.00pm. AAADATAX will pick them all late evening, and process them. In this scenario, the file processing will not happen instantly, but will happen at a fixed time in the evening.

5. Time limits for SFTP processing

00:00 Hrs to 21:59 Hrs: "Done" file strategy will be active, i.e., the files are processed instantly soon after the done file is made available along with the CSV file.

22:00 *Hrs to* **23:59***Hrs*: "No Done" file strategy will be active, i.e., the files with no done will be processed. However, there is a time constraint that files that are uploaded on or before 20:00Hrs only will be considered for processing.

For example,

a) If we consider MTDVAT_10.csv is uploaded to the 'Input Folder' @19:30Hrs, this file will be picked up at 22:00 Hrs when the "No Done" file strategy will be active.

b) If we consider MTDVAT_12.csv is uploaded to the 'Input Folder' @20:10Hrs this file will not be picked up at 22:00Hrs as the time limit of 20:00 has crossed. This file will be picked up for processing the following day @22:00Hrs.

6. MTD VAT test sample e-mail screenshots

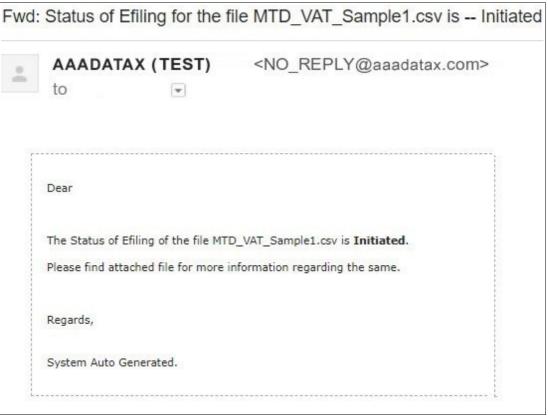


Figure 7.1 Initiated e-mail

	TAX (TEST)	<no_reply@aaadata></no_reply@aaadata>	.com>
to	×		
Dear			
The Status o	of Efiling of the file MI	D_VAT_Sample1.csv is In Progress.	
Please find a	ttached file for more	information regarding the same.	
Regards,			

Figure 7.2 In Progress e-mail

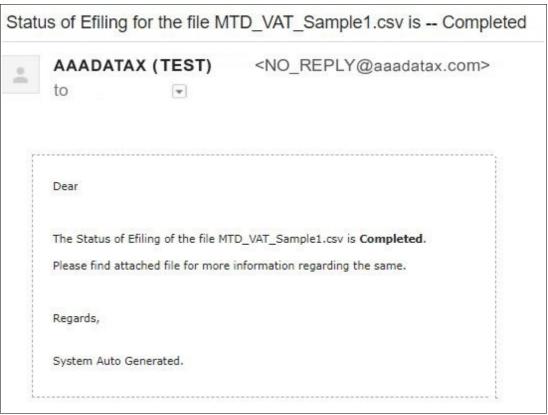


Figure 7.3 Completed e-mail

7. MTD VAT monthly return test JSON samples

```
{
"correlationId":"9646022F08B9E43DADAEB2A6943428FE",
"statusCode":"initiated",
"stage":"",
"status":"Data processing is initiated.",
"successTimestamp":null
}
{
"correlationId":"9646022F08B9E43DADAEB2A6943428FE",
"statusCode":"in progress",
"stage": "submission initiated",
"status":"Data submission is initiated.",
"successTimestamp":null
}
{
"correlationId":"9646022F08B9E43DADAEB2A6943428FE",
"statusCode":"completed",
"status":"Data processing is completed without any errors.",
"providerId":"HMRC",
"providerRefId":"5b7a5b0e10000025003b43b9",
"providerMessage":"Receipt-Id : f9d81f31-0164-48d1-b7ec-11c8477578f0,
Receipt-Timestamp: 2018-08-20T06:09:18.733Z",
"responseDetails":{"processingDate":"2018-08-20T06:09:18.733Z",
"paymentIndicator":"BANK",
"formBundleNumber":"340071976932",
"chargeRefNumber":"NgEyTYvDs9RcmLE4"
}
```

}