MTD for VAT using eFileReady

User Guidelines



Table of Contents

1.Create Live eFileReady account	3
1.1 Where and how to sign up for a LIVE account	3
2.MTD VAT authorisation setup	5
2.1 <u>Grant Authority</u>	7
3.Methods of transferring files to eFileReady	9
4. Manually upload and e-file MTD VAT data	9
Step 1: Download spreadsheet from eFileReady	9
Step 2: Browse and upload the CSV file	11
Step 3: E-File MTD VAT return uploaded data to HMRC	14
Step 4: Check MTD VAT return E-Filed status	16
5.Upload and e-file MTD VAT data via SFTP	16
5.1 SFTP setup for eFileReady provided SFTP services	16
5.2 SFTP setup for Others / Third-party software	25
5.3 When will the files be processed?	
5.4 <u>Time limits for SFTP processing</u>	28
5.5 MTD VAT sample e-mail screenshots	
5.6 MTD VAT monthly return JSON samples	31
6.Download success certificate and reports	

1. Create Live eFileReady 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 a LIVE account and e-filing the MTD VAT returns to HMRC from eFileReady.

1.1 Where and how to sign up for a LIVE account

To create a live account in eFileReady, go to <u>http://efileready.com</u>, and click on 'SIGN UP' button in the eFileReady home page.



Figure 1.1 eFileReady sign up

Click Sign Up and follow the screens to sign up for a live account.

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

Road Map:

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

After your live account has been created, sign in to the LIVE account from the link <u>http://efileready.com</u>. Enter your sign in credentials (User ID, e-mail, password and pattern word) to sign in to your account. Each time you sign in you will be asked to enter these credentials.

MTD for VAT using eFileReady



Figure 1.2 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 eFileReady. After successful sign up process, login to eFileReady and go to Employer / Contractor menu in the tasking zone and select 'MTD VAT Authorisation Setup'.

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

Road Map:

Employer / Contractor \rightarrow MTD VAT Authorisation Setup \rightarrow Proceed to HMRC for MTD VAT Authorisation

Employer / Contractor v	▲ Download Spreadsheet ∨ ▲ Upload Data ∨ □ E-Filing ∨ ■ DPS ∨ ■ Reports ∨ ► Others
Employer / Contractor Details E-filing Credentials Setup User Accounts Manager	uls 🚱
MTD Authorisation Setup	
Vie	DEMO LIMITED Network House, Arundel Road, Uxbridge, Middlesex, UBS 2RR, United Kingdom. Tel. No.: 020 8731 9981 E-Mail: democo@democo.com Employer's PAYE Ref.: 067 / V30456 Acc. Office Ref.: 067 / 067PA00045678 ew / Edit Employer Contact Details View / Edit E-Filing Credentials Setup
	View / Edit Manage System Users Setup MTD Authorisation

Figure 2.1 MTD VAT authorisation 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 User ID and Password. After successfully finishing the steps on HMRC's website, you will be then taken back to eFileReady to continue with e-filing related tasks.

COV.UK
HM Revenue & Customs
Authority to interact with HMRC on your behalf
eFileReady 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.
Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
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 <u>remove this authority</u> at any time.
▶I'm an agent, which account do I sign into?
Continue

Figure 2.1.1 Authority to interact with HMRC

🏟 GOV.l	JK	
HM Rever	ue & Customs	
Sign in		
Enter your Use	r credentials to sign in.	
User ID		
Password		

Figure 2.1.2 user sign in

🕸 GOV.UK	
HM Revenue & Customs	375130019205
Authority to interact with HMRC or your behalf	ו
The eFileReady Sandbox software application is requesting to do the following:	2
Change your VAT informationView 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	

Figure 2.1.3 Grant authority

3. Methods of transferring files to eFileReady

Once the authorisation process is completed, you will need to upload the MTD VAT file to eFileReady. Our system allows you to easily transfer VAT data extracted from any ERP/Accounting/VAT system. It acts as a digital link between your current system and HMRC's MTD VAT system. We provide you the following options to upload the MTD VAT data.

- Manual upload method (Refer section 4. Manually upload and e-file MTD VAT data)
- SFTP method (Refer section 5. Upload and e-file MTD VAT data via SFTP)

You can choose any of the above methods to transfer your MTD VAT data to eFileReady. Our inbuilt intelligent system will then convert the uploaded VAT data into the required MTD VAT data format. Further our system will e-file the data to HMRC through the MTD VAT API.

4. Manually upload and e-file MTD VAT data

In this method, you can manually upload the populated data file into eFileReady. Our system will accept the VAT data in CSV file formats. You can also extract the VAT data from the accounting package or specialist VAT software calculator directly. The system will support batch upload i.e. VAT data of multiple clients in the same file.

Following are the steps involved in uploading and e-filing your MTD VAT return CSV file.

Step 1: Download spreadsheet from eFileReady

You can download the CSV spreadsheet template from our system to populate the MTD VAT data. Follow the below road map to download MTD VAT template.

Road Map:

Download Spreadsheet \rightarrow MTD VAT Template Download \rightarrow Download MTD VAT Return Spreadsheet

We recommend you to download and read the instructions before you populate your data into the spreadsheet.

MTD for VAT using eFileReady



Figure 4.1 Download spreadsheet

Once downloaded, you should enter your data into the spreadsheet and save it in a CSV format.

NOTE : It is not necessary to use eFileReady provided template. You can also upload the VAT data extracted from your accounting system in the accepted format (CSV format).

Step 2: Browse and upload the CSV file

The next step is to upload the populated VAT data spreadsheet into eFileReady. Please follow the road map below:

Road Map:

Upload Data \rightarrow MTD VAT Upload \rightarrow Upload MTD VAT Return CSV File \rightarrow Browse \rightarrow Upload CSV File

	Upload RTI - FPS, EPS, NVR, FSY, Additional FPS, EYU	
	P45 Part 1 / P60 eReports Upload	
	PAYE P11D etc. Upload	
Employer Details 🔞	CIS 300 & CIS Verification Upload	
	Pension Scheme & Others Upload	
I	VAT 100 Upload	
777 Luce Tel. No.: 41	MTD VAT Upload	
Employer's PAYE Reference:	HMRC CT & IXBRL Accounts Upload	-
View / Edit Employer Contact Details	Co. House iXBRL Accounts Upload	etup
	Charities Claims Upload	
View / Edit Manage System Users	Rectification of Pensioner Payment Errors Data Upload	
	Rectification of Employee Payment Errors Data Upload	
	Rectification of Subcontractor Payment Error Data Upload	
eFileReady SFTP SETUP	ORACLE / SAP / Other SFTP	SETUP

Figure 4.2 MTD VAT Upload

Pick up the MTD VAT return CSV spreadsheet file you saved in your local system by clicking on the 'Browse' button. Enter a reference of your choice for the CSV file you are uploading (This is optional, you can leave it blank). Then click on 'Upload CSV File' button to upload the file to the eFileReady server.

MTD VAT Return CSV File 🔞		Back	1 Upload CSV File
Step 1 - Ensure that you have prepar document and have saved it in a CSV file not done this please go back to down document from "Download Spreadsheet"	ed your MTD VAT Re format ready to be up load the MTD VAT Re in the Tasking Zone.	eturn spi loaded. If eturn spi	readsheet you have readsheet
Step 2 - TRADER (MTD VAT) *	Select file	Br	rowse
	Click Browse to Uplo Return CSV file.	ad MTD	/AT
Step 3 - Your own CSV File Ref.	(optional)		
Please note - it will take about 3 minut to complete the uploading and validat Tasking Zone button during this tim	tes, depending on the o ing process. Please do ne. If you do the file	quantity o not click upload o	of data, on any will be
	MTD VAT Return CSV File Step 1 - Ensure that you have prepar document and have saved it in a CSV file not done this please go back to down document from "Download Spreadsheet" Step 2 - TRADER (MTD VAT) * Step 3 - Your own CSV File Ref. Please note - it will take about 3 minut to complete the uploading and validat Tasking Zone button during this tim	MTD VAT Return CSV File Image: Constraint of the second secon	MTD VAT Return CSV File Back Step 1 - Ensure that you have prepared your MTD VAT Return sp document and have saved it in a CSV file format ready to be uploaded. If not done this please go back to download the MTD VAT Return sp document from "Download Spreadsheet" in the Tasking Zone. Step 2 - TRADER (MTD VAT) * Step 2 - TRADER (MTD VAT) * Step 3 - Your own CSV File Ref. (optional) Please note - it will take about 3 minutes, depending on the quantity of to complete the uploading and validating process. Please do not click Tasking Zone button during this time. If you do the file upload of the second

Figure 4.3 Browse and upload MTD VAT data



Figure 4.4 MTD VAT upload data report

NOTE: Do not click the screen while the upload is in progress because it might interrupt the upload.

If no errors are found in the uploaded data, an upload successful message will be displayed as shown in Figure 4.4.

Step 3: E-File MTD VAT return uploaded data to HMRC

Now you can review and e-file the uploaded VAT return file to HMRC. Please follow the road map below to e-file MTD VAT return.

Road Map:

E-Filing \rightarrow *E-File MTD* VAT \rightarrow *E-File MTD* VAT *Return* Uploaded Data \rightarrow Select to *E-File* Bulk \rightarrow *E-File* All \rightarrow Declaration page (Enter Name and Sign In Password) \rightarrow *E-File* Now

File MT	D VAT Uploade	ed Data Statu	5 😧						- 1	Back	Remove All	E-File Selec	cted	E-File Al
			Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box	8 Box 1			
VAT Period (YYYY - MMI)	Trader Name	VAT Registration Number	VAT due in this period on sales and other outputs	VAT due in this period on Acquisitions from other BC Member States	Total VAT	VAT reclaimed in this period on purchases and other inputs	Net VAT to be paid to HMRC or reclaimed by you	Total value of sales and all other outputs	Total value of purchases and all other inputs	Tot value o a supplic of good an relate cos	al Total value o of al II acquisitions s of goods and is related costs d d a	f Upload I Status I	Remove	Select to E-File
2020 - 04	Demo Trader Ltd.	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	1	0 10250	SUCCESS	Remove	۲
2020 - 04	Hannah Distilleries Ltd.	999902002	100.00	150.00	250.00	50.00	200.00	125000	130000	2	0 10250	Success	Remove	
2020 - 04	Stephen Wineyards	999903003	102.00	152.00	254.00	52.00	202.00	125002	130002	24	2 10253	SACORS	Remove	
2020 - 05	Ruth Ward Ltd.	999904004	103.00	153.00	256.00	53.00	203.00	125003	130003		3 10253	(success)	Remove	۲
Prev 1	2 3 Next									Back	Remove All	E-File Selec	cted	E-File A

Figure 4.5 E-file MTD VAT

	Trader's D	Declaration	
	List of Traders	selected to e-File	
1	Demo Trader	Ltd 999901001	^
2	Hannah Distil	lleries Ltd 999901002	
3	Stephen Wine	eyards - 999901003	
4	Ruth Ward Lt	d 999901004	
5	Teresa Boiler	s Ltd 999901005	
6	Gordon Plum	bers - 999901006	
7	Kenneth Digg	ers Ltd 999901007	
8	Freeman Holl	ows Ltd 999901008	
9	Meyer Carper	nting - 999901009	
10	Tyler & Tyler	Ltd 999901010	
11	Hopkins Gard	leners - 999901011	~
12	Amheroller P	lumhers - 999901012	.al
Tota	al approved for	e-Filing to HMRC: 25	
VAT Declaration:			
O Business Mites	trans automate that a	AT information way and make	no a lagal
Business: When	you submit this V	AT information you are making	ng a legal
Business: When declaration that the	you submit this V information is true	AT information you are maki e and complete. A false decla	ng a legal ration can
Business: When declaration that the result in prosecution	you submit this V information is true	'AT information you are maki e and complete. A false decla	ng a legal ration can
Business: When declaration that the result in prosecution Agent: I confirm	you submit this V information is true m that my client h	AT information you are making and complete. A false declar	ng a legal ration can nformation
 Business: When declaration that the result in prosecution Agent: I confirm contained in this result. 	you submit this V information is true m that my client h eturn and approved	AT information you are making and complete. A false declar has received a copy of the in the information as being co	ng a legal ration can nformation prrect and
 Business: When declaration that the result in prosecution Agent: I confirm contained in this re complete to the best 	you submit this V information is true that my client h eturn and approved of their knowledge a	AT information you are making and complete. A false declar has received a copy of the in d the information as being co and belief.	ng a legal ration can nformation prrect and
 Business: When declaration that the result in prosecution Agent: I confirm contained in this re complete to the best 	you submit this V information is true m that my client h eturn and approved of their knowledge a	'AT information you are making and complete. A false declar has received a copy of the in d the information as being co and belief.	ng a legal ration can nformation orrect and
 Business: When declaration that the result in prosecution Agent: I confirm contained in this re complete to the best 	you submit this V information is true m that my client h eturn and approved of their knowledge a Personal Name *	AT information you are making and complete. A false declar has received a copy of the in d the information as being co and belief.	ng a legal ration can nformation prrect and
 Business: When declaration that the result in prosecution Agent: I confirm contained in this re- complete to the best Your 	you submit this V information is true m that my client h eturn and approved of their knowledge a Personal Name *	AT information you are making and complete. A false declar has received a copy of the ind the information as being control of the life.	ng a legal ration can nformation prrect and
Business: When declaration that the result in prosecution Agent: I confirm contained in this re complete to the best Your Enter User Si	you submit this V information is true m that my client h eturn and approved of their knowledge a Personal Name *	AT information you are making and complete. A false declar has received a copy of the in d the information as being co and belief.	ng a legal ration can oformation orrect and
Business: When declaration that the result in prosecution Agent: I confirm contained in this re- complete to the best Your Enter User Si	you submit this V information is true m that my client h eturn and approved of their knowledge a Personal Name *	AT information you are making and complete. A false declar has received a copy of the in d the information as being co and belief.	ng a legal ration can offormation prrect and
Business: When declaration that the result in prosecution Agent: I confirm contained in this re- complete to the best Your Enter User Si	you submit this V information is true m that my client h eturn and approved of their knowledge a Personal Name *	AT information you are making and complete. A false declar has received a copy of the in d the information as being co and belief. Robert Redford (eFileReady Sign In Password	ng a legal ration can oformation prrect and
Business: When declaration that the result in prosecution Agent: I confirm contained in this re- complete to the best Your Enter User Si	you submit this V information is true m that my client h eturn and approved of their knowledge a Personal Name * ign In Password *	AT information you are making and complete. A false declar has received a copy of the indicator of the information as being control of the information as being control of the information of the informati	ng a legal ration can nformation prrect and

Figure 4.6 Trader's declaration

Step 4: Check MTD VAT return E-Filed status

Once the data is submitted to HMRC an E-Filing Certificate is generated from HMRC which you can view in the Reports section. The status can be *Initiated, Processing, Submitted and Completed*. Please keep checking the status.

Road Map :

Reports \rightarrow View / Print your E-Filed Returns and Others \rightarrow MTD VAT E-Filed Details

5. Upload and e-file MTD VAT data via SFTP

Our system will accept MTD VAT from any SFTP service you may use. We provide two options to transfer the MTD VAT data into eFileReady server via SFTP. This method is much more time saving than the manual method.

Once it is setup, you will just need to upload the file to eFileReady server. The system will pick up the uploaded data from the SFTP location and pre-validate them for HMRC XML Schema data conformance and business rules. Further, your MTD VAT data will be automatically e-filed to HMRC. We will acknowledge you with the e-filing status e-mail at each level of processing.

The two options to transfer the MTD VAT data into eFileReady server via SFTP are the following.

- SFTP setup for eFileReady provided SFTP services
- SFTP setup for Others / Third-party software

5.1 SFTP setup for eFileReady 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 eFileReady. Such users can create SFTP account in eFileReady, and further drop e-filing data into their SFTP account.

Any user of eFileReady, can create SFTP account within their account. You will receive HMRC responses in a secure way. You can also get notifications and file processing status updates through Email.

Action 1 : Log in to eFileReady application.

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

DEMO I	IMITED
Network House, Arundel Road, Uxbridg	e, Middlesex, UBB 2RR, United Kingdom.
Tel. No.: 020 8731 9981	E-Mail: democo@democo.com
Employer's PAYE Ref.: 067 / V30456	Acc. Office Ref.: 067 / 067PA00045678
View / Edit Employer Contact Details	View / Edit E-Filing Credentials Setup
View / Edit Manage System Users	Setup MTD Authorisation
View / Edit Manage System Users	Setup MTD Authorisation Enable Support Request

Figure 5.1.1 eFileReady SFTP setup

Action 2 : Request SFTP credentials

Click on "Request SFTP Credentials", the fields SFTP Server Hostname / IP, SFTP Login User ID, Input Folder Name, Output Folder Name will be auto-populated with values. These fields are noneditable and generated by eFileReady. These are the details which you must later use to connect to eFileReady 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 eFileReady 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 Email details, that is the Emails to which eFileReady will send response details with JSON attachments.

	(*) = required fie
SFTP Details	A 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 s	ubmit the VAT information I am
making a legal declaration that the information	n is true and complete. A false
declaration can result in pr	osecution.

Figure 5.1.2 Request SFTP credentials

Click on 'Save' and wait , eFileReady 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. eFileReady SFTP account is ready for use now.

After successfully setting up eFileReady VAT SFTP credentials, a page will be displayed as shown in Figure 5.1.3.

SFTP Details	
SFTP Server Hostname / IP	demoSFTP.efileready.co m
SFTP Login User ID	9AKB5TMG3CFSD
Input Folder Name	Inbox
Output Folder Name	Outbox
SFTP Login Password	*****
Contact Details	
Contact Person Name	Redford Robert
System Administrator Email	demo@demo.com
1st Operator's Email	demo1@mail.com
2nd Operator's Email	demo2@mail.com
3rd Operator's Email	demo3@mail.com
	demoseman.com
4th Operator's Email	demo4@mail.com
4th Operator's Email 5th Operator's Email	demo4@mail.com demo5@mail.com
4th Operator's Email 5th Operator's Email Contact Tel. No. 1	demo4@mail.com demo5@mail.com 020 1234 5678

Figure 5.1.3 SFTP details

Action 3 : Download SFTP configuration file for FileZilla

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

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



Figure 5.1.4 Download SFTP Configuration for FileZilla

Action 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.

Action 5 : Import configuration file to FileZilla

Open FileZilla to import the downloaded configuration file.

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

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

Figure 5.1.5 Import

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

Leals in	Dealsten			a A	-	-	
LOOK IN	Desktop		~ '	9 0	P		
Ca							
Recent places	eFi	leReady_configuration.xml					
Necent places	751	bytes					
Desktop							
	,						
()							
Libraries							
This PC							
() ()							
Network						-	
	File name:	eFileReady_configuration.xm	ıl		~		Open

Figure 5.1.6 Open configuration file

Impo	ort settings	×
The selected file contains import	table data for the foll	owing categories:
Please select the categories you	u would like to import.	

Figure 5.1.7 Import settings

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

Action 6 : Establish SFTP connection

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

FI Fi	leZilla						
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	+W
	Export	t					
	Impor	t					
	Show	files cu	rrently beir	ng edited	I	Ctr	I+E
	Exit					Ctrl	+Q

Figure 5.1.8 Site Manager

2. Select the eFileReady 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 eFileReady.

My Sitos		General Adv	vanced	Transfer Settings	Charset
ftp.eFileReady.com		Host:	ftp.eF	ileReady.com	Port:
		Protocol:	SFTP -	SSH File Transfer F	Protocol 🗸 🗸
		Logon Type:	Normal		~
		User:	u41223	675	
		Password:	•••••	•••	
		Account:			
		Comments:			
New Site	New Folder				^
ew Bookmark	Rename				
Delete	Сору				~

Figure 5.1.9 Establish SFTP connection

Action 7 : Transfer MTD VAT CSV file to eFileReady server

Once the connection is established, you can transfer the MTD VAT CSV file from your local directory to the eFileReady SFTP server. To transfer, you'll need to drag and drop the file to the appropriate folder.

Follow the steps to upload files to eFileReady SFTP server

1. First, drag and drop the MTD VAT CSV file to the "inbox" folder(Refer Figure 5.1.10).

File Edit View Transfer Server Bookmarks Help	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Host: Username: Password:	Port: Quickconnect -
Status. Calculating timezone on set or server	
Command: mtime indox Response: 1536906684	
Status: Timezone offsets: Server: 0 seconds. Local: 19800 seconds	nds. Difference: 19800 seconds.
Status: Directory listing successful	
Local site: /home/Desktop/Sample4/	Remote site: /
Desktop Usample4	œ "∬ /
Filename ^ Filesize Filetype Last modified	Filename Filesize Filetype Last modified Permissions Ow
j∎	
sample4.csv 435 csv-file 09/12/2018 0	📒 inbox Directory 09/14/201 drwxr-xr-x 🌱
Sample4.cs 0 done file 09/12/2018 0	Directory 09/12/201 drwxr-xr-x 960
Selected 1 file. Total size: 435 bytes	2 directories
Server/Local file Directior Remote file	Size Priority Status
Queued files Failed transfers Successful transfers	
	🔐 🖼 Queue: empty 🔍 🔍

Figure 5.1.10 Drag and drop file to inbox folder

2. Check the file transfer status from the information window of FileZilla(Refer Figure 5.1.11). If status is displayed as "Successful" you can continue with the following steps.

3. Drag and drop the "done" file to the "inbox" folder (The "done" file is an empty file used to indicate that the data file is ready to be taken for processing).

4. The system will automatically proceed for e-filing after the done file upload. You'll be further acknowledged with the e-filing status e-mail at each level of processing

MTD for VAT using eFileReady

File Edit View	Transfer Server	Bookmarks Help					
1	🕈 🛹 🗱 🕷 🦉	s 💺 🛷 🗉 🕂 😚 🙃					
Host:	Username:	Password:	Port:	Quickconnect	•		
Status: Listing Command: put "/h	directory /inbox ome/Desktop/Samp	le4/Sample4.csv" "Sample4.	csv" /inhox/Sample/Let	SV.			
Status: File tra	nsfer successful, tra	ansferred 435 bytes in 2 seco	onds	5 Y			
Local site: /home/	/Desktop/Sample4/	~	Remote site:	1			~
⊡ 🎾 Des . S	ktop ample4		÷/				
Filename ^	Filesize Filetyp	e Last modified	Filename 🖍	Filesize Filetype	Last modified	Permission	ns Ow
📁			۶. 📕				
Sample4.csv	435 csv-file	09/12/2018 0	📁 inbox	Directory	09/14/201	drwxr-xr-x	960
Sample4.cs	0 done-fi	le 09/12/2018 0	🧊 outbox	Directory	09/12/201	drwxr-xr-x	960
Selected 1 file. To	tal size: 435 bytes		2 directories				
Server/Local file	Directior	Remote file	Size Priority	Status			
Queued files	Failed transfers	Successful transfers (1)					
				A R	Queue: emp	tv 🌒	

Figure 5.1.11 Check file transfer status

5.2 SFTP setup for Others / Third-party software

This method is only for users of Third-party software which are capable of having their own SFTP server, and want eFileReady to connect to their server and perform file transfer and file processing operations.

Any user of eFileReady can set up SFTP within their account by giving the Third-party SFTP details. This means you can send HMRC Efiling data for MTD VAT and receive HMRC responses in a secure way. You can also get notifications and file processing status updates through e-mail.

The steps below will explain how you can configure 'Other SFTP' Setup :

'Other SFTP' Setup is a one-time setup to link eFileReady with your SFTP location. For this, log in to your account, and continue with the welcome page. You will then land into the 'Employer Details' page.

1. Go to "Other SFTP SETUP \rightarrow VAT".

nployer Details 😢	
DEMO I	
Tel. No.: 020 8731 9981	F-Mail: democo@democo.com
Employer's PAYE Ref.: 067 / V30456	Acc. Office Ref.: 067 / 067PA00045678
View / Edit Manage System Users	Setup MTD Authorisation
View / Edit Manage System Users	Enable Support Request
eFileReady SFTP SETUP CIS VAT	ORACLE / SAP / Other SFTP SETUP CIS VAT

Figure 5.2.1 Other SFTP setup

2. Enter the details for SFTP Server Name and SFTP Login User ID.

3. Further, enter the "Input Folder Name", that is the folder wherein you or the third-party software will drop the VAT CSV files.

4. Also, enter the "Output Folder Name", the folder wherein eFileReady will drop the status responses (in JSON format).

SFTP Details		
SETP Server Hostname *	demo democo com	
SFTP Login User ID *	9AKB5TMG3CFSD	
Input Folder Name *	Inbox	
Output Folder Name *	Outbox	
SFTP Login Password *	•••••	?
Pelepter SETP Login Password *		
Re-enter SFIF Login Fassword *		
Contact Details		
Contact Details		
Contact Person Name	Redford Robert	
System Administrator Email	demo@demo.com	
1st Operator's Email *	demo1@mail.com	2
2nd Operator's Email	demo2@mail.com	

Figure 5.2.2 SFTP details

5. Fill in the SFTP login password and re-enter the password for confirmation purpose. Fill in the Email details, that is the e-mails to which eFileReady will send response details with JSON attachments.

6. Click on "Save" and wait. eFileReady will then connect to your SFTP location with the given details, and give you a message page if the connection could be established or not.

If the message is positive, the SFTP connection is successfully done. You can proceed with uploading files to the 'Input Folder' location. If not, check the details entered, and verify if the folder names given by you have appropriate permissions. Further you can retry the setup after corrective action is taken as required.

© Intersoftware Solutions Limited.

5.3 When will the files be processed?

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

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

eFileReady 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.

For e.g., if 'MTDVAT_10.csv' is the name of the file to be transferred to eFileReady, 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. eFileReady 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.

5.4 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.

© Intersoftware Solutions Limited.

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.

5.5 MTD VAT sample e-mail screenshots

Fwd	wd: Status of Efiling for the file MTD_VAT_Sample1.csv is Initiated				
0	eFileReady (EFR) <no_reply@efileready.com></no_reply@efileready.com>				
	to 💌				
T					
	Dear				
	The Status of Efiling of the file MTD_VAT_Sample1.csv is Initiated ,				
	Please find attached file for more information regarding the same.				
	Regards,				
	System Auto Generated.				
1					

Figure 5.5.1 Initiated Email

eFileRea	dy (EFR) <no_reply@efile< th=""><th>ready.com></th></no_reply@efile<>	ready.com>
to		
Dear		
The Status of	Efiling of the file MTD_VAT_Sample1.csv is J	in Progress.
Please find at	tached file for more information regarding th	e same.
Regards,		

Figure 5.5.2 In Progress Email



Figure 5.5.3 Completed Email

5.6 MTD VAT monthly return 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"
}
}
```

6. Download success certificate and reports

After successful e-filing we will issue a success certificate which includes HMRC's provided Timestamp and Receipt-Id. You can also download the e-filed data status in a PDF/CSV format for the selected period. In addition, our system will also store your data for up to 3 years.

Please follow the road map below to view / print the success certificates and reports.

Road Map:

Reports \rightarrow MTD VAT E-Filed Details \rightarrow MTD VAT E-Filed Status List \rightarrow Print Certificate

	HMRC eReturn Upload Status
]	View / Print your E-Filed Returns and Others
Employer Details 😧	Search - Employee / Contractor / Trader FPS Monthly Data Reports
DEMO LIMITED Network House, Arundel Road, Uxbridge, Middlesex, UBS 2RR, United H Tel. No.: 020 8731 9981 E-Mail: democo@democo.co	Consolidated CIS Reports P45 Part 1 / P60 eReports View / Print View / Print HMRC CT & iXBRL Accounts Repo
View / Edit Employer Contact Details View / Edit E-	View / Print Co. House iXBRL Accounts Report
View / Edit Manage System Users Setup N	ITD Authorisation
Eashie	Support Donuest

Figure 6.1 Download success certificate and report

MTD VAT	FeFiled Statu	s List 🔞									Back	Download E-Filed St.	etus CSV File
							Select Tax Ye 2021	ur -	-				
			Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9		
VAT Period (YYYY'- MM)	Trader Name	VAT Registration Number	VAT due in this period on sales and other outputs	VAT due in this period on Acquisitions from other EC Member States	Total VAT	VAT reclaimed in this period on purchases and other inputs	Net VAT to be paid to HMRC or reclaimed by you	Total value of sales and all other outputs	Total value of purchases and all other inputs	Total value of all supplies of goods and related costs	Total value of all acquisitions of goods and related costs	E-Filed Status	Action
2020 - 02	Demo Trader Ltd.	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	INTIATED	View
2020 - 04	Meyer Carpenting	999909009	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	WON-STRAIDARD	click to Assign
2020 - 04	Hannah Distilleries Ltd.	999902002	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	(COMPLETED)	View Print
Prev 1	2 3 Next										Back C	Download E-Filed St.	atus C



MTD VAT Return E-Filed Status	Back 🕀 Print Certificate								
Succe:	ssfully E-Filed								
MTD VAT Digital Certificate									
for									
Naga Electronics Limited (VAT Registration No. : 999900001)									
VAT Period (Period covers from 01/	2020 - 05 15/2020 to 31/05/2020)								
Net VAT to be paid to HMRC or reclaimed by you	16,594.33								
VAT Payment due date	07/06/2020								
Congratulations: Your MTD VAT doc Internet to the HM Revenue & Customs	ument has been successfully E-Filed by								
HMRC eTimestamp	2020-05-31T07:18:53.276								
MTD VAT Return E-Filed	(YYYY-MM-DDTHH:MM:SS.SSS) 1								
User Own File Reference	VAT_01								
HMRC Reference (Correlation ID)	7EBA2071DEFF4675A241288E6D5EA73E								
MTD VAT Return	Success Response								
Processing Date	2020-05-14T07:18:53.276								
Receipt ID	0dfd2b0e-712a-4b95-91b9- ff98c2a3c5f6								
Receipt Timestamp	2020-05-14T07:18:53.276								
Payment Indicator	BANK								
Form Bundle Number	665515485540								
Charge Reference Number	1vlmSTWF6Ua04kpd								
MTD VAT Return E-Filed Details									
VAT due in this period on sales and other outputs	30,100.00 Box 1								
VAT due in this period on Acquisitions from other EC Member States	20,000.00 Box 2								
Total VAT due	50,100.00 Box 3								
VAT reclaimed in this period on purchases and other inputs	33,505.67 Box 4								
particulars and other inputs	(including acquisitions from the EC)								
Net VAT to be paid to HMRC or reclaimed by you	16,594.33 Box 5								
Total value of sales and all other outputs	290,000.00 Box 6 (excluding any VAT, Including box 8 figure)								
Total value of purchases and all other inputs	175,943.00 Box 7								
Total value of all supplies of goods	230.000.00 Box 8								
and related costs	(excluding any VAT, to other EC Member States)								
Total value of all acquisitions of goods and related costs	17.600.00 Box 9 (excluding any VAT, from other EC Member States)								
Net VAT to be paid to HMRC or reclaimed by you : 16,594.33									
This VAT return was e-filed by Naga Electronics Limited (User Sign In ID : XES801407900)									
	Back 🕀 Print Certificate								

Figure 6.3 Sample digital certificate