

# **MTD VAT web version**

## **User Guidelines**



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# 1. Getting started

## 1.1 Know about MTD

Making Tax Digital (MTD) is one of the latest digitalisation initiative by UK Government. Previously RTI and Automatic Enrolment Pension was introduced with the similar motive of digitalising. In this era of computers and smartphones, digital record keeping has become inevitable.

Under MTD, as a first step HMRC has decided to digitalise your VAT returns .For more information please click on the following link: <https://www.gov.uk/government/news/hmrc-publishes-more-information-on-making-tax-digital> It provides significant benefits to businesses such as secure information storage, easier reporting of returns, better error identification and rectification compared to existing manual methods. Digital record keeping provides you a comprehensive overview of your VAT returns for any period within no time. That means, you'll no longer need to spend time searching spreadsheets and folders to find your previously filed data.

## 1.2 Pre-requisites for using MTD VAT

- The MTD for VAT pilot scheme is already in run from April 2018. HMRC is allowing only selected members for pilot.
- If you are interested in joining pilot, you can request by emailing HMRC. Many employers are part of this pilot scheme and have successfully submitted their VAT returns online. MTD for VAT live e-filing will begin from 1<sup>st</sup> April 2019. Click on the following link for more information: <https://www.gov.uk/government/publications/making-tax-digital/overview-of-making-tax-digital>
- Currently HMRC software doesn't provide the option to submit your VAT returns. You will need to find a compatible and cost effective commercial software to fulfil your MTD requirements. Click on the following link for more information: [http://webpayrolltraining.co.uk/MTDVAT\\_PWA/src/main/webapp/WEB-INF/app/news/MTDfB-VAT%20E2E%20Customer%20Journeys%20v3.0.pdf](http://webpayrolltraining.co.uk/MTDVAT_PWA/src/main/webapp/WEB-INF/app/news/MTDfB-VAT%20E2E%20Customer%20Journeys%20v3.0.pdf)

HMRC have decided to implement MTD in phases as done for RTI and automatic enrolment pension. The important timelines proposed by HMRC for MTD are as follows:

<b>April 2018</b>	Pilot Testing of MTD for VAT
<b>April 2019</b>	Digitally record VAT returns and e-file quarterly to HMRC. Applicable for businesses(including self-employed and landlords) with turn over above VAT registration threshold
<b>April 2020</b>	MTD proposed for Income Tax and Corporation Tax

Table 1.2.1 MTD timeline

## 1.3 What 12BridgingMTD VAT provides you?

12BridgingMTDVAT' allows you to view all your VAT data available on the HMRC website in the application itself. Our application will access the HMRC website and show you the following details:

1. Your VAT return Data (the actual 9 boxes of VAT data) of the date you chose.
2. VAT liabilities ( amount due and dates)
3. Payment ( what you have paid HMRC ).

To start using our service, you'll have to follow the steps below:

## 2. Sign up to create an account

### 2.1 Create HMRC MTD account

**Step 1:** To start using HMRC's services you'll need to create a new MTD HMRC account.

**Step 2:** Go to the HMRC'S website <https://www.gov.uk/guidance/agents-use-software-to-send-income-tax-updates> to create an HMRC account afresh for the MTD services.

**Step 3:** Once your registration for MTD VAT is successful. HMRC will send you the MTD VAT Authorisation USER ID and PASSWORD by post to your given address.

### 2.2 Where and how to log in for a demo account

To create a MTD account in our application, go to <https://test.12bridgingmtdvat.com/portal/signup> and click on 'Demo/Training' button in the 12BridgingMTDVAT home page. You will be given two choices one is for buisness/trader and the other for accountant/bookkeepers

Then click 'register demo' and follow the screens to register for a demo account. You will receive an e-mail containing an activation link. Click the link within the e-mail and set up your login details for your demo account

#### **Road Map:**

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

After your demo account has been created, log in to the account from the link <https://test.12bridgingmtdvat.com/portal/signup>.

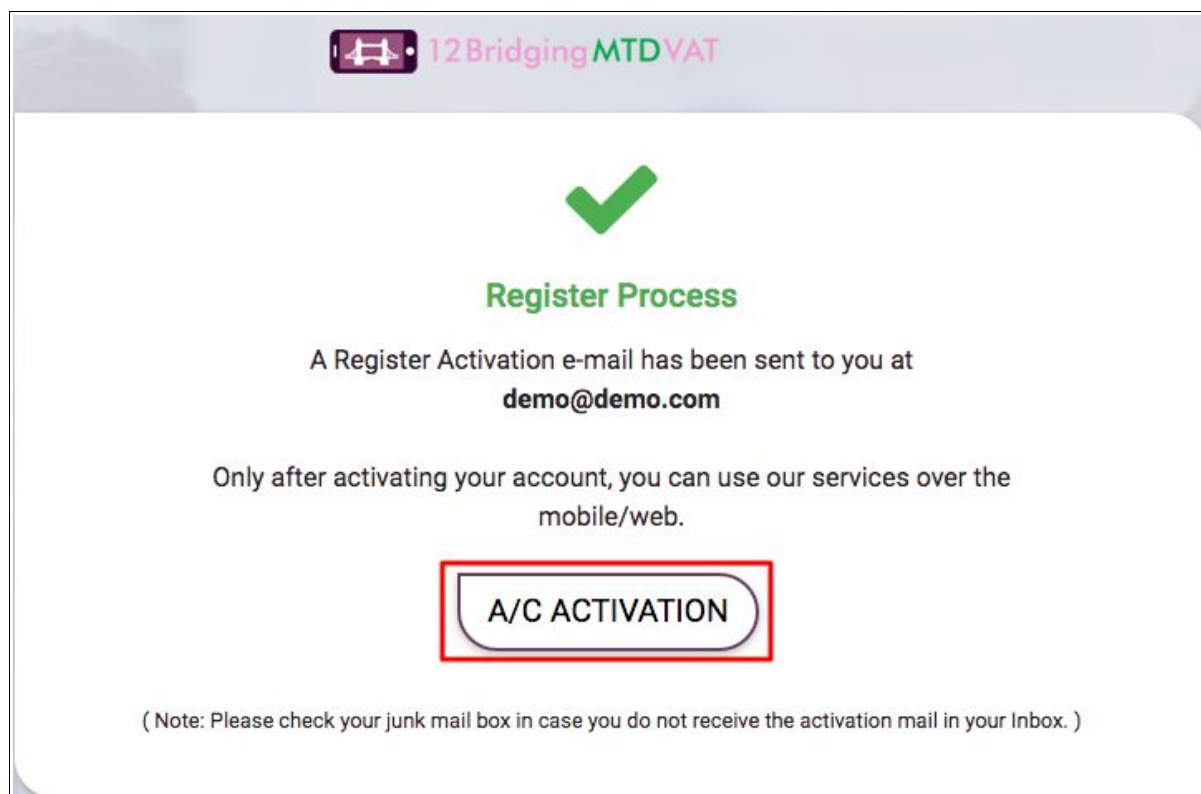


Figure 2.2.1 Register process

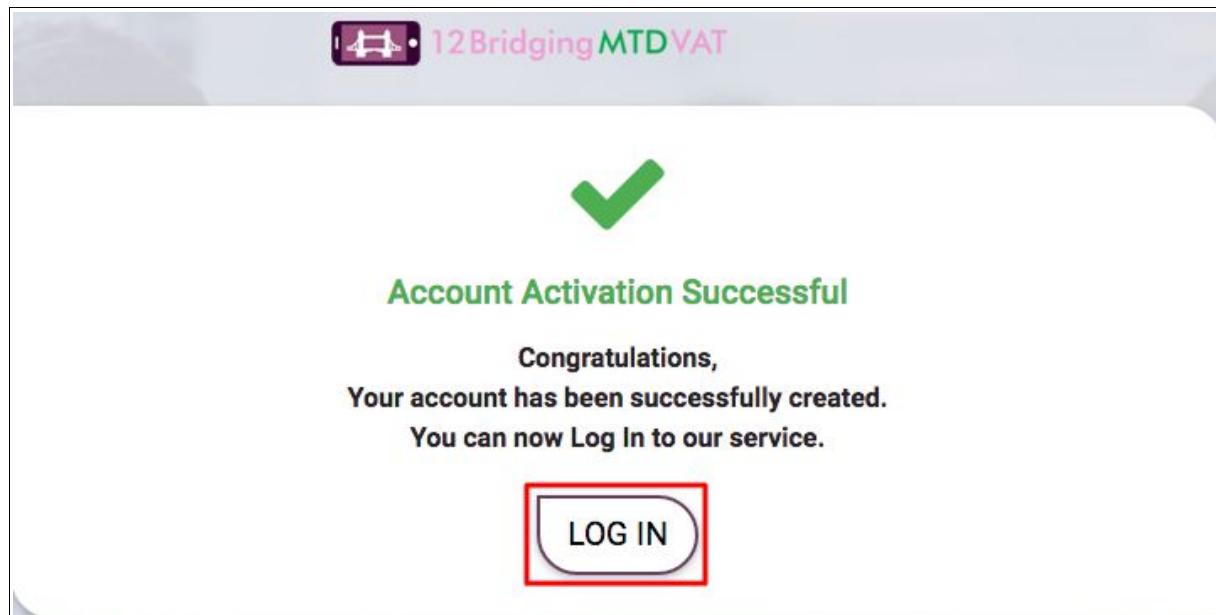


Figure 2.2.2 Account activation successful

## 2.3 Login to the account

After the account activation you can proceed to log in to the '12BridgingMTDVAT' account with the user id, login password, user email id and the pattern word.

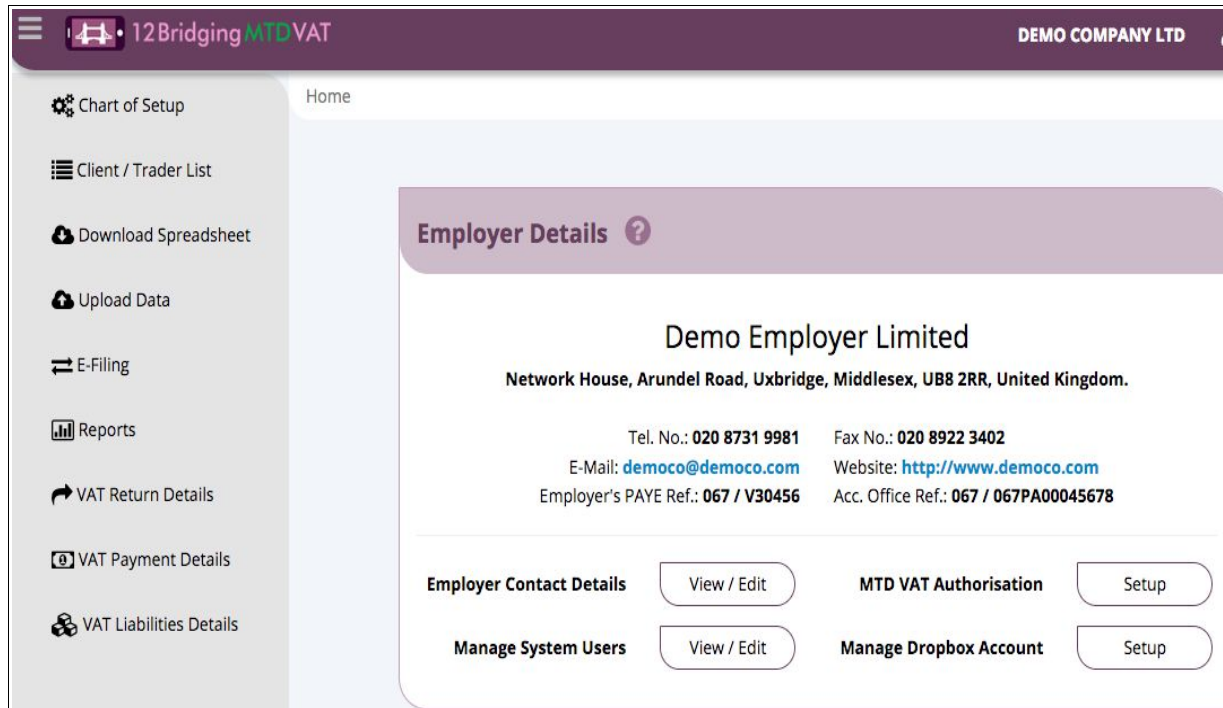


Figure 2.3.1 Homescreen

## 3. Activate HMRC credential to grant authorisation

Authorisation for MTD VAT return is a mandatory setup you will need to do after signing in to our application. You will need to first register afresh with HMRC and get the grant Authorisation User ID and Password. Further enter these details in the app to trigger the link to HMRC. If you do not complete the authorisation process, the mobile phone will not be authorised to access your account to view your VAT.

When you sign in to MTD VAT app for the first time, you can proceed to any other function only after completing the authorisation process.

For MTD VAT authorisation setup follow the steps below:

**Step 1:** Login to the '12BridgingMTDVAT' application

**Step 2:** Click on the 'MTD VAT Authorisation' setup in the homepage .

**Employer Details** ?

**Demo Employer Limited**  
 Network House, Arundel Road, Uxbridge, Middlesex, UB8 2RR, United Kingdom.

Tel. No.: **020 8731 9981** Fax No.: **020 8922 3402**  
 E-Mail: [democo@democo.com](mailto:democo@democo.com) Website: <http://www.democo.com>  
 Employer's PAYE Ref.: **067 / V30456** Acc. Office Ref.: **067 / 067PA00045678**

<b>Employer Contact Details</b>	<a href="#">View / Edit</a>	<b>MTD VAT Authorisation</b>	<a href="#">Setup</a>
<b>Manage System Users</b>	<a href="#">View / Edit</a>	<b>Manage Dropbox Account</b>	<a href="#">Setup</a>

Figure 3.3 MTD VAT authorisation setup

**Step 3:** Click 'Proceed to HMRC for MTD VAT authorisation' button.

**MTD VAT Authorisation Setup**

For HMRC MTD services, you , as an Employer or Agent must authorise us to communicate with HMRC on your behalf. By clicking on the button below , you will be redirected to HMRC website to complete the MTD VAT Authorisation.

You will require your new Government Gateway credentials, and your mobile or landline phone to complete the 2-Step Verification(2SV) process on the HMRC website. After successfully finishing the steps on HMRC website, you will be taken back to eFileReady to continue with your E-filing related tasks

Click on the button below to proceed with MTD VAT Authorisation.

[Proceed to HMRC for MTD VAT Authorisation](#)

Figure 3.4 MTD VAT authorisation setup

**Step 5:** You will be next directed to HMRC website. Follow the on-screen instructions and complete the authorisation process. You can then proceed with your e-filing related tasks.



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**HM Revenue & Customs**

## Authority to interact with HMRC on your behalf

**MTD VAT Sandbox** needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

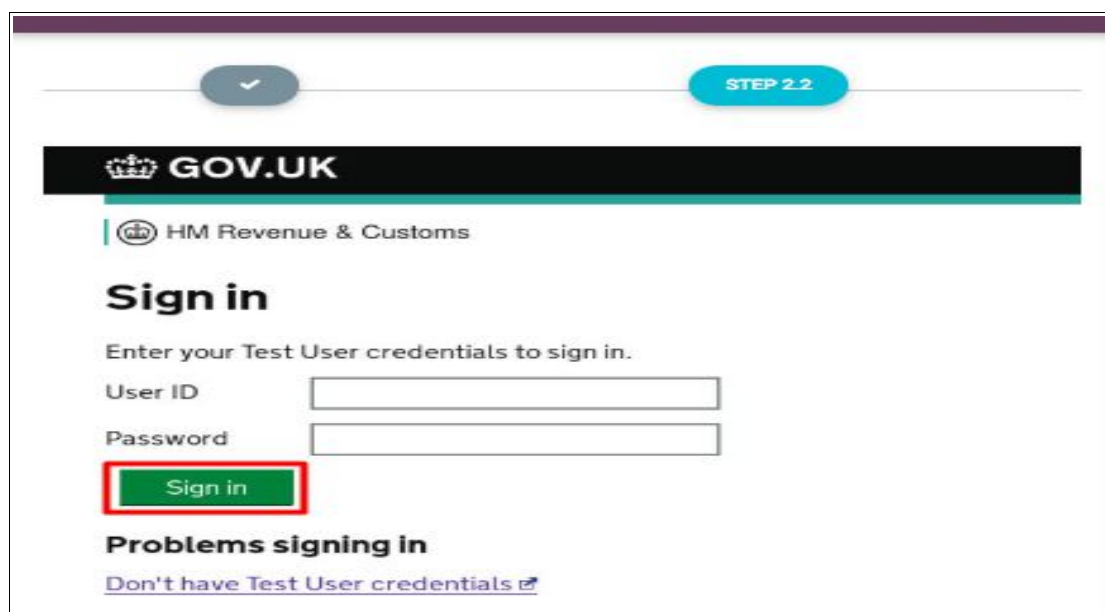
1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority to interact 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 3.5 MTD VAT authorisation setup



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## Sign in

Enter your Test User credentials to sign in.

User ID

Password

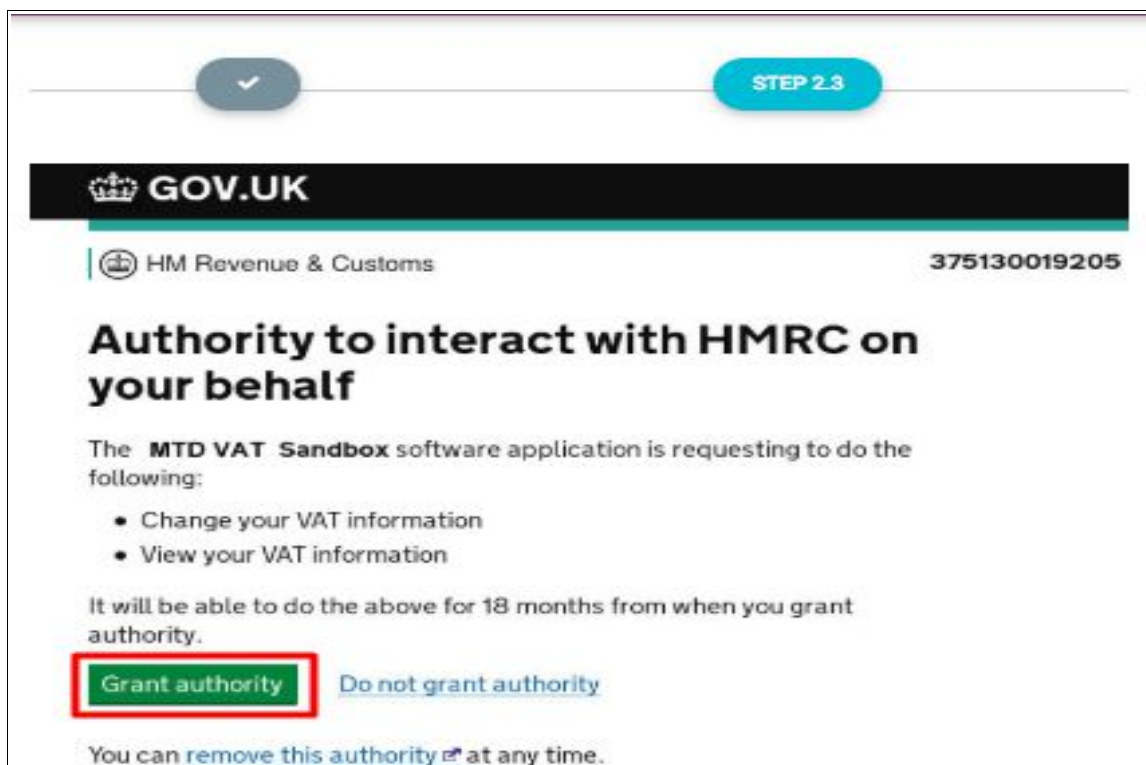
**Sign in**

**Problems signing in**

[Don't have Test User credentials](#)

Figure 3.6 MTD VAT authorisation sign in





✓ STEP 2.3

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HM Revenue & Customs 375130019205

## Authority to interact with HMRC on your behalf

The **MTD VAT Sandbox** software application is requesting to do the following:

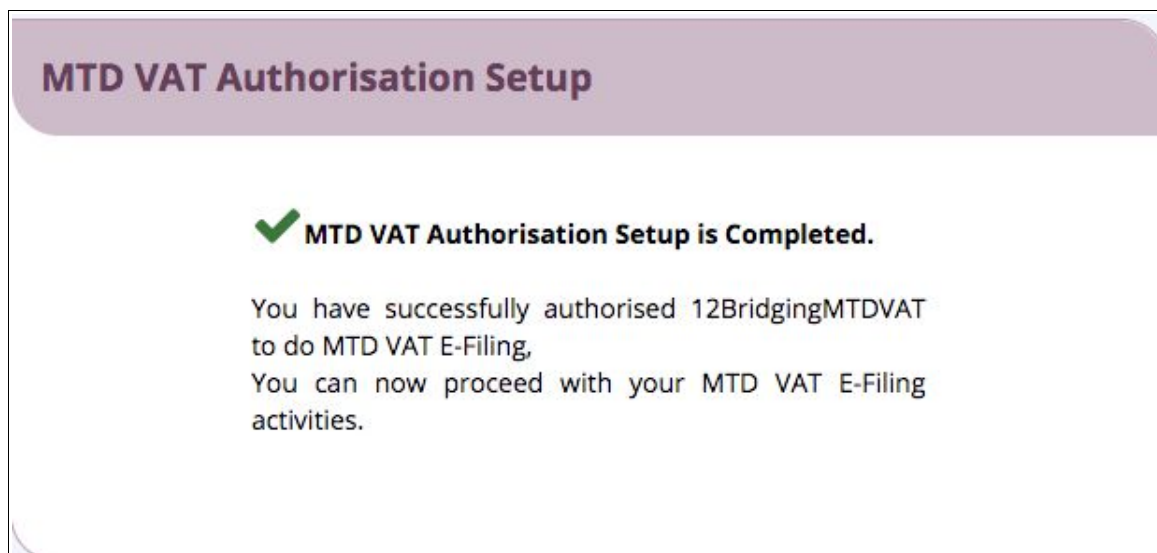
- Change your VAT information
- View your VAT information

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](#) at any time.

Figure 3.8 Grant authorisation



## MTD VAT Authorisation Setup

✓ **MTD VAT Authorisation Setup is Completed.**

You have successfully authorised 12BridgingMTDVAT to do MTD VAT E-Filing.  
You can now proceed with your MTD VAT E-Filing activities.

Figure 3.9 MTD VAT authorisation setup completed

## 4. Add new Client/Trader

A Client/Trader is someone for whom the MTD VAT data has to be e-filed. You can create the client/trader inside the application by entering some basic client details. Follow steps below to add new Client/Trader.

**Step 1:** Go to 'Client/Trader List' menu.

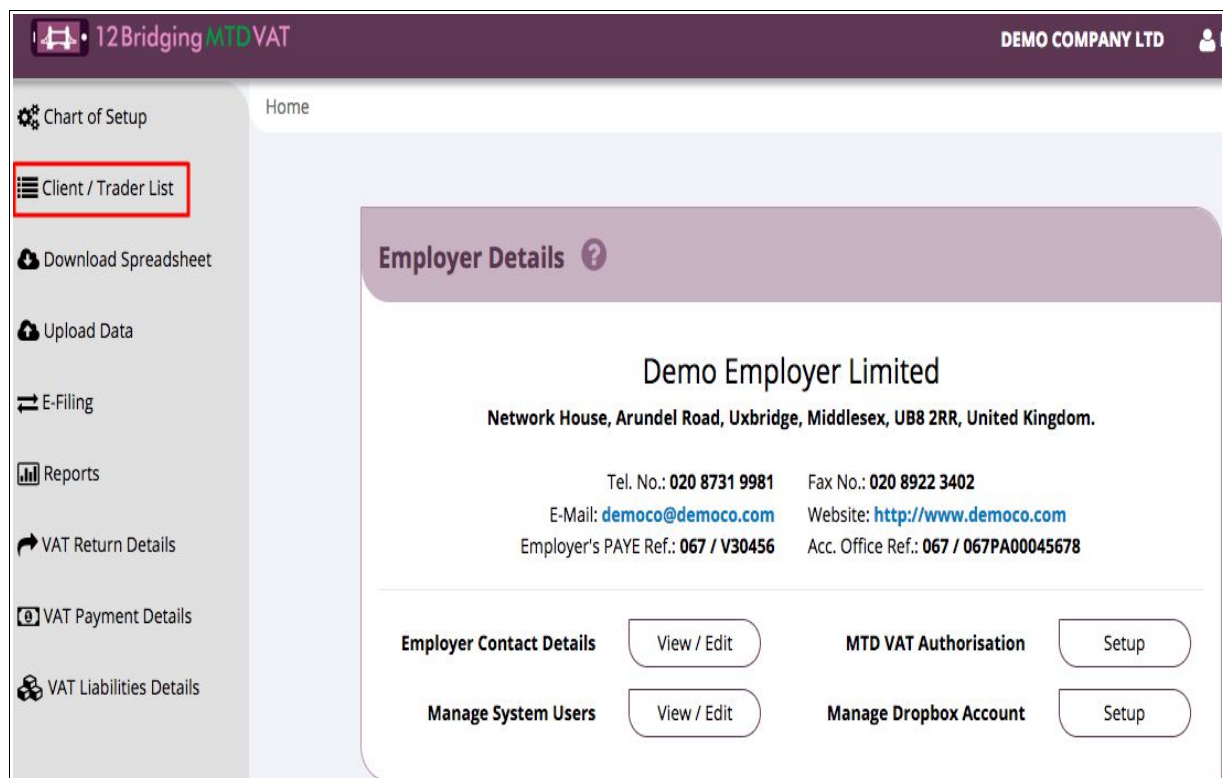


Figure 4.1 Add Client/trader

**Step 2:** Click 'Add New Client/Trader' button.

**Step 3:** Enter client details, click 'Continue'.

**Step 4:** Finally click 'Submit'.



Figure 4.2 New client/trader created successfully

(**Note:** For Sage users, it is important to add Client/Trader before importing your data into 12BridgingMTDVAT. This is because the MTD VAT output format you download from Sage doesn't contain details like VAT Period, Trader Name and VAT Registration Number.)

## 4.1 View/edit client/trader contact details

Please follow roadmap for view/edit client contact details

### Roadmap:

Client/trader → client/trader setup → contact details → view/edit → edit → save

## 4.2 Employer details

Please follow the roadmap to view/edit the employer contact details:

### Roadmap:

Employer details → employercontact details → view/edit → edit → save.

## 4.3 Manage system user

In this section employer can view the log book details, manage internet account, give system user access rights, resend the login details and edit the system user personal details.

Manage System Users ?							
				Back		Add New User	
System User Name	System User Log In ID	Log In Log Book	Internet A/C Status ?		System User Access Rights	Forget Log In Details ?	System User Personal Detail
			Enable / Disable	Confirm			
Douglas, Kirk	TBVAT5066831	<a href="#">View</a>	<input checked="" type="checkbox"/>	<a href="#">Confirm</a>	<a href="#">Access Rights</a>	<a href="#">Resend Details</a>	<a href="#">View/Edit</a>
Roberts, Julia	TBVAT5066835	<a href="#">View</a>	<input checked="" type="checkbox"/>	<a href="#">Confirm</a>	<a href="#">Access Rights</a>	<a href="#">Resend Details</a>	<a href="#">View/Edit</a>
Connery, Sean	TBVAT5066834	<a href="#">View</a>	<input type="checkbox"/>	<a href="#">Confirm</a>	<a href="#">Access Rights</a>	<a href="#">Resend Details</a>	<a href="#">View/Edit</a>

Figure 4.3.1 Manage system user

- Please follow the roadmap to view the log book details

### Roadmap:

Manage system user → log in log book → view

(**Note** : You can print the log in log book details if needed)

- Please follow the roadmap to manage internet account status

**Roadmap:**

Manage system user → internet a/c status → enable/disable → confirm

- Please follow the roadmap to view/edit system user access rights

**Roadmap:**

Manage system user → system user access rights → access rights → save

- Please follow the roadmap to resend log in details

**Roadmap:**

Manage system user → forgot login details → resend details

- Please follow the roadmap to view/edit system user personal details

**Roadmap:**

Manage system user → system user personal details → edit → save

## 5. Import MTD VAT data

When you login to our application for the first time, you will have to complete the mandatory three step process. Login to '12BridgingMTDVAT' and complete the following mandatory steps.

**Step 1:** Enter the login details and continue

**Step 2 :** Complete MTD VAT authorisation and click on continue.

**Step 3 :** This is the final step wherein you have to choose a method to import your data into our application. Following are the two methods to import your MTD VAT data:

- Drop Box Method
- Manual method

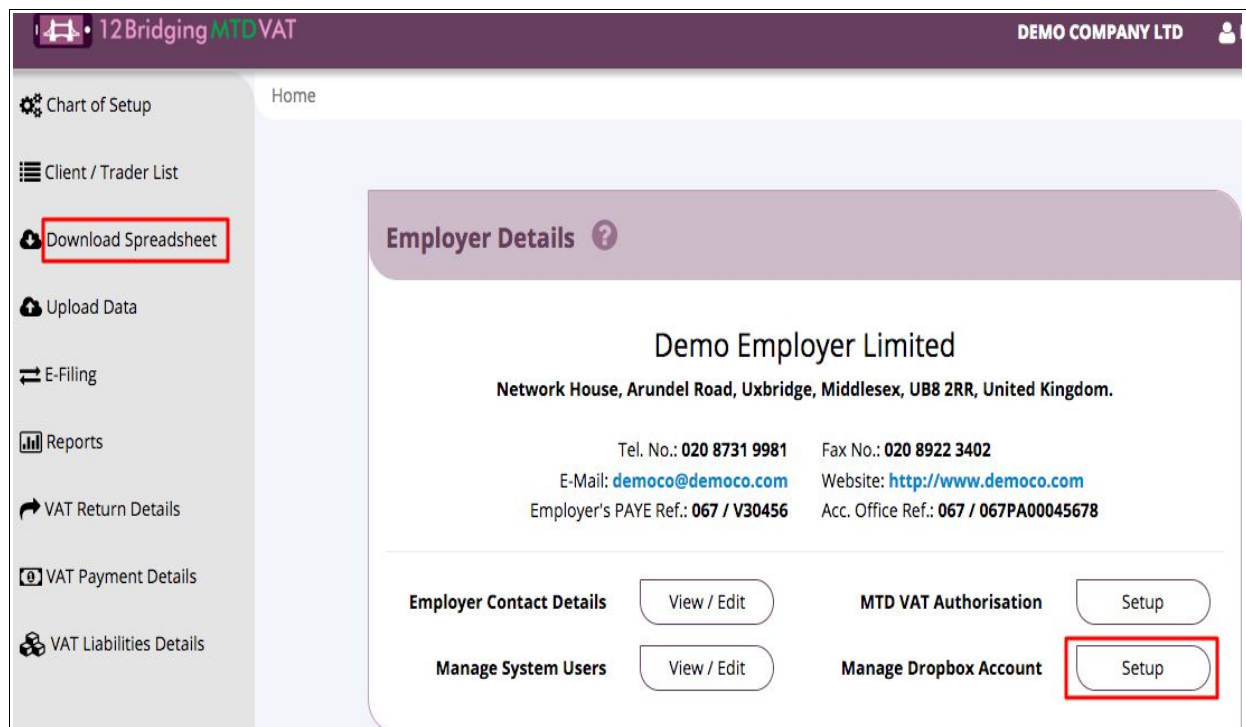


Figure 5.1 Importing data

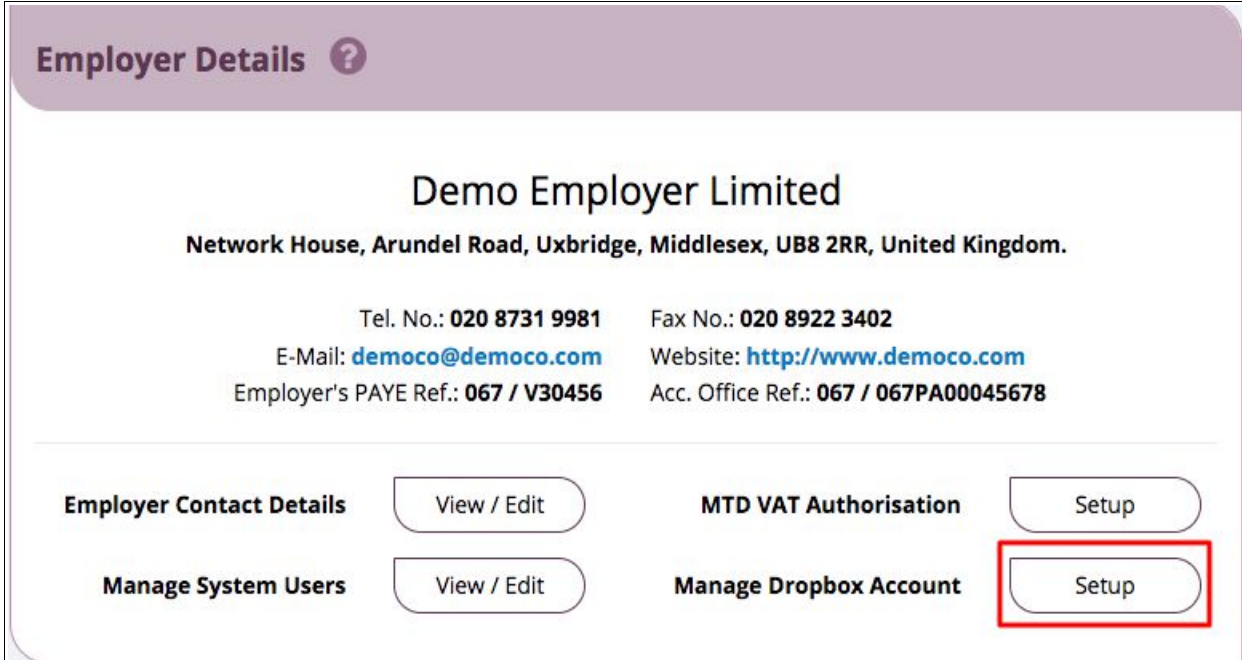
## 6. Dropbox method

Dropbox method is used to import the client MTD VAT data into the application. Dropbox allows you to sync, share and manage your files. A Dropbox basically creates a separate folder in the user's computer and also keeps a track on every changes your file has gone through.

The Dropbox setup is a one-time setup after which you can upload the MTD VAT files in the Dropbox folder.

**Step 1:** To complete the Dropbox setup, log in to your account, and continue to the welcome page.

**Step 2:** Go to 'Manage Dropbox Account - Setup' link.



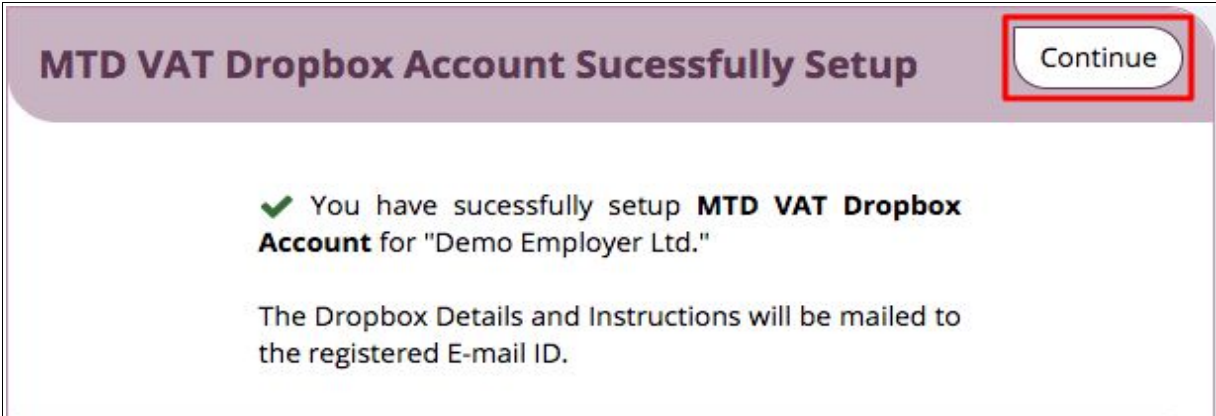
**Employer Details** ?

**Demo Employer Limited**  
 Network House, Arundel Road, Uxbridge, Middlesex, UB8 2RR, United Kingdom.

Tel. No.: **020 8731 9981** Fax No.: **020 8922 3402**  
 E-Mail: [democo@democo.com](mailto:democo@democo.com) Website: <http://www.democo.com>  
 Employer's PAYE Ref.: **067 / V30456** Acc. Office Ref.: **067 / 067PA00045678**

<b>Employer Contact Details</b>	<a href="#">View / Edit</a>	<b>MTD VAT Authorisation</b>	<a href="#">Setup</a>
<b>Manage System Users</b>	<a href="#">View / Edit</a>	<b>Manage Dropbox Account</b>	<a href="#">Setup</a>

Figure 6.1 Dropbox setup



**MTD VAT Dropbox Account Successfully Setup** [Continue](#)

✓ You have successfully setup **MTD VAT Dropbox Account** for "Demo Employer Ltd."

The Dropbox Details and Instructions will be mailed to the registered E-mail ID.

Figure 6.2 MTD VAT Dropbox account created

**Step 3:** You will get a message in your email from the Dropbox team displaying "Go to folder". This is the designated shared folder to upload your MTD VAT data.

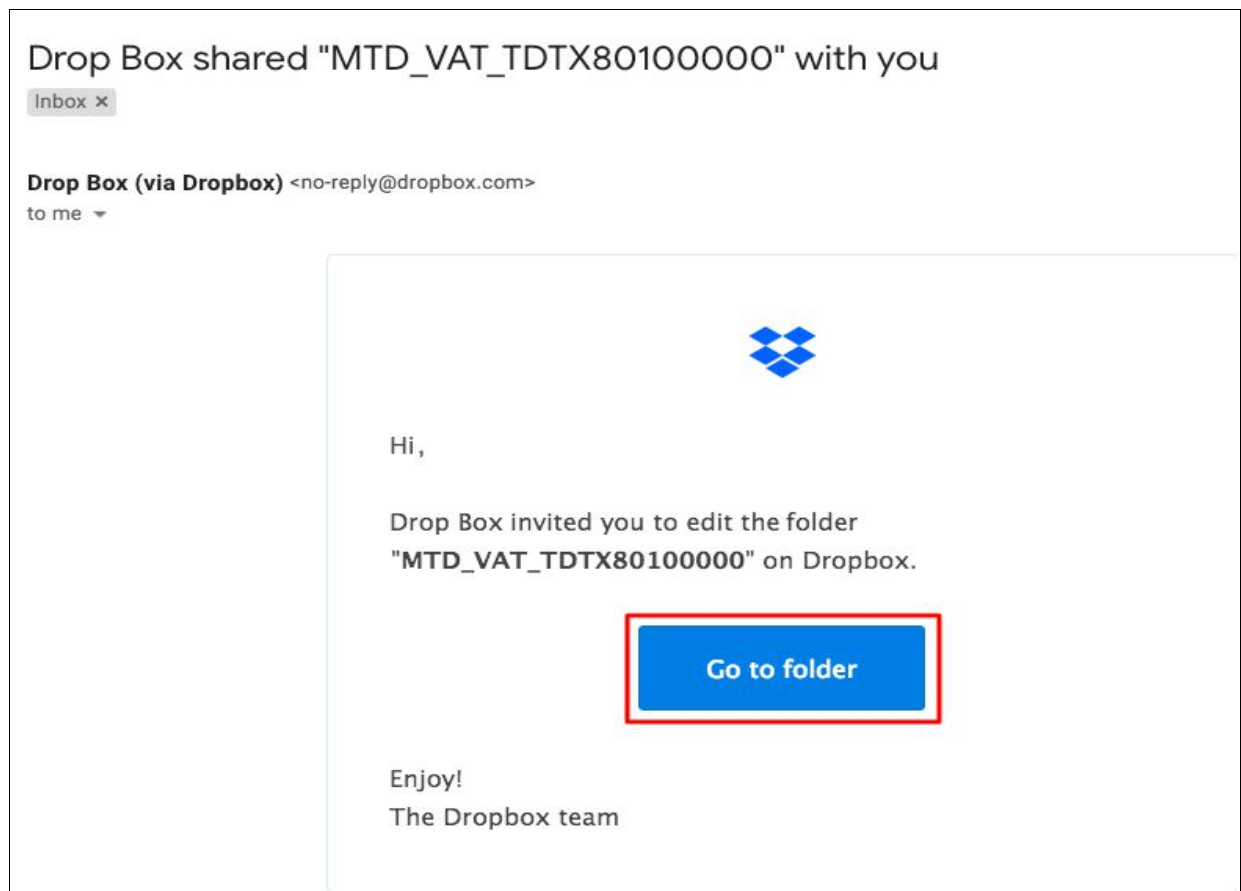


Figure 6.3 Go to folder

**Step 4:** Once you click the 'Go to folder ' link.

**Step 5:** You will be directed to the Dropbox official homepage . There are three ways you can use the Dropbox services

- If you already have a Dropbox account use that accounts credentials to sign in.
- You can as well login to Dropbox account using google id.
- if you do not have a Dropbox account you can create an account and then log in.

Sign in to view files in this folder

G

Sign in with Google

or

Email

you@mail.com

Password

Minimum 5 characters

This page is protected by reCAPTCHA, and subject to the Google [Privacy Policy](#) and [Terms of Service](#).

☐ Remember me

Sign in

[Forgot your password?](#)

Figure 6.4 Sign into Dropbox



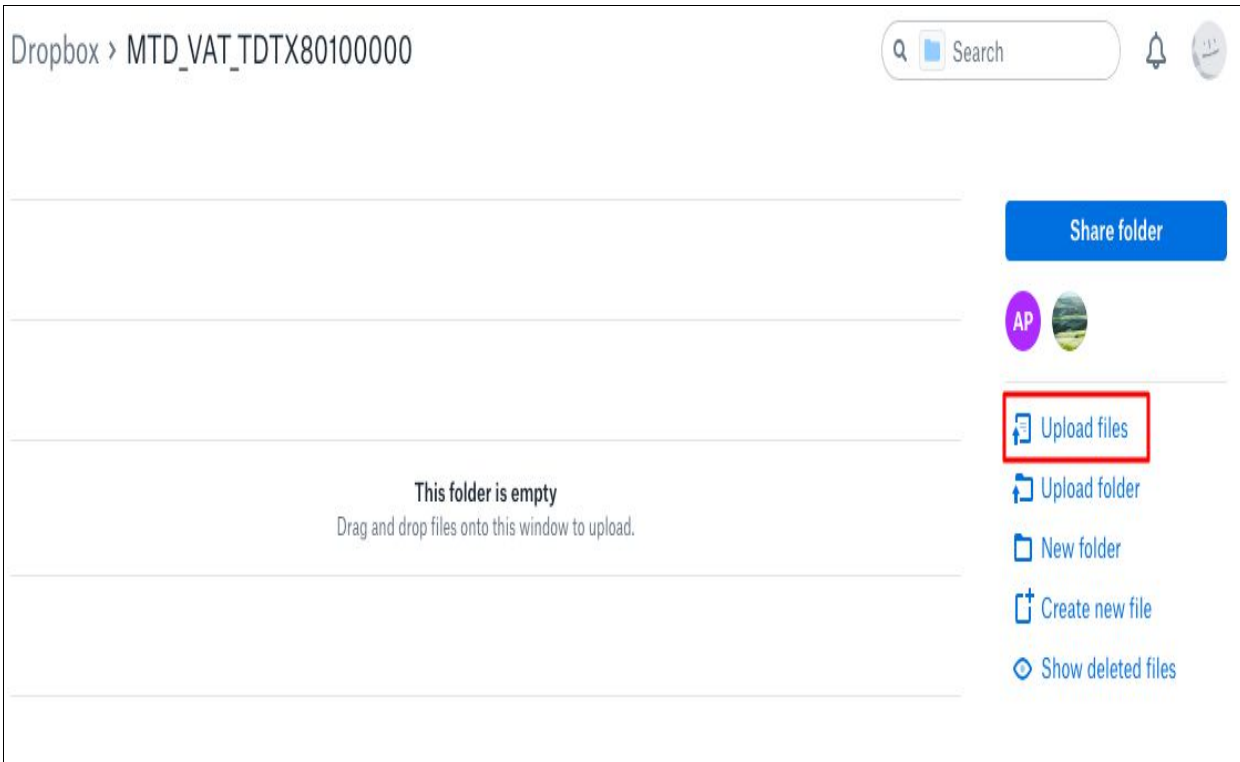


Figure 6.5 Upload data

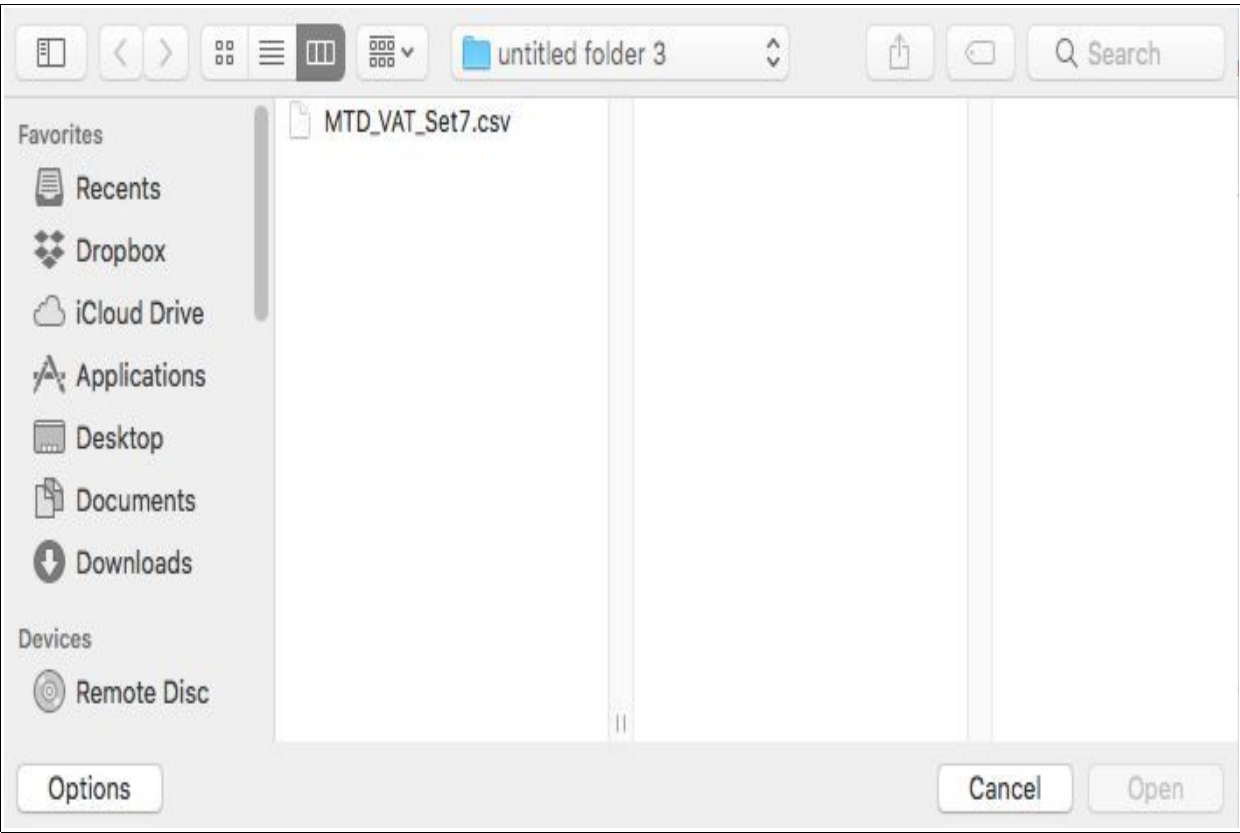


Figure 6.6 Browse file

**Step 6:** Once you sign into the Dropbox account. Click on 'upload files'. A 'Browse file' screen will pop up. Select the file you would like to upload to Dropbox and upload it. You will receive an e-mail notification of the upload details in your Dropbox account.

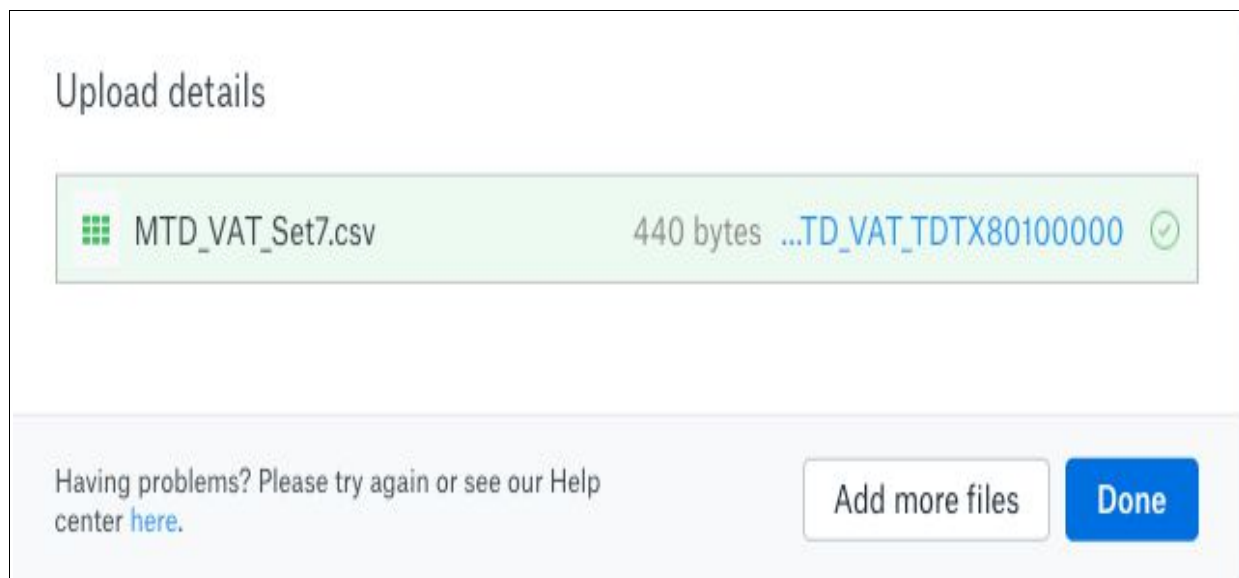


Figure 6.7 Uploaded data

**Step 7:** Once the data is uploaded via Dropbox, our system will automatically pick up the files for processing. You will simultaneously receive notifications on the processing status of your MTD VAT data.

## 7. Manual method

### 7.1 Download spreadsheet

You can download the MTD VAT spreadsheet available on the website to enter your VAT data. Follow the below road map to download MTD VAT template.

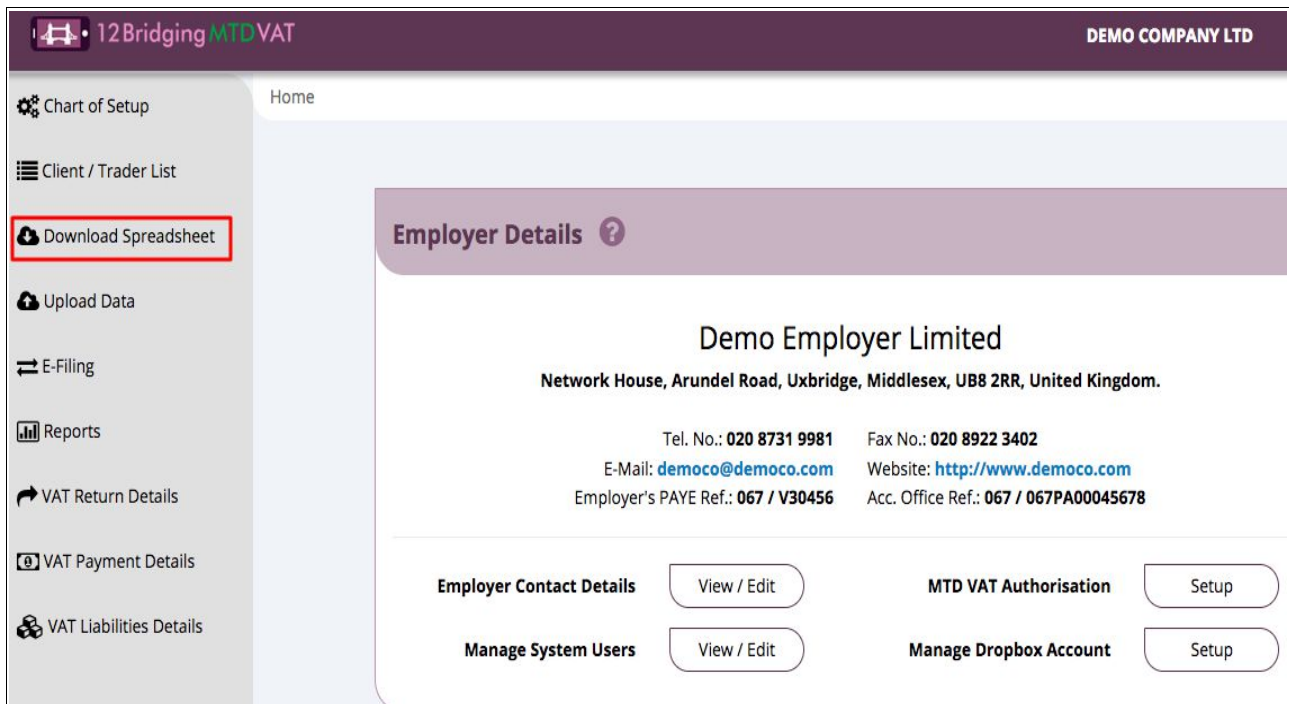


Figure 7.1.1 Download spreadsheet

## Road Map:

Download spreadsheet → download MTD VAT return spreadsheet

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

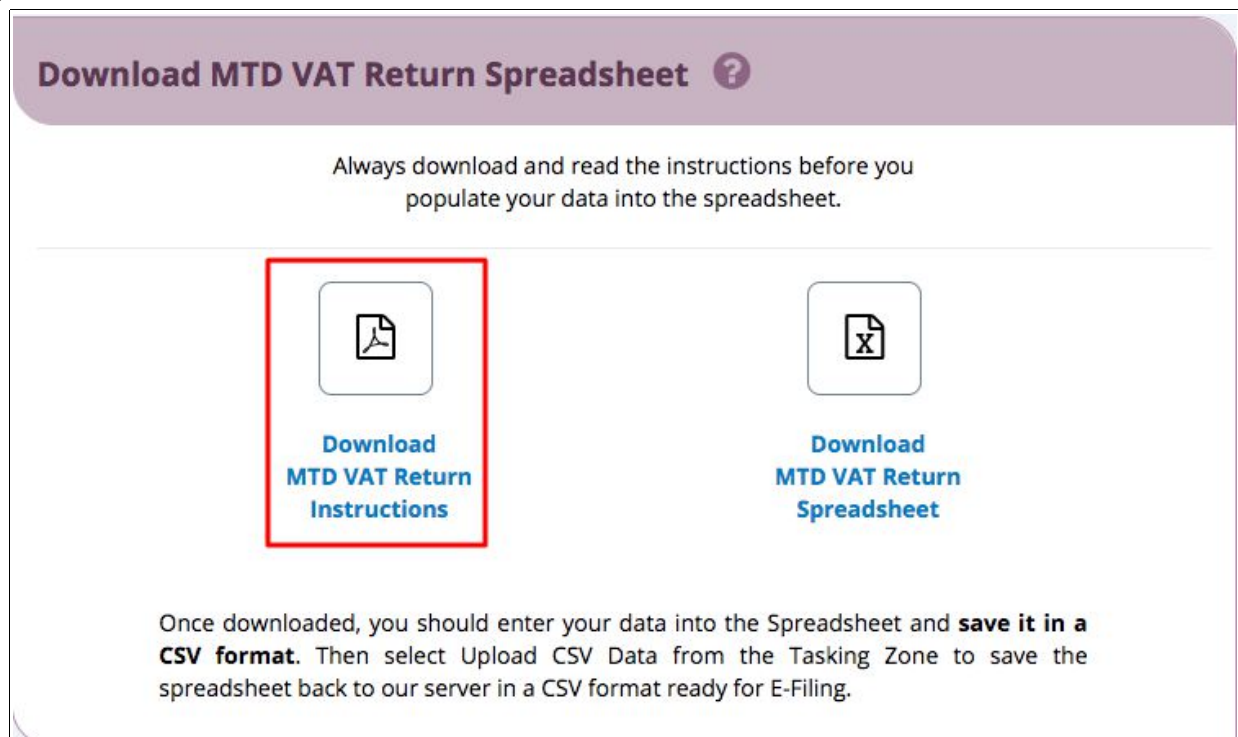


Figure 7.1.2 Download return instructions

Once downloaded, you should enter your data into the spreadsheet and save it in a CSV format. It is not necessary to use the template we provide. You can also upload the VAT data extracted from your accounting system in the accepted format.

## 7.2 Upload data

Now you can Browse and upload the CSV file

Now you can upload the VAT data spreadsheet to 12BridgingMTDVAT. Please follow the road map below:

### Road Map:

Upload Data → upload MTD VAT return CSV File → browse → upload CSV file

The screenshot displays the '12Bridging MTD VAT' web application interface. The top navigation bar includes the logo and 'DEMO COMPANY'. The left sidebar contains a menu with items like 'Chart of Setup', 'Client / Trader List', 'Download Spreadsheet', 'Upload Data' (highlighted with a red box), 'E-Filing', 'Reports', 'VAT Return Details', 'VAT Payment Details', and 'VAT Liabilities Details'. The main content area is titled 'Upload MTD VAT Return CSV File' and contains a 'Back' button and an 'Upload CSV File' button (highlighted with a red box). The steps are as follows:

- Step 1** - Ensure that you have prepared your MTD VAT Return spreadsheet document and have saved it in a CSV file format ready to be uploaded. If you have not done this please go back to download the MTD VAT Return spreadsheet document from "Download Spreadsheet" in the Tasking Zone.
- Step 2 - Select source CSV type**: A dropdown menu showing 'Default MTD Vat CSV' with the instruction 'Select the CSV template'.
- Step 3 - TRADER (MTD VAT) \***: A section with 'No File Selected.' and a 'Browse' button (highlighted with a red box). Below it, text says 'Click Browse to Upload MTD VAT Return CSV file.'
- Step 4 - Your own CSV File Ref.**: An optional text input field.

Figure 7.2.1 Upload data

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 the 'Upload CSV File' button to upload the file to the our server.

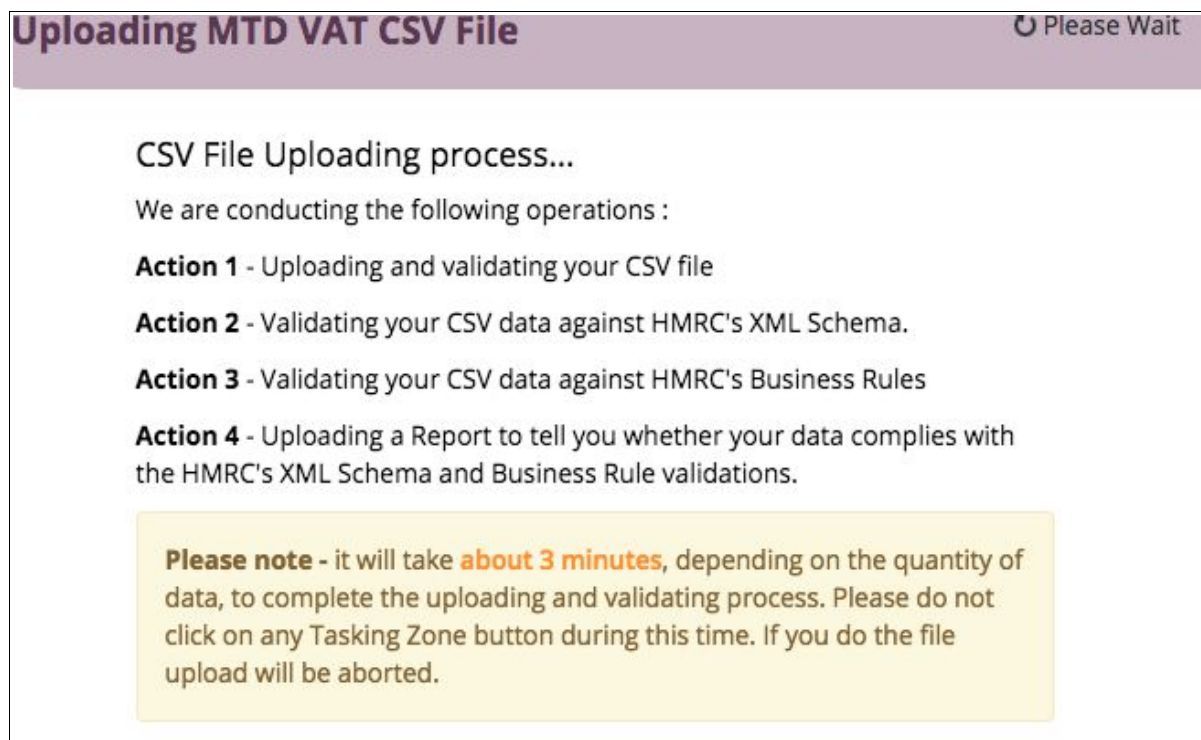


Figure 7.2.2 Upload MTD VAT CSV file



Figure 7.2.3 Upload successfully

**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

## 8. E-file VAT data

The files uploaded via Dropbox or manual method will appear in the e-file data page. In case of error occurs for automatic e-filing of data, you can proceed for manual e-filing.

Follow the procedure for e-filing the uploaded MTD VAT data.

**Step 1:** Go to 'E-File VAT return' option in the menu.

</

Figure 8.1 E-filing

**Step 2:** Select the appropriate file you want to e-file.

**Step 3:** Click 'E-File All' button to e-file all the files listed in the page or click 'E-File' button to e-file selected files.

E-File MTD VAT Uploaded Data ?

Remove All

Save Changes

E-File All

E-File Selected

			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	Upload Status	Remove	Select to E-File Bulk <input type="checkbox"/>
2018 - 01 ▾	Demo Emj ▾	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	SUCCESS	Remove	✓
2018 - 01 ▾	Demo Emj ▾	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	SUCCESS	Remove	✓
2018 - 01 ▾	Demo Emj ▾	999901001	102.00	152.00	254.00	52.00	202.00	125002	130002	42	10252	SUCCESS	Remove	<input type="checkbox"/>

Figure 8.1 E-filing uploaded data

If you need to check the e-filed status then go to report section in the menu. Click on 'MTD VAT E-Filed details'.

## 8.1 Download MTD VAT 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 → MTD VAT E-Filed Details → MTD VAT E-Filed Status List → Print Certificate

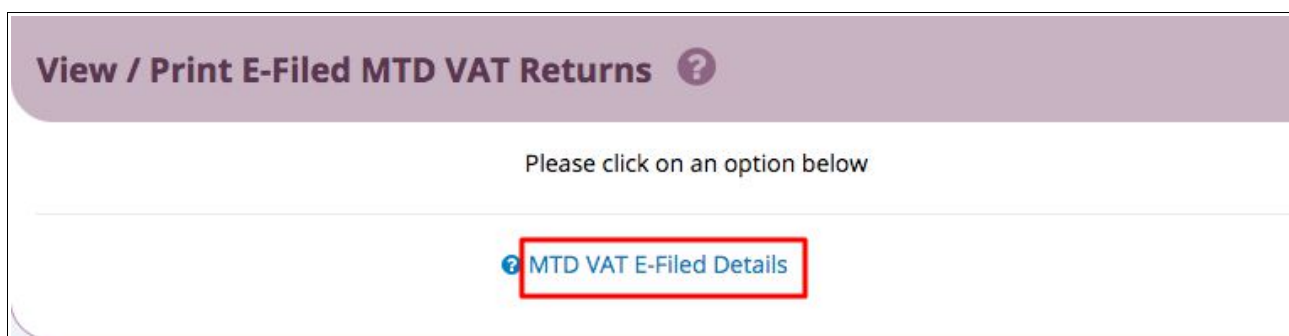



Figure 8.1.1 E-filed details



MTD VAT E-Filed Status List ?													Back	Download E-Filed Status CSV File
Select Tax Year														
2019														
			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	View / Print E-File Status	
2018 - 02	Demo Trader Ltd.	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	INITIATED	<a href="#">View</a>	
2018 - 04	Hannah Distilleries Ltd.	999902002	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	COMPLETED	<a href="#">View/Print</a>	

Figure 8.1.2 E-filed status list



Successfully E-Filed

## MTD VAT Digital Certificate

for

**Naga Electronics Limited**

( VAT Registration No. : **999900001** )

**VAT Period** 2018 - 05

( Period covers from 01/05/2018 to 31/05/2018 )

**Net VAT to be paid to HMRC or reclaimed by you** 16,594.33

**VAT Payment due date** 07/06/2018

**Congratulations:** Your MTD VAT document has been successfully E-Filed by Internet to the HM Revenue & Customs.

**HMRC eTimestamp** 2018-05-31T07:18:53.276  
( YYYY-MM-DDTHH:MM:SS.SSS )

**MTD VAT Return E-Filed** 1

**User Own File Reference** VAT\_01

**HMRC Reference (Correlation ID)** 7EBA2071DEFF4675A241288E6D5EA73E

Figure 8.1.3 Digital certificate



## 8.2 VAT reports

The MTD mobile application will fetch your data from HMRC and the data is reflected in the reports section. You have to select the desired details and click retrieve

VAT Return Details ?					Back
Client / Trader Name	VAT Registration Number	View Submitted VAT return	View VAT Payment	View VAT Liabilities	
Demo Trader Ltd.	999901001	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	
Hannah Distilleries Ltd.	999902002	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	
Stephen Wineyards	999903003	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	
Ruth Ward Ltd.	999904004	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	
Teresa Boilers Ltd.	999905005	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	<a href="#">Retrieve</a>	

Figure 8.2.1 VAT return details

- **View VAT payment details**

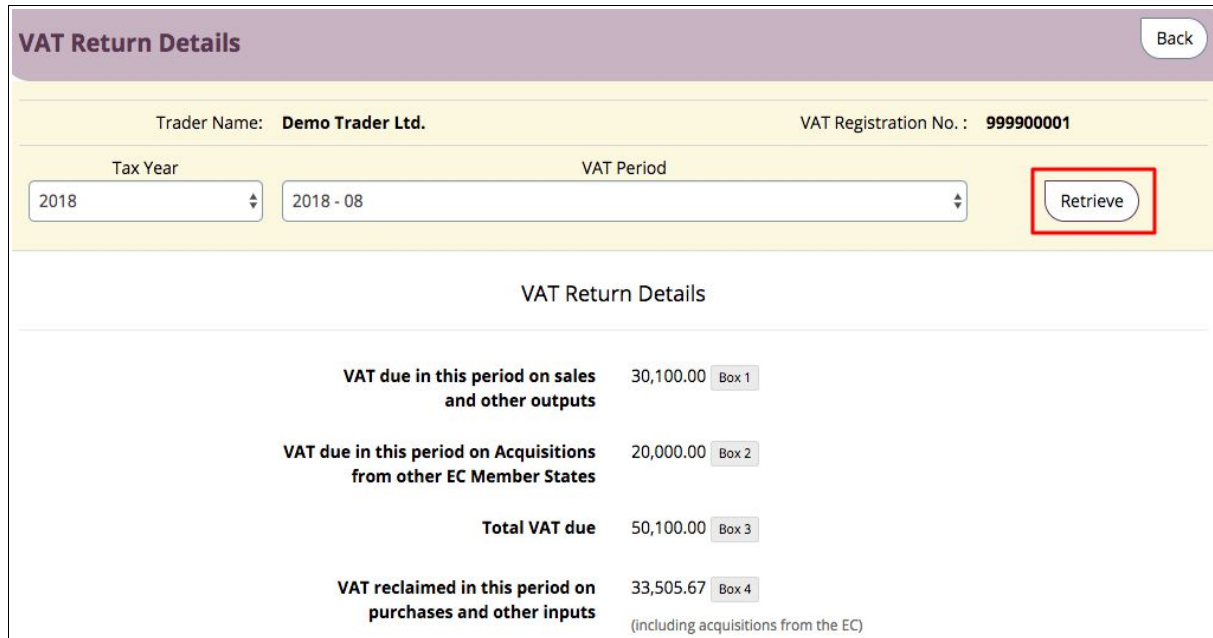
The VAT payment details report provides the payment information you have made to HMRC. Select the VAT period and click 'Retrieve'. Your MTD app fetches the payment details from HMRC and will display it to you.

VAT Payment Details					Back			
Trader Name: <b>Demo Trader Ltd.</b>		VAT Registration No. : <b>999900001</b>						
Tax Year	VAT Period - From	VAT Period - To	<a href="#">Retrieve</a>					
2018	7/6/2018	7/12/2018						
Received Date		Amount						
29/08/2018		684.00						
21/07/2018		556.33						
19/06/2018		1058.87						

Figure 8.2.2 VAT payment details

- **View submitted VAT return details**

The VAT returns details reports provides the information about the amount you paid to HMRC in the form of tax or reimbursement money from HMRC. Choose the tax year, VAT period and then click 'Retrieve'. Your MTD app fetches the return details from HMRC and will display it to you.

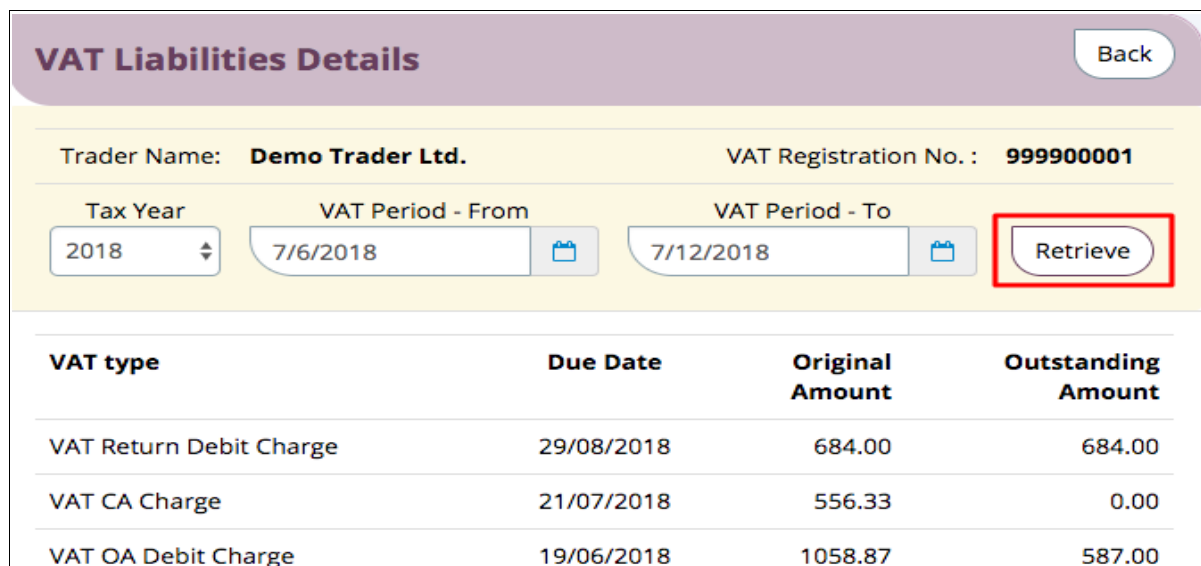


VAT Return Details	
<b>VAT due in this period on sales and other outputs</b>	30,100.00 <small>Box 1</small>
<b>VAT due in this period on Acquisitions from other EC Member States</b>	20,000.00 <small>Box 2</small>
<b>Total VAT due</b>	50,100.00 <small>Box 3</small>
<b>VAT reclaimed in this period on purchases and other inputs</b>	33,505.67 <small>Box 4</small>
	<small>(including acquisitions from the EC)</small>

Figure 7.4 VAT return details

- **View VAT liabilities details**

The money you owe to HMRC is termed as VAT liabilities. This report shows the original and outstanding amount for each VAT type. Select the VAT period and click 'Retrieve'. Your MTD app fetches the liabilities details from HMRC and will display it to you.



VAT Liabilities Details			
<b>VAT type</b>	<b>Due Date</b>	<b>Original Amount</b>	<b>Outstanding Amount</b>
VAT Return Debit Charge	29/08/2018	684.00	684.00
VAT CA Charge	21/07/2018	556.33	0.00
VAT OA Debit Charge	19/06/2018	1058.87	587.00

Figure 7.5 VAT liabilities details