

Making Tax Digital for Vat

The new VAT menu on Taskmaster

Further to recent information we have sent out regarding the changes to VAT returns, we have now uploaded a new VAT Menu which you will use going forward to submit your quarterly VAT Returns. This document gives information on the steps you need to take to comply with the new legislation and to submit your returns automatically using Taskmaster for any quarter which started after April 2019.

The steps covered are:

1. Sign up for MTD with HMRC
2. Set up the Vat Controls on Taskmaster
3. Authorise Taskmaster as your software supplier for MTD
4. Check VAT return figures
5. Submit Vat Return to HMRC
6. View Previous Returns

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Sign up for MTD with HMRC

Once you have signed up, you must submit your VAT Returns under the new MTD system and can no longer use the manual portal on the Government Gateway. Signing up for MTD must be done at least 5 working days after you have submitted your last manual VAT Return and at least 8 working days before your first MTD VAT Return submission is due.

Before you sign up for MTD, you must ensure that you have Completed and submitted The last VAT Return you want to submit under the manual portal on the Government Gateway.

To sign up, click on the following link : <https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat>

Click **Sign up your business for Making Tax Digital for VAT** and follow the on-screen prompts. Be sure to follow the process through to receiving a verification email from HMRC.

HMRC will then confirm if you can start submitting VAT Returns under MTD – this confirmation usually occurs within 24 hours.

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Set Up Vat Controls on Taskmaster

From the new VAT menu on the Nominal Ledger, select **Vat Controls**

If it is not already done, please complete the screen :

VAT Number :	Enter your company VAT registration number
EU Sales Vat Code :	Enter the Vat code to be used for this type of transaction
EU Purchase Vat Code:	Enter the Vat code to be used for this type of transaction
EU Services Vat Code:	Enter the Vat code to be used for this type of transaction
Outside Scope of Vat:	Enter the Vat code to be used for this type of transaction
Sales Bad Debts :	Enter the Vat code to be used for this type of transaction

Please also note that there is the **F8** search key available on this screen.

To set up any of the codes you do not have, please use the option **Maintain Vat Rates** on the menu.

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Authorise Taskmaster as your software supplier for MTD

This procedure has to be done once every 18 months to authorise us as your software supplier when making digital vat returns.

Please select **View Vat Obligations** to start this process. Please contact us at the office when you are ready to proceed and we can help you through this step. You will need to have your Government Gateway Username and Password available to proceed with this step.

Once complete, you are now ready to make your submissions.

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Check VAT return figures

At the end of your quarter, please make use of the options on the new VAT Menu to check your vat figures. There are individual reports from each of the ledgers as well as the EC Sales and Purchase Lists to give you details of all the vat transactions posted in your system.

View Vat Return

This option will allow you to see a summary of the boxes 1 to 9 inc vat payable . Enter the first period of the quarter you want to view followed by the last period.

This screen is for information only, this is not the vat submission screen.

The Task system will pick up all the information automatically from each vat transaction that is entered so it is very important to ensure that all transactions are coded properly and that no JNL transactions are posted to the VAT control account as they will not be picked up.

If there is an error, a correcting transaction will have to be posted to adjust the Vat return figures.

Please note that as usual, your vat payable figure should equal the closing balance of the VAT control account for the quarter, unless there are known differences from previous quarters. It is a good check to do before submitting your return. You can check this on your Trial Balance or Account Balance Enquiry.

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Submit Vat Return to HMRC

Once you have checked and are happy with your figures using the reports and screens detailed above, you are ready to submit your return to HMRC. We are happy if you would like to contact us at the office the first time you do this procedure.

Select **View Vat Obligations**

Select **Submit Return**

Select the line number of the return you want to submit and press Return.
The screen will display the boxes 1 to 9 for you to check.

If you are happy to proceed with submission, Select the option to **Submit Return**
You will be prompted to confirm that the figures are correct and then type OK.

This will submit your return to HMRC, You will receive in return an HMRC payment indicator, a form number and charge reference number and an email from HMRC to confirm the submission.

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View Previous Vat Returns

You can view previous returns either by selecting **View Vat Return** from the vat menu and selecting the quarter you want to view, or by going into your Government Gateway Account.