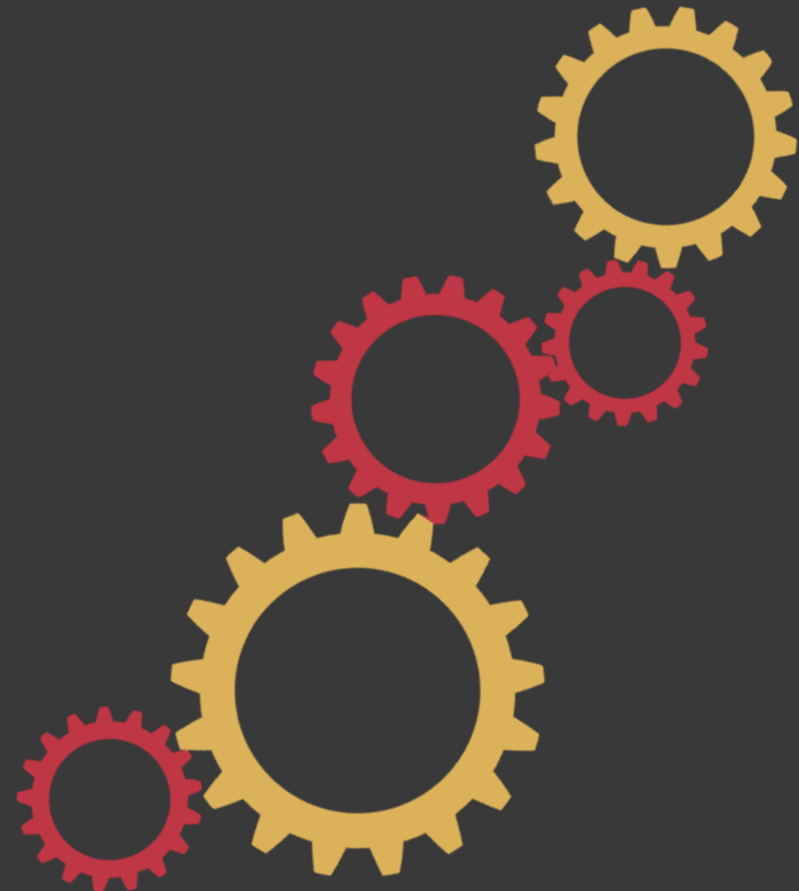# MAKING TAX DIGITAL

INSTRUCTION MANUAL

Setting your VAT Return Accounting Periods


```
Company Control File Maintenance  Company  24                    RA Co 24 - DND

  Company:            24   RA Co 24 - DND
  |Company|General|Parts|Workshop|Wholegood|Plant Hire|Accounts|CRM|Plan.Mnt.|
  Company Name:    RA Co 24 - DND
  ─────────────────────── VAT Codes - Amend ───────────────────────

     UK Default VAT Code:         1
     UK Zero VAT Code:           17
     EIRE Default VAT Code:       1

     Margin Scheme VAT Code:      8
     VAT Code for Credit Charges: 5

     Old VAT Code:                7

     VAT Return Months:           3
     VAT Return Start:            1
```

Before you start your VAT Return process, you will need to ensure that you have set the correct start date for the accounting period.

In the home screen, select option 11 (System Management) and then option 9 (Company Control Files). Note this must be performed with all users out of the system.
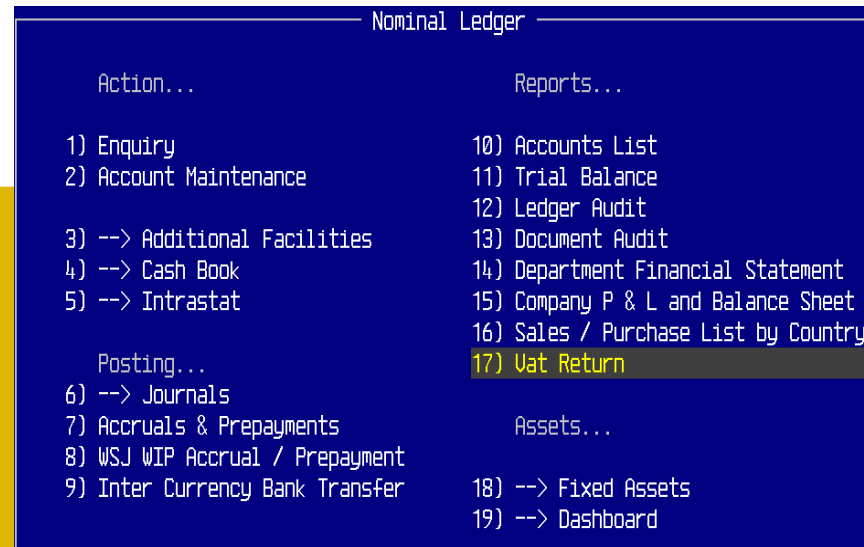
Once in the Company Control Files:
- Select the Accounts option
- Select VAT Codes

From here, you can set the number of months that your accounting period covers (1, 3 or 12) and the VAT Return start month (1 = Jan / 2 = Feb / 3 = March and so on.
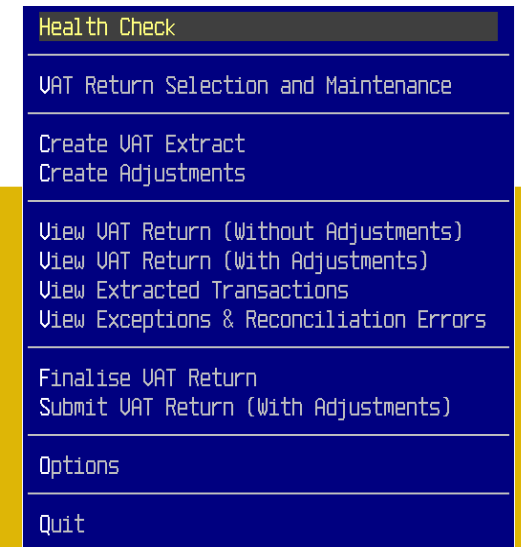
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How to get to the VAT Return Module
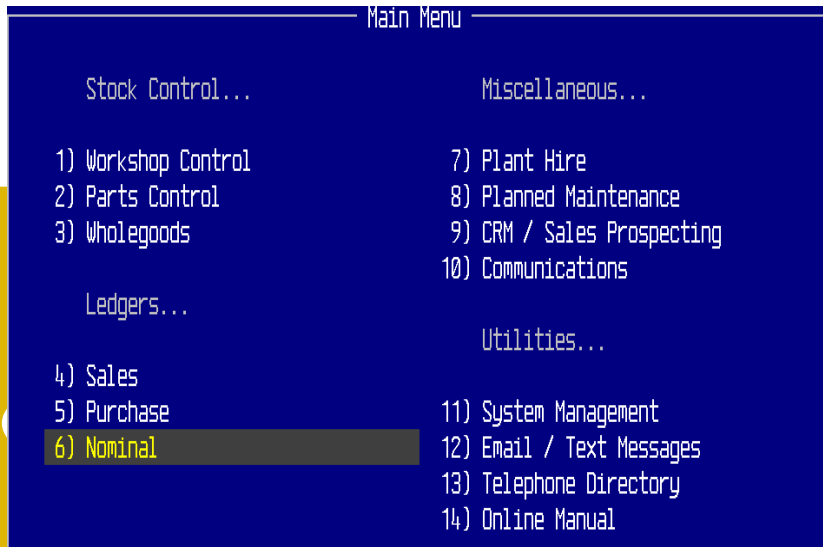
Select option 6 – 'Nominal' on the main menu within Gold

Select option 17 – 'VAT Return' within the Nominal Ledger in Gold

This will open up the VAT Return Module

VAT Extracts

What are they?

An extract works by pulling the financial figures from Gold for a date range that you have selected. This information is then stored (along with any exceptions, acknowledgements and adjustments) within VAT extract containers held in the VAT Return Selection and Maintenance Screen of the module.

- VAT Extracts can be created for any period that you choose

- When you create a VAT Extract, Gold will calculate the VAT for the date period you have requested

- VAT Extracts can be created at any time, and can be used as 'test data' to enable you to predict your VAT return for the selected period

- When you are ready, they can be used to finalise and submit your VAT return (providing the date range falls within one of HMRC's accounting period durations)

Did you know:

You can navigate around the screens, using the following keys

CB	Cash Book
CO	Communications
CT	Cash Till
FI	File Utilities
NL	Nominal Ledger
PC	Parts Control
PH	Plant Hire
PL	Purchase Ledger
PM	Parts Maintenance
PT	Planned Maintenance
SL	Sales Ledger
SM	System Management
SP	Sales Prospecting
TE	Telephone Directory
UT	Utilities
WC	Workshop Control
WG	Wholegoods
WH	Wholegoods History

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Creating a VAT Extract Container

Choose the VAT Return Selection and Maintenance option and press enter

This will open up the container screen. All your VAT Extracts will be held here. To create a new VAT Extract container, press the F2 key.

You now need to choose the date range that you want the extract to cover. Enter the 'date from' and 'date to' for the accounting period you wish to evaluate, and hit enter

Remember!
You don't have to enter the dates in a mm/yy format – it can be entered as myy. For example: January 2018 would be 118

Your VAT Extract Containers

You will now see that a container for that accounting period has appeared within the VAT Selection and Maintenance screen. All VAT Extracts that you create will sit within this screen inside containers like this. From here, you have a choice of functions:

F2
Insert

Insert a new VAT Extract Container

F3
Amend

Amend the selected VAT Extract Container

F4
Delete

Delete the selected VAT Extract Container (only if the VAT return has not been finalised or submitted)

F5
Select

Open the selected VAT Extract Container

Selecting the VAT Extract Container will take you back to the home page and will show the accounting period you have selected at the top of the screen. All actions carried out within this container will relate to the accounting period shown.

Did you know?
You can amend or delete containers up until the point when they are finalised.

Maintain VAT Periods

Period From	Period To	Period Status	Return Status	Extract
1/2018	3/2018	Incomplete & Open	New	0/00/

Se Arrow Keys to Select then <Enter>
2 Insert | F3 Amend | F4 Delete | F5 Select | F6 | F7 | F8

—— VAT Return - 01/2018 to 03/2018 ——
Health Check

VAT Return Selection and Maintenance

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit

Creating a VAT Extract Container

Choosing to 'Create a VAT Extract' will instruct Gold to pull the figures from the system for the selected accounting period.

```
——— VAT Return – 01/2018 to 03/2018 ———
Health Check

VAT Return Selection and Maintenance

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit
```

```
        VAT Extract Statistics – 01/2018 to 03/2018

                  Read    Extracted   Exceptions  Reconcile Issues

Sales Ledger      4835        0            0              0
Purchase Ledger   1658        0            2              0
Nominal Ledger     257        0            0              0
Cashbook          1371        0            0              0
                 _____    _____      _____        _____
Totals            8121        0            2              0


Time to Prepare    0.02s
Time to Extract    0.59s
Time to Reconcile  1.06s
                  _____
Total Time         1.67s


VAT Extract, Reporting & VAT Return
F2   OK  |F3     |F4     |F5     |F6     |F7     |F8
```

Select the 'Create VAT Extract' Option and press enter

The extracted statistics for that period will be shown. Select the 'Accept' option to return to the home screen

READ
This is the number of transactions the system has read from the ledgers

EXTRACTED
This is the number of transactions that matched the extraction criteria and was added to the extract data

EXCEPTIONS
This is the number of transactions that were made within the selected accounting period but were unable to be extracted

RECONCILIATION ERRORS
This is the number of transactions that may need investigation. This figure also includes Nominal VAT Input or Nominal VAT Output transactions that should have been included in the extract but weren't found in the Extract File, i.e a nominal journal that wasn't given the new type VJ

SALES LEDGER
Figures are collated from Customer Accounts, Invoices, Credit Notes and Discounts that fall within the selected accounting period. If transactions from this accounting period have been input correctly (with no data errors), then they are included within the extract as a sales Ledger record. If the transaction is blank but the date it was made falls within the selected accounting period, it will be added to the extract as an exception

PURCHASE LEDGER
Figures are collated from Invoices, Credit Notes and Discounts that fall within the selected accounting period. If transactions from this accounting period have been input correctly (with no data errors) then they are included within the extract as a Purchase Ledger record. If the transaction is blank but the date it was made falls within the selected accounting period, it will be added to the extract as an exception

NOMINAL LEDGER
VAT Journal (VJ) transactions that fall within the selected accounting period will be included within the extract. The transaction will be determined to be a Sale or a Purchase based on the nominal account (VAT Input or VAT Output) associated with the transaction. If it is not possible to determine the type of transaction, it will be added to the exceptions file with the reason 'Invalid VAT Journal Posting'

CASHBOOK
Figures are collated from only Bank Payments or Bank Receipts. If the transaction's VAT Period falls within the selected accounting period, it will be added to the extract as a CS Record for Receipts (Sales) or a CP Record for Payments (Purchases).

Creating Adjustments

You may hold Sales and Purchase figures outside of Gold. Creating a VAT Adjustment will allow you to add this information into the VAT Extract for the selected accounting period, ensuring your VAT Return figures are accurate.

```
—— VAT Return - 01/2018 to 03/2018 ——
Health Check

VAT Return Selection and Maintenance

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit
```

```
—— VAT Return Adjustments - 01/2018 to 03/2018 ——
Date        Time      User  VAT Return Box              Amount



<|                                                      |>
                |                              |
<|                                                      |>
se Arrow Keys to Select then <Enter>
2 Insert |F3      |F4      |F5      |F6      |F7      |F8
```

```
—— VAT Return Adjustments - 01/2018 to 03/2018 ——
Date        Time      User  VAT Return Box              Amount



<|
                              1 VAT due on sales
VAT Return Box:               2 VAT due on acquisitions        Amount:
                              4 VAT reclaimed
Adjustment Referen            6 Total value of sales (Ex VAT)
                              7 Total value of purchases (Ex VAT)
Reason:                       8 EC Sales (Ex VAT)
                              9 EC Acquisitions (Ex VAT)

lect the VAT Return Box to make the Adjustment to
2   OK   |F3      |F4      |F5      |F6      |F7      |F8
```

Select the 'Create Adjustments' option and press enter

This will open an Adjustments Container screen. Press F2 to insert a new adjustment

You will now see 7 options and you must allocate your adjustment to one of these categories. Select the required category and press enter.

| **CATEGORY 1** VAT due on Sales | **CATEGORY 2** VAT due on Acquisitions | **CATEGORY 4** VAT Reclaimed | **CATEGORY 6** Total Value of Sales (ex VAT) | **CATEGORY 7** Total value of Purchases (ex VAT) | **CATEGORY 8** EC Sales (ex VAT) | **CATEGORY 9** EC Acquisitions (ex VAT) |

Creating Adjustments Continued

You will need to insert the amount, reason and reference number of the adjustments. Once complete, press the enter key to return to the adjustments page

Your VAT Adjustments can be amended or deleted at any time up until the point that you Finalise your VAT Return. Once your VAT Return has been Finalised, you will not be able to amend or delete the adjustments

Remember!
The reference information for each adjustment is important. It will help you search for the adjustment and remind you why it was created. We recommend that you utilise these boxes with thorough information.

Viewing your VAT Returns


```
┌──────── VAT Return - 01/2018 to 03/2018 ────────┐
│  Health Check                                    │
│                                                  │
│  VAT Return Selection and Maintenance            │
│                                                  │
│  Create VAT Extract                              │
│  Create Adjustments                              │
│                                                  │
│  View VAT Return (Without Adjustments)           │
│  View VAT Return (With Adjustments)              │
│  View Extracted Transactions                     │
│  View Exceptions & Reconciliation Errors         │
│                                                  │
│  Finalise VAT Return                             │
└──────────────────────────────────────────────────┘
Include transactions from unclosed periods?
Transactions from unclosed periods will not be included in totals
submitted to HMRC?                                          No
```

```
┌────── VAT Return - 01/2018 to 03/2018 (0 Adjustments) ──────┐
│ 1 VAT due on sales and other outputs                   0.00 │
│                                                             │
│ 2 VAT due on acquisitions from other member states of the EC   0.00 │
│                                                             │
│ 3 Total VAT due (Sum of Box 1 + 2)                     0.00 │
│                                                             │
│ 4 VAT reclaimed in the period on purchases and other inputs   280.00 │
│                                                             │
│ 5 Net VAT to be paid to HMRC or reclaimed (Diff Between 3 & 4)   280.00 │
│                                                             │
│ 6 Total value of sales and all other outputs (Ex VAT)   0.00 │
│                                                             │
│ 7 Total value of purchases and all other inputs (Ex VAT)   1400.00 │
│                                                             │
│ 8 Sales and other outputs to other EC member States (Ex VAT)   0.00 │
│                                                             │
│ 9 Acquisitions from other member states of the EC (Ex VAT)   0.00 │
└─────────────────────────────────────────────────────────────┘
```

You have 2 options to view your VAT Return: with or without adjustments. On both options, you will be asked whether you would like to 'include transactions from unclosed periods'. The question will be manually set to 'No'. If you want to include them, press the 'Y' key and hit enter

You will see your VAT Return data for the selected accounting period (with or without adjustments and transactions from unclosed periods – depending on the options you have selected). **Note:** You cannot 'quit' this screen. The only way to return to the main menu is to click F2 to choose the 'accept' option

BOX 1: VAT due on sales & other outputs

BOX 2: VAT due on acquisitions from other member states of the EC

BOX 3: Total VAT due (Sum of Box 1 & 2)

BOX 4: VAT reclaimed in the period on purchases & other inputs

BOX 5: Net VAT to be paid to HMRC or reclaimed (Diff between 3 & 4)

BOX 6: Total value of sales & all other outputs (Ex VAT)

BOX 7: Total value of purchases & all other inputs (Ex VAT)

BOX 8: Sales & other outputs to other EC member states (Ex VAT)

BOX 9: Acquisitions from other member states of the EC (Ex VAT)

View Your Extracted Transactions

```
┌───── VAT Return - 01/2018 to 03/2018 ─────┐
  Health Check

  VAT Return Selection and Maintenance

  Create VAT Extract
  Create Adjustments

  View VAT Return (Without Adjustments)
  View VAT Return (With Adjustments)
  View Extracted Transactions
  View Exceptions & Reconciliation Errors

  Finalise VAT Return
  Submit VAT Return (With Adjustments)

  Options

  Quit
└───────────────────────────────────────────┘
```
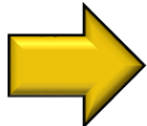
```
┌──── VAT Return Extracted Transactions - 00/0000 to 00/0000 ────┐
 Extract Date  Period   Source   Transaction Date   Reference   Account
 18/01/2019             PL         1/08/2018         P02110        1201
 18/01/2019             PL         2/06/2018         P02109        1201
 18/01/2019             PL         5/03/2018         P02108        1201
 18/01/2019             PL        31/01/2018         P02107        1201
 18/01/2019             PL        30/08/2017         P02105        1200
 18/01/2019             PL        26/06/2017         P02104        1112
 18/01/2019             PL        26/06/2017         P02103        1112
 18/01/2019             PL        26/06/2017         P02102        1112
 18/01/2019             PL        14/08/2018         190160        1000
 18/01/2019             PL        14/08/2018         190159        1000
 18/01/2019             SL        10/09/2018         125413        8004
 18/01/2019             SL         1/09/2017         125404        1220
 18/01/2019             SL         1/09/2017         125403        1218
 18/01/2019             SL        25/08/2017         125402        1218
 18/01/2019             SL        25/08/2017         125401        1218
 18/01/2019             SL        25/08/2017         125400        1218
└────────────────────────────────────────────────────────────────┘
```

To view your Extracted Transactions, highlight the option and press enter

All the VAT data relating to the transactions from the selected accounting period will be shown here in various columns

COLUMN 1: Extract Date

COLUMN 2: Period

COLUMN 3: Source

COLUMN 4: Transaction Date

COLUMN 5: Reference

COLUMN 6: Account

COLUMN 7: Net Amount

COLUMN 8: VAT Amount

COLUMN 9: VAT Code

COLUMN 10: VAT Type

COLUMN 11: VAT Return Box Info

View Your Exceptions & Reconciliation Errors

Extract Date	Period	Source	Transaction Date	Reference	Account	Net Amount	VAT Amount	VAT Code	VAT Type	Acknowledged	Exception Reason
22/02/2019	12/2018	SL	18/12/2018	123115	1101	1714.25	342.85	1	Vatable		Nominal VAT Value 1371.40 differs from Sales/Purchase Ledger
22/02/2019		SL	31/12/2006	250028	9007	34.68	6.07	1	Vatable		Transaction Date is in Range, but VAT Period is blank
22/02/2019		SL	18/09/2006	190	9007	190.00	0.00	9	Exempt		Transaction Date is in Range, but VAT Period is blank
22/02/2019		SL	18/11/2006	121303	5003	7.38	0.00	9	Exempt		Transaction Date is in Range, but VAT Period is blank
22/02/2019		SL	5/02/2019	GGHH	1201	1233.00	246.60	1	Vatable		Transaction Date is in Range, but VAT Period is blank

```
<|
Use Arrow Keys to Select Item Required
F2 Next |F3 Find |F4 Show |F5 Ack |F6     |F7     |F8
```

The Acknowledge button is used to put a comment against the exception or reconciliation. Once you click on the Acknowledge button. You will be presented with a choice of reasons and a comments box for reference.

The Show/Hide button is to allow you to view previous acknowledged exceptions/reconciliations. Or to only view the exceptions/reconciliation errors that are still outstanding.

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View Your Exceptions & Reconciliation Errors Cont.

Any transactions that belong to unclosed months will appear with the message "Transaction Date is in Range, but VAT period is blank", however you can choose to include these in the VAT return totals by saying "Yes" to "Include transactions from unclosed periods?"

Acknowledging them won't make any changes to the original transactions themselves, or change which VAT period they appear in – this function is there to help you keep track of any anomalies you are already aware of and to stop them appearing in the Exceptions and Reconciliations list.

You can toggle the display to show all of the exceptions. If you want to see the ones you've acknowledged, you can also change their status to N/A if you want "undo" the acknowledgement and see them in the list again. You can also change the status to "Actioned" if the exception in question has required some kind of adjustment, this feature is there so you can keep track of any anomalies you have had to make corrections for.

Finalise Your VAT Return

```
------ VAT Return - 01/2018 to 03/2018 ------
Health Check

VAT Return Selection and Maintenance

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit
```

Choosing the 'Finalise your VAT Return' option will prompt a series of questions to ensure everything is accurate before you submit the return.

CHECKBOX 1
Have you checked and actioned the Reconciliation and Exceptions for this VAT Return?

CHECKBOX 2
Have you reconciled the Sales and Purchase Audit and VAT Reports?

CHECKBOX 3
Have you made any Adjustments that are required for this VAT Return?

CHECKBOX 4
You will receive a message to ask if you are sure you want to finalise this VAT Return.

For v6 users, the message will read:
Are you sure you want to Finalise the VAT Return for dd/yyyy to dd/yyyy

For v7 users, the message will read:
Are you sure you want to Finalise the VAT Return for dd/yyyy to dd/yyyy? ***WARNING*** After this stage no additional transactions can be Extracted or further Adjustments made.

Remember!
Once you have submitted your VAT return, you cannot amend or retract it. Read the questions carefully before you answer!

Submitting Your VAT Return

This final stage of the VAT Return process has several steps to it:

STEP 1
You must submit the VAT Return. This will then produce an authorisation email which will be sent to the person who has been added as a delegate to the system

STEP 2
Follow the instructions shown and grant authority to allow Gold to interact with HMRC on your behalf. You will need to have your Government Gateway details to do this

STEP 3
Once you have granted authority, HMRC will provide you with an authorisation code which you will need to copy and paste into Gold

Don't Forget!
In order to complete this final process, you will need to have your Government Gateway details

```
—— VAT Return - 01/2018 to 03/2018 ——
Health Check

VAT Return Selection and Maintenance

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit
```

Government Gateway Details

To submit your VAT Return, you will need Government Gateway details. These credentials let you use the national and local online Government services safely and securely.

If you already have Government Gateway credentials, you do not need to sign up for new ones to use this function. You can use your existing details to submit your VAT Returns through Gold.

If you do need new credentials, you can get them from HMRC's website. Open the following site: www.gov.uk/government-gateway and follow the instructions. You will then be provided with 3 credentials:

User ID	Password	Vat Return Number (VRN)

Remember!
You will need these credentials for every VAT Return submission you make. Keep them safe!

Government Gateway

The Government Gateway lets you use many national and local online government services safely and securely.

You need to sign up and create a Government Gateway account first.

Create an account

Some services require more information, but to sign up for a Government Gateway account you usually need:

- name
- date of birth
- National Insurance number
- email address

You'll normally be asked to create a password, and you'll get a user ID. You need these to register for and log in to the services you want to use.

Helpdesk and log in problems

Contact the helpdesk of the service you're using if you forget your Government Gateway password or user ID.

Replacement for the Government Gateway

Services on the Government Gateway are gradually being moved to replacement systems.

For services that have not moved yet, the Government Gateway is still available. All services will move by March 2019.

Some HM Revenue and Customs (HMRC) services cannot be accessed through the Government Gateway. Find out how to sign in to HMRC online services.

Authorisation Email Address

In order to securely connect to HMRC you will need to generate an Authentication Code, this is generated by logging onto the HMRC Government Gateway and entering your credentials. The link to this website will be emailed to you from Gold and delivered to the address set within the options section.

The 'From:' email address could be your email address, or one that your company uses for system administration. The 'To:' email address should be your email address to. Once you are happy with the information you have entered, choose the 'Accept' option. This will return you to the home screen.

```
—— VAT Return - 01/2018 to 04/2018 ——
Health Check

VAT Return Selection and Maintenance

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit
```

```
———————————— Options ————————————

Addresses for HMRC Authorisation emails

From: office@ibcos.co.uk

To:   office@ibcos.co.uk

CC:
```

Submitting Your VAT Return: Authorisation Email

```
┌─ VAT Return - 03/2018 to 05/2018 ─┐
  Health Check

  VAT Return Selection and Maintenance

  Create VAT Extract
┌──────────────────────────────────────────────┐
│ Authorisation email sent to 'office@ibcos.co.uk' │
│ Please follow the instructions to allow Gold to securely connect to the │
│ HMRC. │
└──────────────────────────────────────────────┘
  View Exceptions & Reconciliation Errors

  Finalise VAT Return
  Submit VAT Return (With Adjustments)

  Optio  ┌─ Press <Enter> to Continue ─┐
  Quit   │                            │
```

Reply Reply All Forward IM

office@ibcos.co.uk   ✔ Emma Hunter

EH   Ibcos Gold HMRC Authorisation

Message follows:

Please click on the link at the bottom of this email to log into the HMRC website.

You will need your Government Gateway Credentials in order to do this.

After you have logged in click the "Grant Authority" button to allow Gold to securely communicate with the HMRC.

The HMRC will then generate an authorisation code which needs to be copied and pasted into Gold.

https://api.service.hmrc.gov.uk/oauth/authorize?response_type=code&client_id=pQCuk2UJE5vUpYBoBHb29oXb3Swa&scope=read:vat%20write:vat&redirect_uri=urn:ietf:wg:oauth:2.0:oob

This email was generated by **ibcos Gold** Software

When you click the 'Submit VAT Return (With Adjustments)' option, you will receive a message on your screen which says:

'Authorisation email sent to xxxxx'. This email address is the one you have programmed in for the VAT Return function.

You will receive an email with a link provided which will allow you to grant authority for Gold to interact with HMRC on your behalf. Click on the link and follow the instructions
Note: You will need your Government Gateway Credentials in order to do this.

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HMRC/Gold Authorisation

GOV.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.

GOV.UK

| HM Revenue & Customs

Authority to interact with HMRC on your behalf

The **Gold-Test** 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.

GOV.UK

| HM Revenue & Customs

Authorisation granted

Copy the authorisation code below and paste it into **Gold-Test** when prompted.

1395f22b2228444db4b1e3c54608452c   **Copy**

Once you have copied it, close this window.

You will be asked to enter your Government Gateway details to sign in.

Once you have signed in, you will need to answer some security questions. When you have passed the security check, you will be asked to 'Grant Authority' to allow Gold to interact with HMRC on your behalf. To enable this interaction, click the Grant Authority button.

As soon as you grant authority, you will be provided with an authorisation code. You will need to paste this code into Gold.

Click the copy button to copy the information to your computer clipboard, and then head over to the Gold system.

Gold Authorisation & Submission

HMRC Authorisation Code

Authorisation Code:

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit

VAT Registration Number
Enter the numerical part of your VAT Registration Number

VAT Registration Number:

Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return
Submit VAT Return (With Adjustments)

Options

Quit

VAT Return - 04/2017 to 06/2017
Health Check

VAT Return Selection and Maintenance

Create VAT Extract
Create Adjustments

View VAT Return (Without Adjustments)
View VAT Return (With Adjustments)
View Extracted Transactions
View Exceptions & Reconciliation Errors

Finalise VAT Return

VAT Return Dates are valid and the VAT Return can be submitted.
Please confirm that you want to submit this VAT Return?   No

Quit

The next step is to paste the HMRC authorisation code into Gold. You can copy and paste the information via 2 methods:
1) Right click the mouse and choose the paste option
2) Press 'shift and insert' together to paste

You will then be prompted to enter in your VAT Registration number (VRN) into Gold.

Finally you will see a message that says 'VAT Return Dates are valid and the VAT Return can be submitted. Please confirm that you want to submit this VAT Return'. If you are ready to submit the VAT Return, press 'Y' and hit enter.

BE CAREFUL!
Once you submit your VAT Return, you cannot amend it or retract it. Make sure you are absolutely certain you are ready to submit it!

The Submitted VAT Return

```
——— VAT Return - 04/2017 to 06/2017 ———
Health Check
————————————————————————————————————————
VAT Return Selection and Maintenance
————————————————————————————————————————
Create VAT Extract
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VAT Return Successfully submitted to HMRC
Processing Date: 2018-12-06T09:40:14.549Z
Payment Indicator: DD
Form Bundle Number: 539708185766
Charge Reference Number:ug4x77GjwfENCZNp
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Finalise VAT Return
Submit VAT Return (With Adjustments)
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Optio
            Press <Enter> to Continue
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Quit
```

You will now see a message on the screen which reads:
'VAT Return successfully submitted to HMRC'

It will provide you with the date it was processed, the payment indicator, a form bundle number and the charge reference number.

You will be able to view the submitted VAT return in the VAT Return Selection and Maintenance screen, and it will have a status of 'Submitted'. You will be able to see the extract date, time, bundle number and charge reference.

Did you know?
The 'bundle number' is your proof of the VAT Return submission should you ever need it, and is the reference number that HMRC will use in relation to this VAT submission.

The charge reference number is only shown, if you are due a repayment from the HMRC..