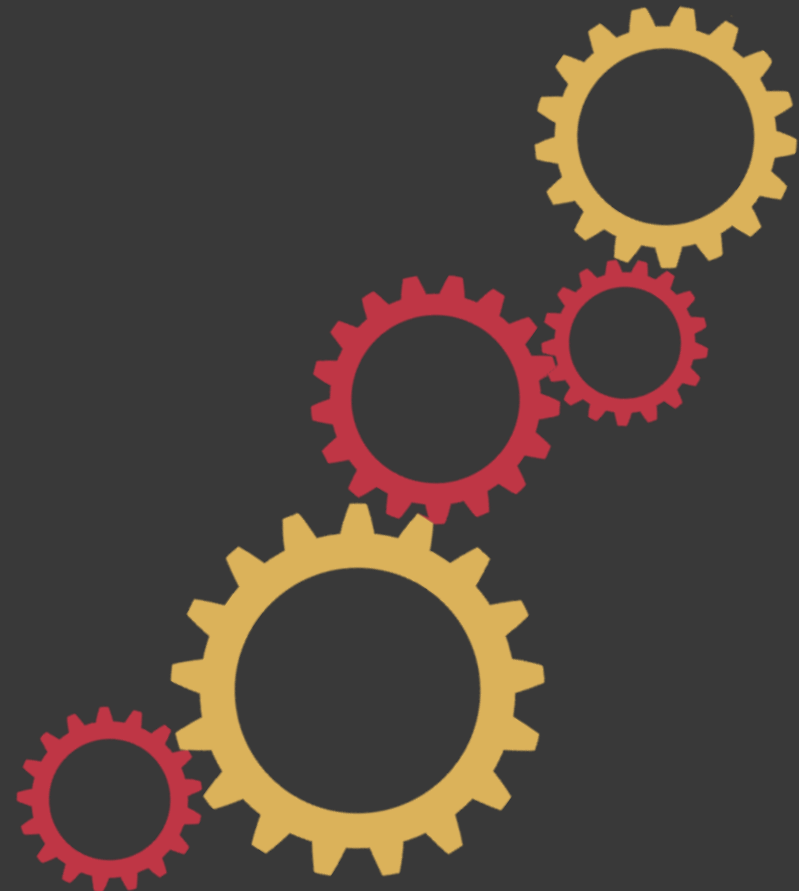
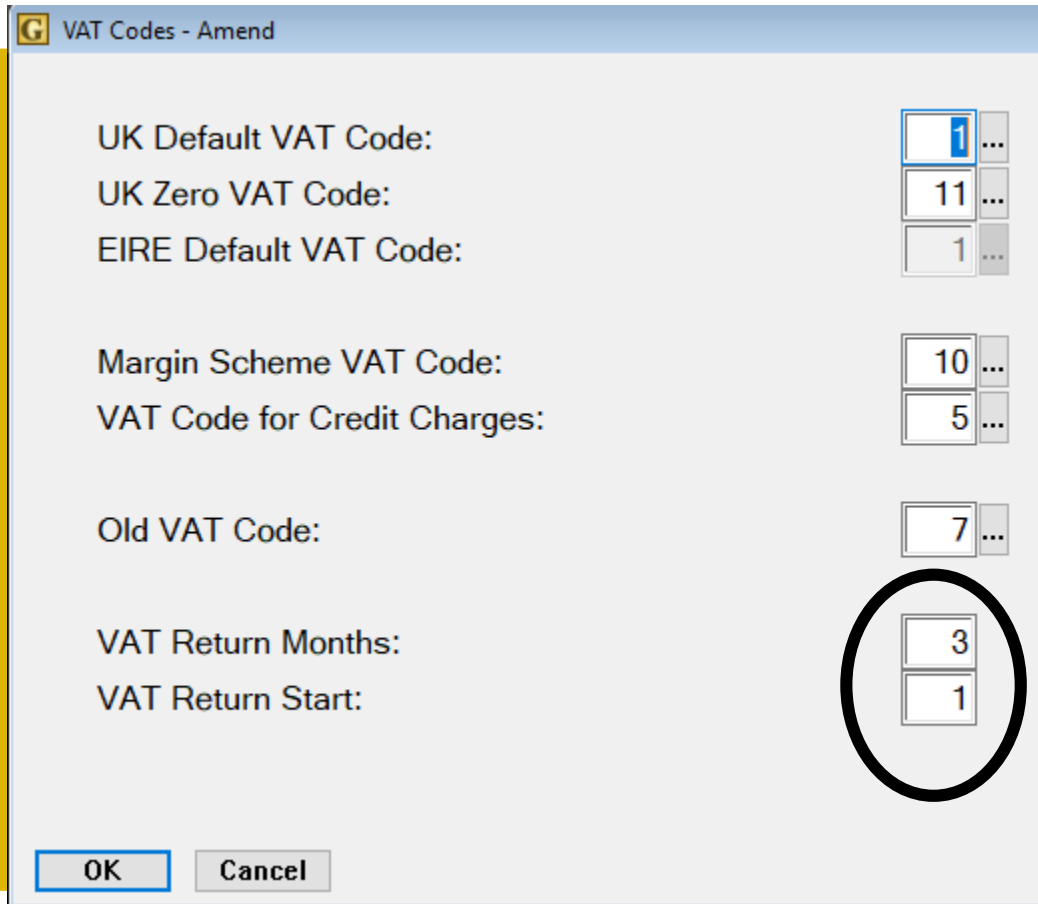


MAKING TAX DIGITAL

INSTRUCTION MANUAL



Setting your VAT Return Accounting Periods



VAT Codes - Amend

UK Default VAT Code: 1 ...

UK Zero VAT Code: 11 ...

EIRE Default VAT Code: 1 ...

Margin Scheme VAT Code: 10 ...

VAT Code for Credit Charges: 5 ...

Old VAT Code: 7 ...

VAT Return Months: 3

VAT Return Start: 1

OK Cancel

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

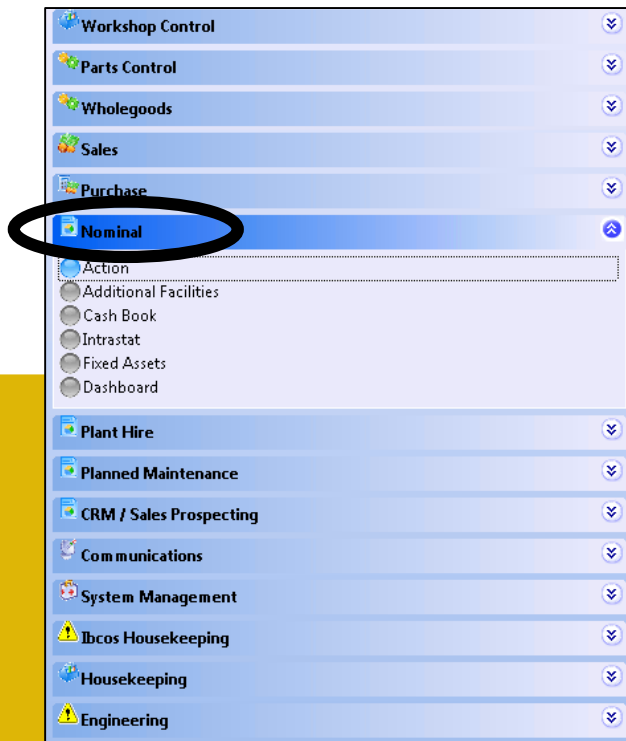
In the home screen, Select the System Management option, followed by Set up and Security. Then click Company Control Files. Note this must be performed with **all users out of the system**.

Once in the Company Control Files:

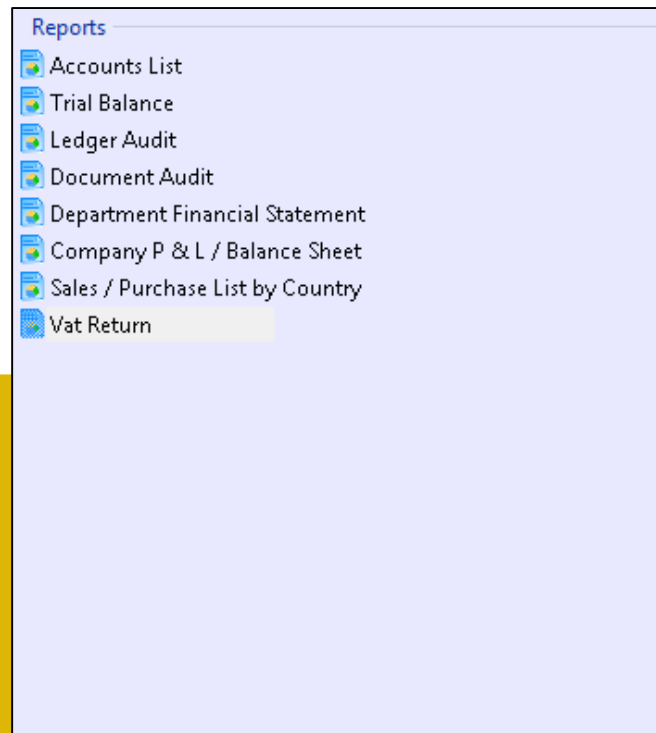
- Select the Accounts option
- Select VAT Codes

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).

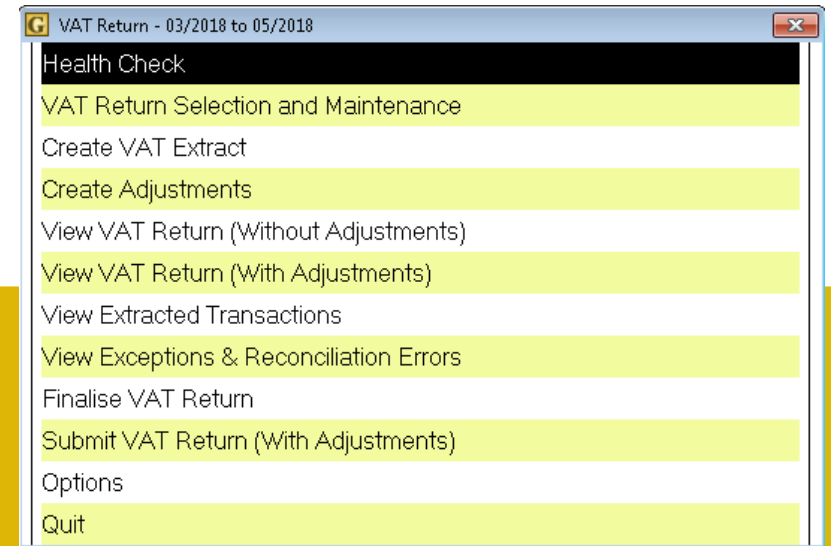
How to get to the VAT Return Module



Select option 6 – 'Nominal' on the main menu within Gold



Select the 'VAT Return' option from the 'Reports' section (right hand side of the screen)



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

Creating a VAT Extract Container

STEP 1: Select the VAT Return Selection and Maintenance option and press enter



VAT Return - 03/2018 to 05/2018

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

STEP 2: This will open up the container screen. All your VAT extracts will be held here. To create a new VAT Extract container, select 'Insert'



Period From	Period To	Period Status	Return Status	Extract Date	Extract Time
		Complete & Closed	Extracted	21/12/2018	10:24
01/2017	03/2017	Complete & Open	Finalised	05/12/2018	14:44
04/2017	06/2017	Complete & Open	Submitted	11/12/2018	14:31
07/2017	09/2017	Complete & Open	Finalised	21/12/2018	13:11
09/2017	10/2017	Complete & Open	Extracted	19/12/2018	14:59
09/2017	12/2017	Complete & Open	Extracted	19/12/2018	14:59
10/2017	12/2017	Complete & Open	Extracted	03/01/2019	15:41
01/2018	03/2018	Complete & Open	Finalised	25/10/2018	16:30
03/2018	05/2018	Complete & Open	Finalised	02/01/2019	12:25

STEP 3: This will open up a new box where you can enter the 'date from' and 'date to' for the accounting period you want the extract to cover. Hit enter, and it will return you to the VAT Return Selection and Maintenance Screen.



VAT Period From / To

From Period: Start Month of VAT Return: 01

To Period: Months per VAT Return: 03

Current Sales Period: 01

OK Cancel



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:

Insert

Insert a new VAT Extract Container

Amend

Amend the selected VAT Extract Container

Delete

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

Select

Open the selected VAT Extract Container

Export

Export the selected VAT Extract Container data to excel

Highlighting the VAT Extract Container and clicking on 'select' will take you back to the home page and will show the accounting period 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 VAT containers up until the point when they are finalised.

Period From	Period To	Period Status	Return Status	Extract Date
		Complete & Closed	Extracted	21/12/2018
01/2017	03/2017	Complete & Open	Finalised	05/12/2018
04/2017	06/2017	Complete & Open	Submitted	11/12/2018
07/2017	09/2017	Complete & Open	Finalised	21/12/2018
09/2017	10/2017	Complete & Open	Extracted	19/12/2018
09/2017	12/2017	Complete & Open	Extracted	19/12/2018
10/2017	12/2017	Complete & Open	Extracted	03/01/2019
01/2018	03/2018	Complete & Open	New	
03/2018	05/2018	Complete & Open	Finalised	02/01/2019

VAT Return - 01/2018 to 03/2018

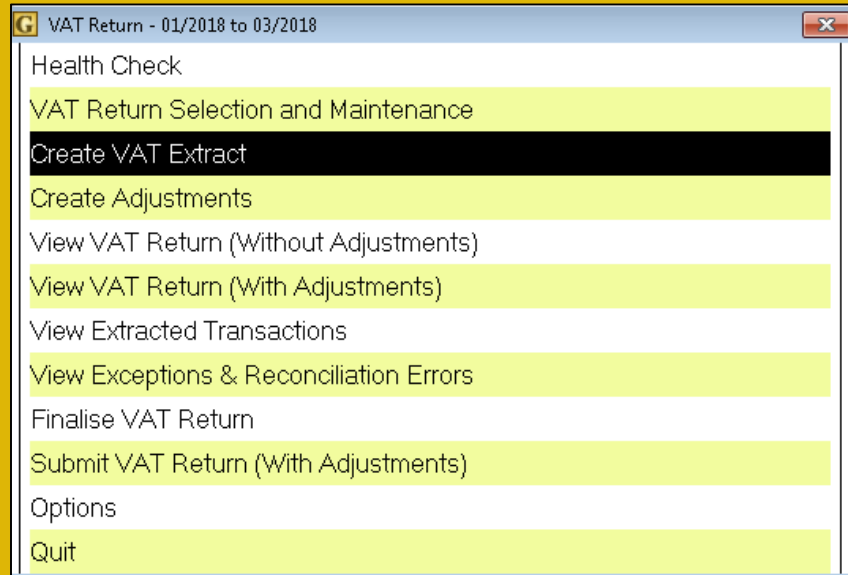
Health Check

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

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



The screenshot shows a table titled 'VAT Extract Statistics - 01/2018 to 03/2018'. The table has five columns: Read, Extracted, Exceptions, and Reconcile Issues. The data is as follows:

	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	0.52s			
Time to Extract	1.18s			
Time to Reconcile	1.71s			
Total Time	3.41s			

Select the 'Create VAT Extract' Option and press enter

The extracted statistics for that accounting period will be shown. Click the 'OK' button to return to the home screen

VAT Extract Data Explained

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

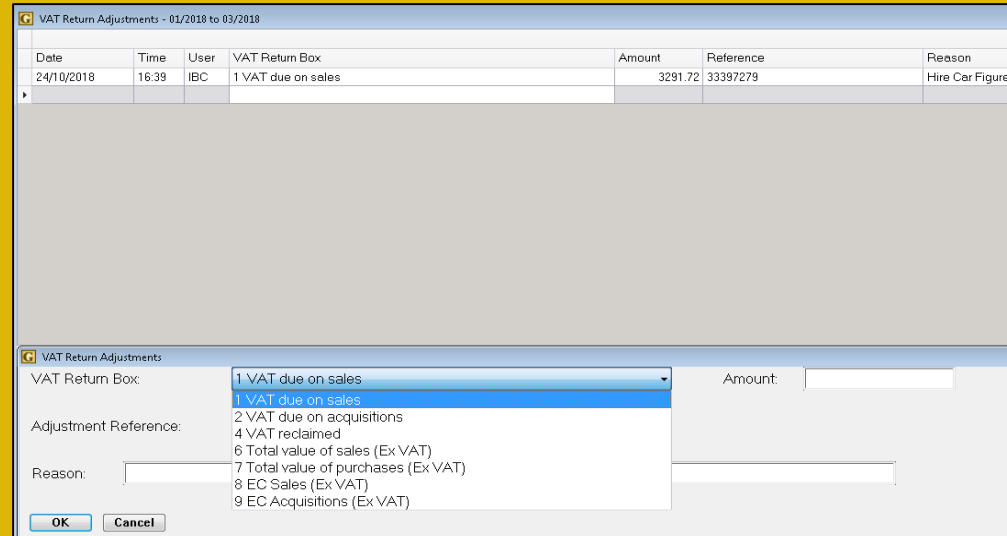
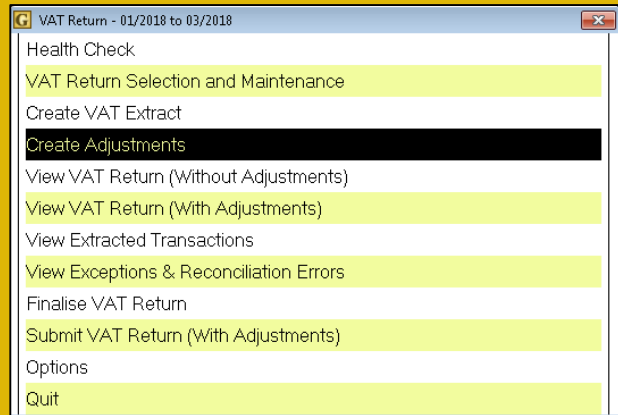
VAT Journal (VJ) transactions that fall within the selected accounting period will be included within the extract. The transaction will be determined to be a Sale or a Purchase based on the nominal account (VAT Input or VAT Output) associated with the transaction. If it is not possible to determine the 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.



Select the 'Create Adjustments' option and press enter

This will open your Adjustments Container screen where all your adjustments will be stored. Click 'Insert' to add a new adjustment. You will see 7 options. 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

VAT Return Adjustments

VAT Return Box: 2 VAT due on acquisitions Amount: 3291.72

Adjustment Reference: 3339279

Reason: Hire Car Figures

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. You will see the adjustment has appeared on the screen

VAT Return Adjustments - 01/2018 to 03/2018

Date	Time	User	VAT Return Box	Amount	Reference	Reason
24/10/2018	16:39	IBC	1 VAT due on sales	3291.72	33397279	Hire Car Figures
08/01/2019	12:38	IBC	2 VAT due on acquisitions	3291.72	3339279	Hire Car Figures

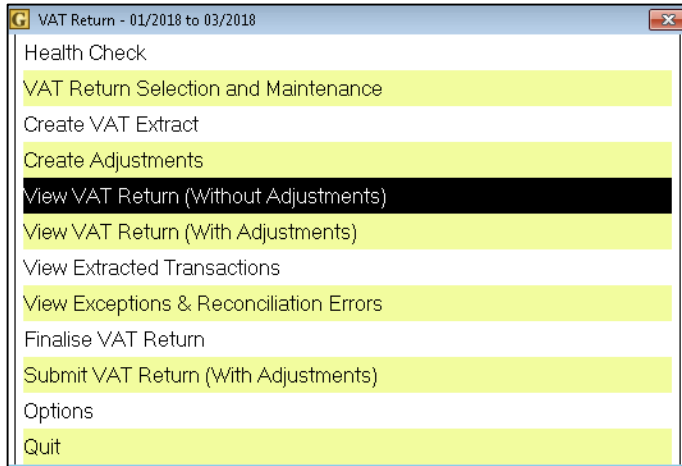
Your VAT Adjustments can be amended or deleted at any time up until the point that you Finalise your VAT Return. Once your VAT Return has been Finalised, you will not be able to amend or delete the adjustments



Remember!

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

Viewing your VAT Returns



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'. If you want to include them, press the 'Y' key and hit enter

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

These figures include 2 transactions from unclosed periods.

You will now 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). Hit 'OK' to return to the main menu

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)

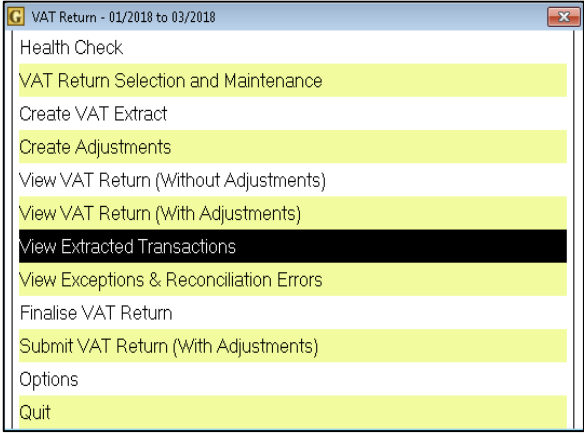
BOX 6: Total value of sales & all other inputs (Ex VAT)

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

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

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

View Your Extracted Transactions



To view your Extracted Transactions, highlight the option and press enter. This will open another screen and show all extracted transactions against that accounting period. Hit 'OK' to return to the main menu

Extract Date	Period	Source	Transaction Date	Reference	Account	Net Amount	VAT Amount	VAT Code	VAT Type	VAT Return Box Info
21/12/2018		PL	01/08/2018	P02110	1201	90.00	18.00	1	Vatable	Net-> Box 7, VAT-> Box 4
21/12/2018		PL	02/06/2018	P02109	1201	2000.00	400.00	1	Vatable	Net-> Box 7, VAT-> Box 4
21/12/2018		PL	05/03/2018	P02108	1201	400.00	80.00	1	Vatable	Net-> Box 7, VAT-> Box 4
21/12/2018		PL	31/01/2018	P02107	1201	1000.00	200.00	1	Vatable	Net-> Box 7, VAT-> Box 4
21/12/2018		PL	30/08/2017	P02105	1200	50.00	10.00	1	Vatable	Net-> Box 7, VAT-> Box 4
21/12/2018		PL	26/06/2017	P02104	1112	-625.00	0.00	9	Exempt	Net-> Box 7
21/12/2018		PL	26/06/2017	P02103	1112	-1000.00	0.00	9	Exempt	Net-> Box 7
21/12/2018		PL	26/06/2017	P02102	1112	-857.14	0.00	9	Exempt	Net-> Box 7

- 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
23/01/2019	03/2018	PI	21/03/2018	P02177	2460100	0.00	10200.00	0	Exempt		Nominal Transaction not found in Sales/Purchase Ledger
23/01/2019	05/2018	SL	14/05/2018	126023	1001	100.00	20.00	1	Vatable		Nominal VAT Value 0.21 differs from Sales/Purchase Ledger
23/01/2019	04/2018	PL	26/04/2018	P02197	1114	100.00	20.00	1	Vatable		Nominal VAT Value 60.00 differs from Sales/Purchase Ledger
23/01/2019	04/2018	PL	26/04/2018	P02195	1114	100.00	20.00	1	Vatable		Nominal VAT Value 40.00 differs from Sales/Purchase Ledger
23/01/2019	04/2018	PL	25/04/2018	P02189	1114	200.00	40.00	1	Vatable		Nominal VAT Value 160.00 differs from Sales/Purchase Ledger
23/01/2019	03/2018	PL	19/03/2018	P02177	1120	51000.00	10200.00	1	Vatable		Sales/Purchase Transaction VAT not found in Nominal Ledger

OK Next Find Show Ack

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.

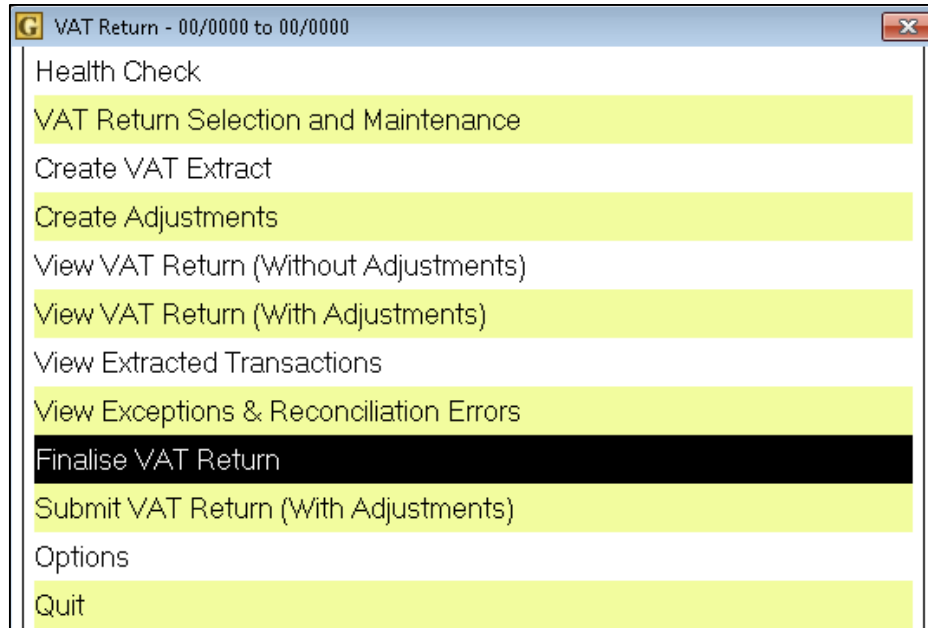
View Your Exceptions & Reconciliation Errors Cont.

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



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

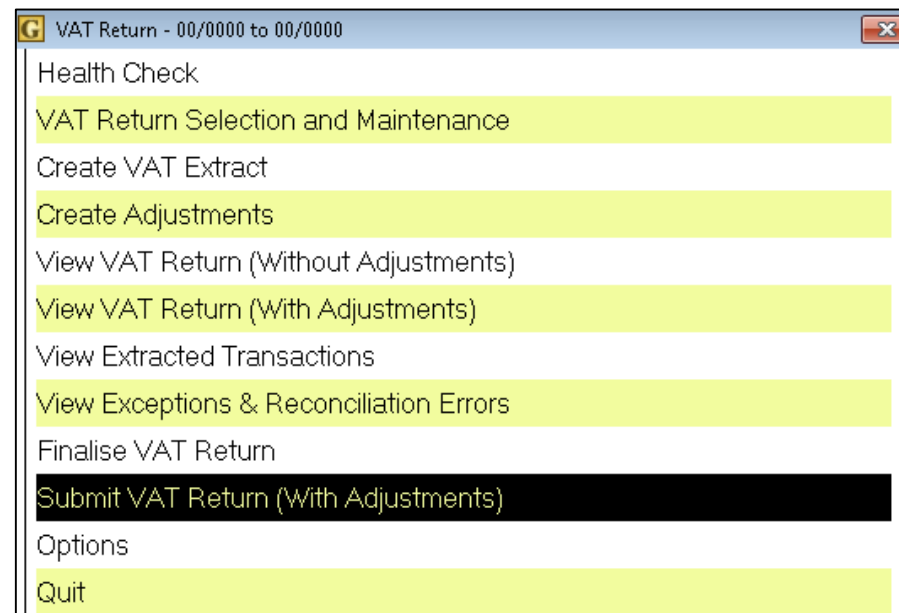
STEP 3

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



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.

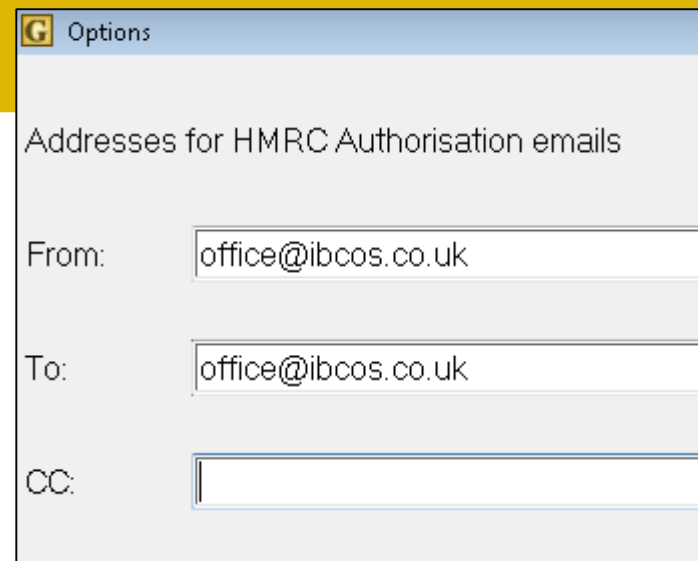
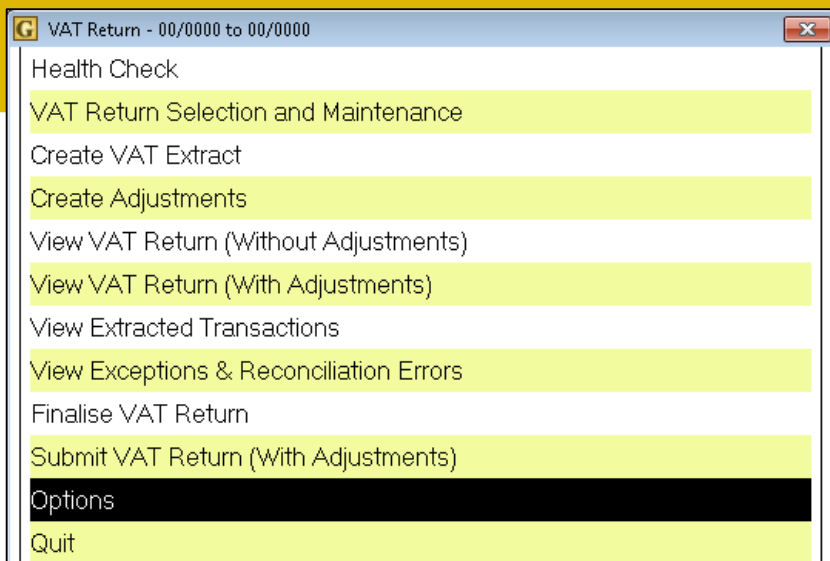
For services that have not moved yet, the Government Gateway is still available. All services will move by March 2019.

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

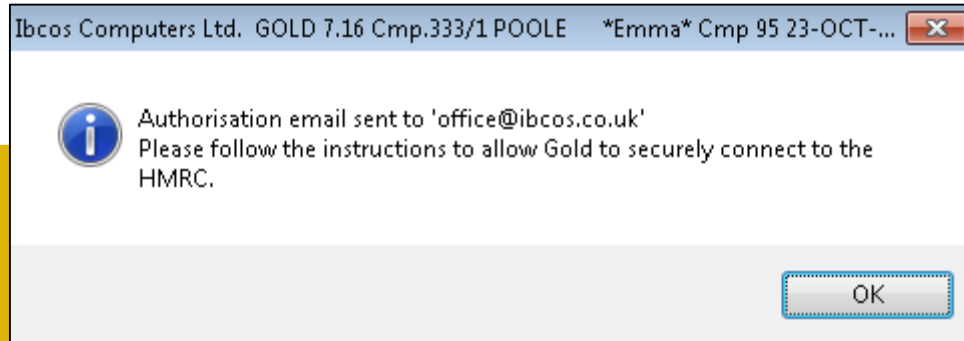
Authorisation Email Address

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.



Submitting Your VAT Return: Authorisation Email



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.

HMRC/Gold Authorisation



Did you know?

When you grant authority for Gold to interact with HMRC, it will be valid for 18 months!

The screenshot shows the HMRC sign-in page. At the top is the GOV.UK logo and the HM Revenue & Customs logo. The main heading is 'Sign in'. Below it, there is a prompt: 'Enter your Test User credentials to sign in.' There are two input fields: 'User ID' and 'Password'. A green 'Sign in' button is positioned below the password field. Underneath, there is a section titled 'Problems signing in' with a link: 'Don't have Test User credentials?'. At the bottom, there is a link: 'Get help with this page.'

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

The screenshot shows the 'Authority to interact with HMRC on your behalf' page. It features the GOV.UK and HM Revenue & Customs logos. The heading is 'Authority to interact with HMRC on your behalf'. The text states: 'The Gold-Test software application is requesting to do the following:'. A bulleted list follows: 'View your VAT information' and 'Change your VAT information'. Below this, it says: 'It will be able to do the above for 18 months from when you grant authority.' At the bottom, there are two buttons: a green 'Grant authority' button and a blue 'Do not grant authority' button. A note at the very bottom says: 'You can [remove this authority \(opens in a new tab\)](#) at any time.'

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.

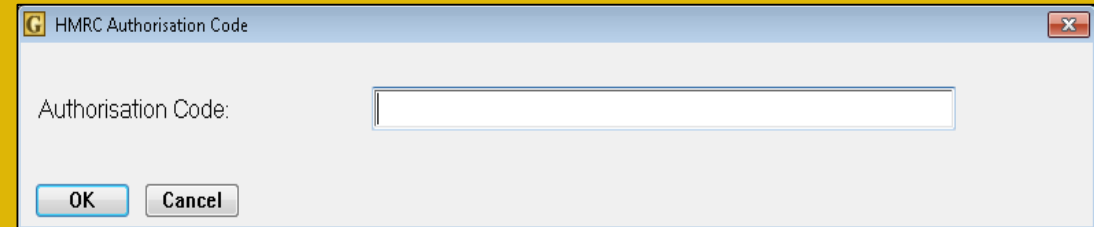
The screenshot shows the 'Authorisation granted' page. It features the GOV.UK and HM Revenue & Customs logos. The heading is 'Authorisation granted'. The text says: 'Copy the authorisation code below and paste it into Gold-Test when prompted.' Below this, there is a text box containing the code '1395f22b2228444db4b1e3c54608452c' and a green 'Copy' button. At the bottom, it says: 'Once you have copied it, close this window.'

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.

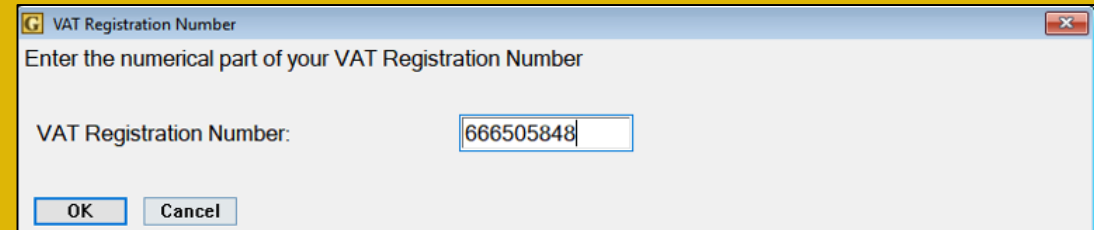
Gold Authorisation & Submission

The next step is to paste the HMRC authorisation code into Gold.



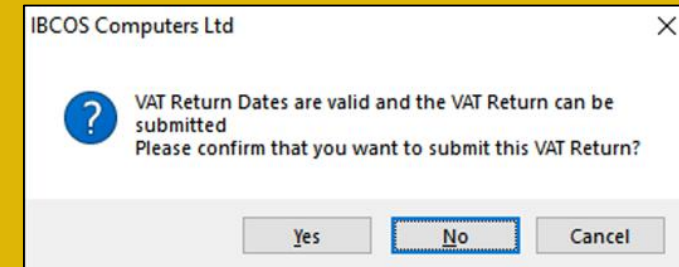
A screenshot of a dialog box titled "HMRC Authorisation Code". It contains a text input field labeled "Authorisation Code:" which is currently empty. Below the input field are two buttons: "OK" and "Cancel".

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



A screenshot of a dialog box titled "VAT Registration Number". It contains the instruction "Enter the numerical part of your VAT Registration Number". Below this is a text input field labeled "VAT Registration Number:" containing the value "666505848". At the bottom are "OK" and "Cancel" buttons.

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, click 'Yes'



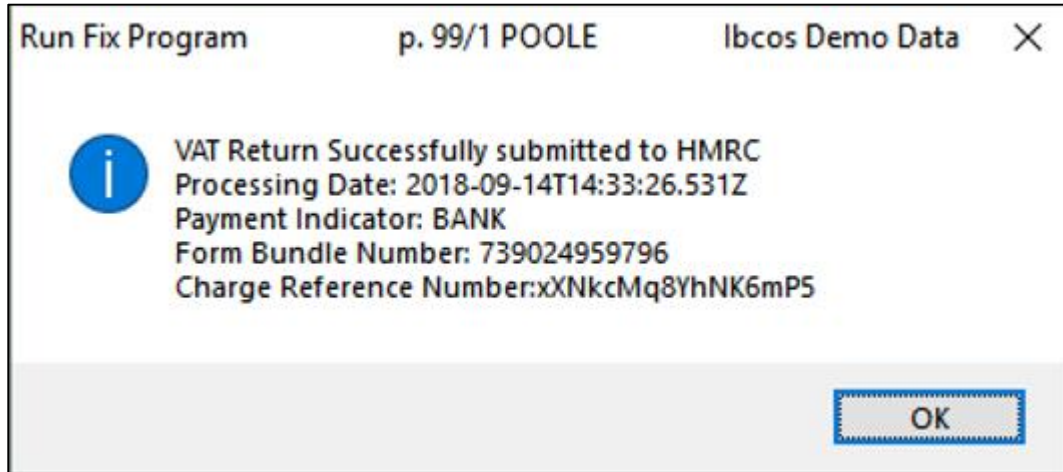
A screenshot of a dialog box titled "IBCOS Computers Ltd". It features a blue question mark icon and the text: "VAT Return Dates are valid and the VAT Return can be submitted. Please confirm that you want to submit this VAT Return?". At the bottom are three buttons: "Yes", "No", and "Cancel". The "No" button is highlighted with a blue border.



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



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..