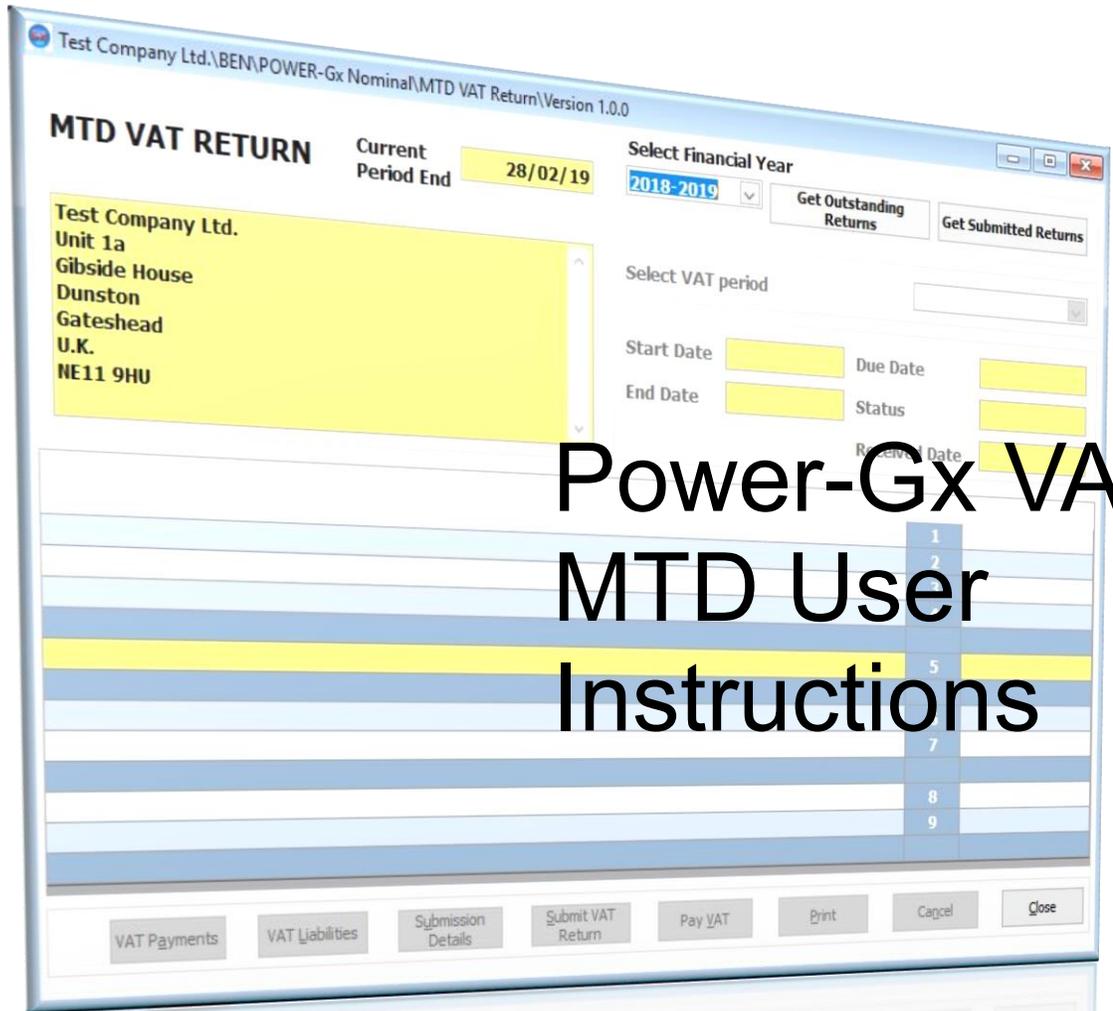




SOFTWARE SOLUTIONS



Power-Gx VAT MTD User Instructions

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DOCUMENT PURPOSE

This document is intended to give step by step instructions for using Calidore's Power-Gx VAT Return via HMRC's new Making Tax Digital (MTD) service.

SIGN UP TO MAKING TAX DIGITAL

Before submitting a VAT Return, using Power-Gx via Making Tax Digital (MTD), please check the guidance on the Gov.uk website, click on the link below.

[HMRC Making Tax Digital](#)

Once your business has signed up for MTD you may use these steps to submit your VAT return, view a previously submitted VAT return, view VAT liabilities or view VAT payments.

POWER-GX VAT RETURN

Before proceeding to the Power-Gx VAT Return select the Company Details option from the Administration menu, please note that only administration users have this option enabled. Ensure the VAT Registration Number (VRN) is present and correct, the MTD software will use the VRN to submit your VAT Return.

Select VAT Return from the Gx Nominal menu. The first time you select this on or after 1st April 2019 you will see the following prompt.



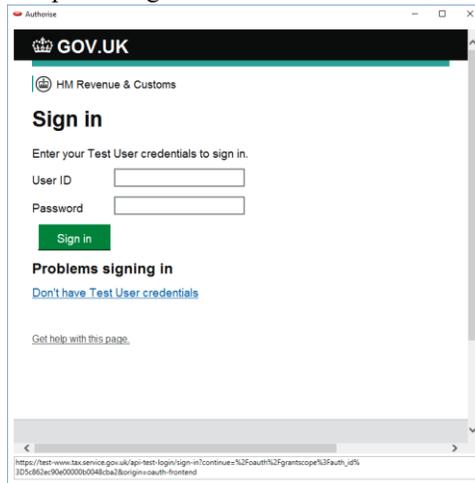
If you have signed up to MTD then answer “Yes” to this question, otherwise click “No”. For those businesses answering “Yes” you will not see this question again, users who answered “No” will see the prompt each time they select the VAT Return menu option. Once you have selected “Yes” you cannot undo your choice so please be sure to select the correct option.

If you declined to use MTD then you will see the usual VAT Return form where you may submit your VAT Return in the normal way. If you are using MTD then you will see a new VAT Return window as below.

SUBMITTING A VAT RETURN

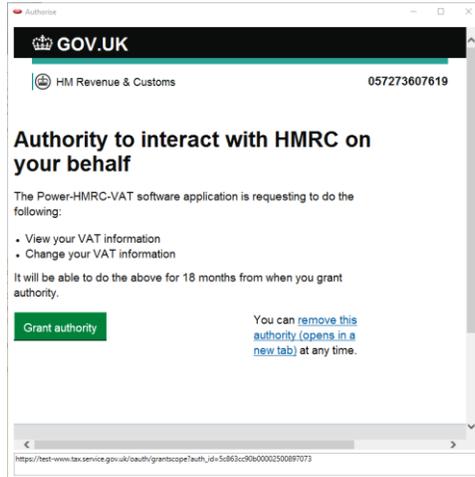
1. Select the Financial Year from the drop-down list at the top of the window, this will default to the current financial year according to the current Nominal Ledger period end which is displayed to the left.
2. Click the “Get Outstanding Returns” button, this will begin the process to retrieve a list of VAT obligations from HMRC. A progress window will appear with the message “Retrieving VAT Obligations from HMRC, please wait...”.
 - a. The first time the software communicates with HMRC you must go through an authorisation process to grant Power-Gx permission to retrieve and submit data on behalf of your business. The first window will explain the process, please read it, scroll down and press “Continue”.

- b. The next window will ask you for your HMRC Gov.uk username and password, please enter them and press “Sign In”.



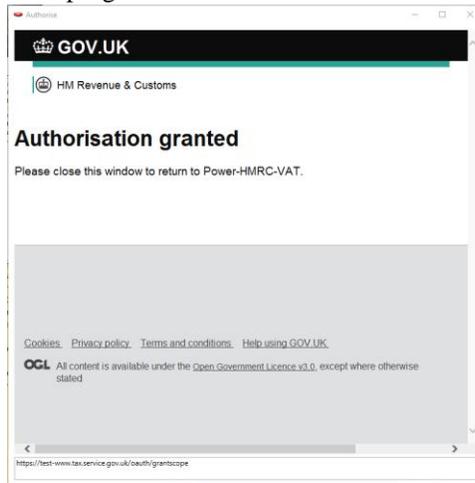
The screenshot shows a web browser window titled "Authenticate" displaying the HMRC Sign in page. The page header includes the GOV.UK logo and "HM Revenue & Customs". The main heading is "Sign in". Below this, it says "Enter your Test User credentials to sign in." There are two input fields: "User ID" 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" and a link "Get help with this page." The browser's address bar shows a URL starting with "https://test-www.tax.service.gov.uk/api-test/login/sign-in?continue=%2Fcauth%2Fgrantscope%2Fcauth_id%2D5d863c9060002500807073&origins=cauth-frontend".

- c. The next window will ask you to grant permission to Power-Gx to interact with HMRC on your behalf, to do this click on the “Grant Authority” button.



The screenshot shows a web browser window titled "Authenticate" displaying the "Authority to interact with HMRC on your behalf" page. The page header includes the GOV.UK logo, "HM Revenue & Customs", and a reference number "057273607619". The main heading is "Authority to interact with HMRC on your behalf". Below this, it says "The Power-HMRC-VAT software application is requesting to do the following:" followed by a list of permissions: "View your VAT information" and "Change your VAT information". It also states "It will be able to do the above for 18 months from when you grant authority." There is a green "Grant authority" button and a link "You can remove this authority (opens in a new tab) at any time." The browser's address bar shows a URL starting with "https://test-www.tax.service.gov.uk/cauth/grantscope?auth_id=5d863c9060002500807073".

- d. The final window confirms that you have granted authorisation, close the window using the X in the top right corner.



- e. Please note that authorisation last 2 years, after this time you will have to repeat the process again.
3. The VAT Obligations retrieved from HMRC will be listed in the “Select VAT period” drop down list. This is the list of VAT Periods that are outstanding with HMRC, click on the list and select the desired period.

Select VAT period

Start Date	End Date	Due Date	Status
01/04/17	30/06/17	07/08/17	OPEN

Start Date Due Date

End Date Status

Received Date

4. Using the start and end dates for the selected VAT period the system will now build the VAT totals for the VAT Return. An information window will appear whilst this is in progress displaying the message “Building VAT Return Totals, please wait...”. Once completed you will see a screen similar to the sample below.

Test Company Ltd.\BEN\POWER-Gx Nominal\MTD VAT Return\Version 1.0.0

MTD VAT RETURN Current Period End **28/02/19**

Select Financial Year: 2018-2019 [Get Outstanding Returns] [Get Submitted Returns]

Select VAT period: 01/04/17

Start Date: 01/04/17 Due Date: 07/08/17
 End Date: 30/06/17 Status: OPEN
 Received Date:

VAT due in this period on sales and other outputs	1	£25,440.17
VAT due in this period on acquisitions from EC Member States	2	0.00
Total VAT Due (the sum of boxes 1 and 2)	3	£25,440.17
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	4	£0.84
Net VAT to be paid to Customs or reclaimed by you. (Difference between boxes 3 and 4)	5	£25,439.33
Total value of sales and all other outputs excluding any VAT	6	£707,200.23
Total value of purchases and other inputs excluding any VAT	7	104.22
Total sales of goods/related services excluding VAT to EC Members	8	£1,316.04
Total goods/related services acquisitions excluding VAT from EC Members	9	0.00

[VAT Payments] [VAT Liabilities] [Submission Details] [Submit VAT Return] [Pay VAT] [Print] [Cancel] [Close]

Notice that the “Submit Vat Return”, “VAT Payments” and “VAT Liabilities” buttons have become active.

- You may view/print the VAT analysis report or double click on the totals to view the transaction screen.
- When you are ready to submit your VAT Return click on “Submit VAT Return”, you will be presented with a Declaration from HMRC as below.

Test Company Ltd.\BEN\POWER-Gx NOMINAL\V...

HMRC Declaration;

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

Please tick here to confirm you have read the declaration.

[OK] [Cancel]

Tick the bow to confirm you have read it and press the OK button. Your return will now be sent to HMRC, a progress window will appear informing you of this.

- Once the submission has been successful you will see a confirmation message similar to this.

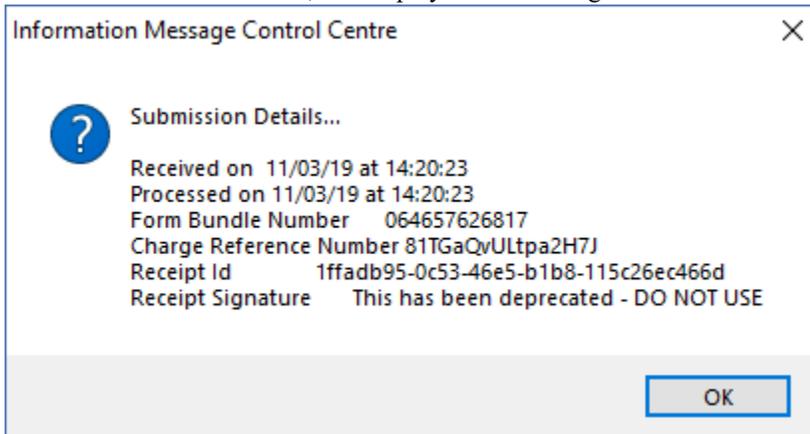
Information Message Control Centre

ⓘ Your VAT Return has been submitted successfully to HMRC.
 HMRC processed it on 11/03/19 at 14:20:23.
 Payment will be collected by Direct Debit.

[OK]

Click OK to return to the VAT Return screen. Notice the status has changed to “Fulfilled” and the Received Date is today’s date.

- You may check the details of when the VAT Return was received and processed at any time using the “Submission Details” button, this displays the following information.



- You may use the “VAT Payments” and “VAT Liabilities” buttons to view any payments you have made or any monies owed during the 12 months preceding the end date of the VAT period you are viewing.

VIEW A PREVIOUSLY SUBMITTED VAT RETURN

- Select the Financial Year from the drop-down list at the top of the window, this will default to the current financial year according to the current Nominal Ledger period end which is displayed to the left.
- Click the “Get Submitted Returns” button, this will begin the process to retrieve a list of VAT Returns that have been submitted to HMRC via MTD. A progress window will appear with the message “Retrieving VAT Obligations from HMRC, please wait...”.
- The VAT Obligations retrieved from HMRC will be listed in the “Select VAT period” drop down list. This is the list of VAT Periods that have had a VAT Return submitted to HMRC via MTD, click on the list and select the desired period.

Select VAT period		Start Date	End Date	Due Date	Status	Received Date
Start Date	<input type="text"/>	01/01/17	31/03/17	07/05/17	FULFILLED	06/05/17
End Date	<input type="text"/>					
Received Date	<input type="text"/>					

- The system will now retrieve the VAT Return from HMRC. An information window will appear whilst this is in progress displaying the message “Retrieving VAT Return from HMRC, please wait...”. Once completed you will see a screen similar to the sample below.

VAT due in this period on sales and other outputs	1	£43,892.66
VAT due in this period on acquisitions from EC Member States	2	0.00
Total VAT Due (the sum of boxes 1 and 2)	3	£43,892.66
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	4	0.00
Net VAT to be paid to Customs or reclaimed by you. (Difference between boxes 3 and 4)	5	£43,892.66
Total value of sales and all other outputs excluding any VAT	6	£800,219.00
Total value of purchases and other inputs excluding any VAT	7	0.00
Total sales of goods/related services excluding VAT to EC Members	8	£0,162.00
Total goods/related services acquisitions excluding VAT from EC Members	9	0.00

Notice the “VAT Payments”, “VAT Liabilities” and “Submission Details” buttons have become active.

- You may view/print the VAT analysis report or double click on the totals to view the transaction screen.
- If you wish to check when the VAT Return was submitted and processed click on the “Submission Details” button, this will show you information as shown in the sample below.

Submission Details...

Received on 11/03/19 at 14:20:23
 Processed on 11/03/19 at 14:20:23
 Form Bundle Number 064657626817
 Charge Reference Number 81TGaQvULtpa2H7J
 Receipt Id 1ffadb95-0c53-46e5-b1b8-115c26ec466d
 Receipt Signature This has been deprecated - DO NOT USE

OK

- You may use the “VAT Payments” and “VAT Liabilities” buttons to view any payments you have made or any monies owed during the 12 months preceding the end date of the VAT period you are viewing.

VIEW VAT LIABILITIES

Please see the sections on Submitting a VAT Return and View previously submitted VAT Return.

VIEW VAT PAYMENTS

Please see the sections on Submitting a VAT Return and View previously submitted VAT Return.

AMEND A VAT RETURN USING CURRENT PROCESS

You should use the current process for correcting errors on a submitted VAT Return:

If the net value of the errors is below £10,000, or between £10,000 and £50,000 and does not exceed 1% of the box 6 amount, you can adjust your current VAT Return using this method.

[Method 1](#)

If the net value of the errors is greater than that, you must notify HMRC in writing with full details of the errors, see this method below.

[Method 2](#)

You can choose to use method 2 and notify HMRC separately in any case. Please note that these instructions are directly from HMRC.

PAY VAT OR GET REPAYMENT

There are multiple ways to pay a VAT bill, please see this site for all the methods.

[Pay your VAT bill](#)

NOTIFY A CHANGE OF CIRCUMSTANCES

You can update a range of information online which includes email address, principle place of business, VAT return dates, repayment bank account details and deregistering from VAT.

You can do this by visiting your Business Tax Account at:

[Business Tax Account](#)