

## Farm Accountant

Making Tax Digital Compliance



## **Changes to the Farm Accountant software**

To ensure our software is compliant with the new VAT requirements under HMRC's Making Tax Digital policy, we have made some changes to the way the VAT is dealt with at your month end.

A step by step guide follows:





# All users with turnover of over £85,000 will have to use the new system of VAT reporting and will have to sign up to use it.

https://www.gov.uk/send-vat-return

### From the HMRC website:

### Sign up for the pilot

You'll need to have: your Government Gateway user ID and password your VAT registration number You may also be asked to confirm your details. **After you have signed up** We will send you a confirmation

We will send you a confirmation email within 72 hours of you signing up for this service. Do not submit your VAT Return until you receive the email. You must make sure that you either get <u>compatible software</u>, or that the software you already use is suitable for Making Tax Digital before you <u>sign up for the pilot</u>. Once this has been successful you will get an email like the one below and you can start using your new MTD update

### ∰GOV.UK

#### HM Revenue & Customs

Sign up complete

Dear Customer

You've signed up to use software to submit your VAT Returns.

#### What happens next

- 1. Choose relevant third party software.
- Allow your software to submit VAT Returns to HMRC. You might need to sign in with your Government Gateway details.
   Use software to record your sales and purchases.
- Use software to record your sales and purchases.
  Submit your VAT Returns before your deadlines.

From HMRC Digital

#### If you're unsure an email is from HMRC:

Do not reply to it or click on any links Report the suspicious email to HMRC - to find out how, go to GOV.UK and search for 'Avoid and report internet scams and phishing'







ad

In Configure Program from the Main Menu you will find a new tab for VAT Details.

Add in your VAT Reg.No., the month of the last VAT return and click on Monthly or Quarterly return depending on your business.

| Configure Program:    |                                     |   |  |   |               |
|-----------------------|-------------------------------------|---|--|---|---------------|
| Customers + Suppliers | Enterprises                         | Headings Settings   | Sub-heading Names  | VAT Details                                 | Miscellaneous |
|                       | The HMRC settir<br>The VAT (Sales 1 | ngs below are provided for<br>[ax] rate setting below is th | UK users for submission of<br>e default rate and is adjust | VAT returns on-line<br>able during entries. |               |
| HMRC                  | VAT Registration N                  | lo.: 666171468  | Devictored for   | Monthly Roturne G                           | 21            |
| Las                   | t VAT Returned: E                   | nd DEC18  | <b>F</b>   |   | 1             |
|                       | V.A.T. Standard R                   | ate 20  | Press here to conver<br>LIVE program for the               | it to a Make Live                           | 1             |
|                       |                                     | Return to Mai   | n Menu 😽 🛃   |   |               |
|                       |                                     |   |  |   |               |



## To begin the process, in Month End Routines, click on the new VAT Submission button

| Record Entries  | Amend Entries   | View Entries  | Standing<br>Orders  | Month-End<br>Routines   | Budget<br>Facilities                   | Other Facilitie |
|-----------------|---|---|---|---|--|-----------------|
|                 | Month-End Rout<br>after all entries ha<br>the end of each<br>bo | nes are obvious<br>ave been record<br>month before sta<br>th the business a | ly intended for<br>ed. A Bank Re<br>uting a new mo<br>accounts and th | use at the end of e<br>conciliation should<br>nth to confirm the a<br>e bank account. | ach month,<br>be done at<br>ccuracy of |                 |
| Month-end tasks |   |   |   | ited reports  |  | )               |
|                 | V.A.T Submission  |   | Pri   | int Monthly Rep<br>nt Actual v Budg   |  |                 |
|                 | Copy file to E  | lackup 🗸  |   | Integrated Actu<br>and Budg   | jet 📠                                  | ļ               |
|                 | Start New Mont  | <b>66</b>   |   |   |  |                 |
|                 |   |   |   | oin Monut   |  |                 |



## You will now see a VAT summary screen which you can check. If you are happy all is well, click on Send VAT

| JAN 19 ONI                       |  |
|----------------------------------|--|
| UK Output tax charged in period  | 0.00   |
| EEC Output tax charged in period | 0.00   |
| Total Output tax in period       | 0.00   |
| Input Tax claimable in period    | 919.35   |
| Tax repayable for period         | 919.35   |
| Total Outputs for period         | 25335  |
| Total Inputs for period          | 15368  |
| EEC Outputs for period           | 0  |
| EEC Inputs for period            | 0  |
| Current Bank position            | Total Income for period<br>Total Costs for period<br>Total Margin for period |
| Finish Send V                    | AT.  |







Click on the Connect button to go through directly to the HMRC website login pages





The first screen asks you to give your authority for your Datag software to interact with the HMRC system.

Click on Continue to advance through to the sign in process—

### 🖾 GOV.UK

#### HM Revenue & Customs

## Authority to interact with HMRC on your behalf

Datag Farm Accountant 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 for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can <u>remove this authority</u> at any time.

#### If you're an agent

To use the Making Tax Digital APIs, sign in with the user ID and password for your agent services account.

To use the APIs that pre-populate a Self Assessment return, sign in with the account that's enrolled for Self Assessment for Agents - it's the same account you use to access the HMRC agent portal.







Use your normal Gateway ID and password to sign in. You may be asked to set further backup re code delivery

### 📾 GOV.UK

BETA This is a new service - your feedback will help us to improve it

## Sign in using Government Gateway

English | Cymraeg

Government Gateway user ID This could be up to 12 characters.



Create sign in details

Problems signing in

I have forgotten my password I have forgotten my Government Gateway user ID

Get help with this page





Enter your six digit access code (which may be delivered to your mobile or email) as instructed and click on Continue

## COV.UK

HM Revenue & Customs

### Enter your access code

English | Cymraeg

We just sent a 6 digit access code by text to: \*\*\*\*\*\*\*051

It may take a few minutes to arrive.

#### Access code



Get help with this page.

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The HMRC system will now ask you to grant authority for your Datag software to interact with it.

This authority will last for 18 months then has to be renewed by repeating the process.

Please click on Grant Authority

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HM Revenue & Customs

## Authority to interact with HMRC on your behalf

The **Datag Farm Accountant** 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.



Do not grant authority

Datag Farm Accountant will act in accordance with their privacy policy and their terms and conditions a.

You can remove this authority (opens in a new tab) at any time.

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The authorisation code is generated by HMRC as seen below. Using the Copy and Paste concept, click on the green Copy button to temporarily store the code in your computer's memory, then go back to the Datag software.

| GOV.UK   |
|--|
| HM Revenue & Customs   |
| Authorisation granted  |
| Copy the authorisation code below and paste it into Datag Farm Accountant when prompted. |
| eaeeaeaabaf34f6ea5241c624397b503 Copy  |
| Once you have copied it, close this window.  |





This is the box that pops up in Datag to paste the code into.

You can choose to right click in the box, then choose Paste from the menu, or you can press Ctrl V to paste.

| Please paste the Authorisation Code obtained from<br>HMRC | ОК     |
|---|--------|
|   | Cancel |

Click on OK to continue





In the background the software checks with HMRC that the VAT period is valid. If you are happy to proceed, you then click in the 'Confirm return as final' box and click on Send VAT

| . Submission  |   |
|---|---|
| JAN19 Only  |   |
| UK Output tax charged in period   | 0.00                                    |
| EEC Output tax charged in period  | 0.00                                    |
| Total Output tax in period  | 0.00                                    |
| Input Tax claimable in period   | 919.35                                  |
| Tax repayable for period  | 919.35                                  |
| Total Outputs for period  | 25335                                   |
| Total Inputs for period   | 15368                                   |
| EEC Outputs for period  | 0                                       |
| EEC Inputs for period   | 0                                       |
| Please confirm that you wish to<br>submit your information to<br>HMRC now. Click the Connect<br>Button to contact HMRC. | VAT Reg No 298854386<br>Period is Valid |
| Show Help Cancel  |   |
|   | Confirm return as final 🔽               |
|   | Send VAT                                |



This is the HMRC's mandatory legal compliance for submission of VAT returns.

Please click on the OK box to confirm that you have read and understood the declaration.



Clicking OK submits your information.



This shows the successful submission which is recorded in the background of your Datag program and can also be printed/saved as a pdf if required

| L.                   | anni basiness s                        | DICITICI C- |                 |
|----------------------|--|-------------|-----------------|
| V.A.T. Submission    |  |             |                 |
|                      | JAN19 Only                             |             |                 |
|                      | UK Output tax charged in period        | 0.00        |                 |
|                      | EEC Output tax charged in period       | 0.00        |                 |
|                      | Total Output tax in period             | 0.00        |                 |
|                      | Input Tax claimable in period          | 919.35      |                 |
|                      | Tax repayable for period               | 919.35      |                 |
| s <del>.</del>       | Total Outputs for period               | 25335       |                 |
|                      | Total Inputs for period                | 15368       |                 |
|                      | EEC Outputs for period                 | 0           |                 |
|                      | EEC Inputs for period                  | 0           |                 |
| Success<br>Show Help | ul 2019-02-25718:44:06.000Z 0960000074 | 903         |                 |
|                      |  |             |                 |
|                      |  | Finished    | Print<br>Report |

Details of VAT submission to HMRC Successful 2019-02-25T18:44:06.000Z 096000007903 2019-02-25T18:44:06.000Z





Details of VAT submission to HMRC Successful 2019-02-25T18:44:06.000Z 09600007903 2019-02-25T18:44:06.000Z

You have successfully submitted your VAT return

via HMRC's new Making Tax Digital system using

your Datag Farm Accountant software

**Congratulations!** 

That's it!

In subsequent months the system will know which VAT period to expect and if you try to resend one you have already done it will stop it and show you your next open period for submission.



If you are unsure of any of these steps or need assistance with your Datag software please do not hesitate to contact us on 01260 224794 or email <u>enquiries@datag.co.uk</u>

