





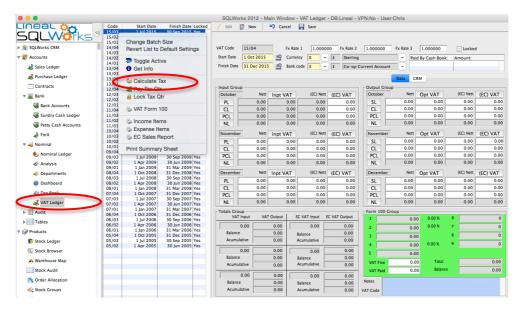
1. How to calculate the VAT

Procedure

At the end of the VAT period, when all of the final Month's invoices and statements have been entered and processed on SQLWorks; when the Audit has been processed and the End of Period Reports have been printed and checked, you are ready to process and pay the VAT.

This procedure is step 1 of the 3-stage process – 1. Calculate, 2. Submit & 3. Process payment.

1. Click on 'VAT Ledger' found in the 'Nominal' section of 'Accounts' on the Navigation Bar. Select the Period you have just processed, right-click and select the 'Calculate Tax' option.



2. If you have recently signed up for MTD on the HMRC website, you may receive the following error message if it has not yet gone live, if you do please wait 72 hours from when you submitted your information with HMRC.

Data CRM MTD Info								
VAT No.	Date From 1 Apr 2019	HMRC Response Activity Log	Config					
267t	Date To 30 Jun 2019	Item	Data					
These three interfaces use the:	Retrieve VAT Obligations							
Date From Date To	Retrieve VAT Payments							
VRN	Retrieve VAT Liabilities							
This interface uses: Period Key, VRN, and Boxes 1-9	Submit VAT 🕵							
This interface uses: Period Key and VRN	Retrieve VAT Submission							
Instructions:	^							
1) Setup has been detected as compl	1) Setup has been detected as complete.							
2) If you are submitting or retrieving a VAT return, select the VAT period. Then click the Submit button. Various checks take place, along with final record locking if successful.								
3) If you are not submitting or ret are loaded for that VAT period dat								
4) Click the button for the action y	Auth error. Make sure you are registed permissions. Try reauthenticating and		gram relevent					
5) The results should appear to th formatted list or the full raw respo			ОК					
Logs:								
1) Pick which type of log you want fro period are only VAT Submission and R created in a date range include those	Retrieving VAT Submissions. Logs							

How to set up MTD 1.5.6.3







3. The following warning box will appear, if you are planning to submit your VAT period, select Yes which will lock the quarter, if you would just like to calculate, select No.

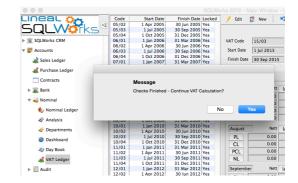
Input Group					Output G	roup			
July	Nett	Inpt VAT	(EC) Nett	(EC) VAT	July	Nett	Opt VAT	(EC) Nett	(EC) VAT
PL	0.00	0.00	0.00	0.00	SL	0.00	0.00	0.00	0.00
CL	0.00	0.00	0.00	0.00	CL	0.00	0.00	0.00	0.00
PCL	0.0					0.00	0.00	0.00	
NL	0.0					0.00	0.00	0.00	
August	N		Warning				Opt VAT	(EC) Nett	(EC) VAT
PL	0.0	490		his qtr you shou	0.00	0.00	0.00		
CL	0.0		other transact submission	tions are added	between calc	0.00	0.00	0.00	
PCL	0.0		505111551011			0.00	0.00	0.00	
NL	0.0			od 18/07 from a	llowing new	0.00	0.00	0.00	
September	N		transactions r		No	Opt VAT	(EC) Nett	(EC) VAT	
PL	0.0		Calicel			Yes	0.00	0.00	0.00
CL	0.0	0.00	0.00	0.00	UL	0.00	0.00	0.00	0.00
PCL	0.00	0.00	0.00	0.00	PCL	0.00	0.00	0.00	0.00
NL	0.00	0.00	0.00	0.00	NL	0.00	0.00	0.00	0.00
□ □ Totals Group					□ Form 100				

4. Messages will ask if you want to carry out optional checks on data integrity and Transactions for control accounts, before calculation. You can choose to say 'No' to these.

000		SQLWorks 2012 - Main Windo	w - VAT Ledger - DB:	:Lineal	000						
LINEAL 👸🚜		ite Locked 🥖 Edit 👩 New	🗳 Cancel 📄 Sa	ave	Lineal 🖓📇	Code	Start Date	Finish Date Locked	🥖 Edit	🕃 New	Sancel
	O5/02 1 Apr 2005 30 Jun 20 05/03 1 Jul 2005 30 Sep 20				SQLW o rk-	O5/02 O5/03	1 Apr 2005 1 Jul 2005	30 Jun 2005 Yes 30 Sep 2005 Yes			
> 3 SQLWorks CRM	05/04 1 Oct 2005 31 Dec 20 05/01 1 Jan 2005 31 Mar 20				▶ 🕸 SQLWorks CRM	05/04 06/01	1 Oct 2005 1 Ian 2006	31 Dec 2005 Yes 31 Mar 2006 Yes	VAT Code	15/03	Fx Rat
			Fx Rate 1	1.0000		06/02	1 Apr 2006	30 Jun 2006 Yes			
🔻 🖉 Accounts			Currency 0) ~	🔻 🖉 Accounts	06/03	1 Jul 2006	30 Sep 2006 Yes	Start Date	1 Jul 2015	Currei Currei
at Sales Ledger	Message		Bank code 3		ales Ledger	06/04	1 Oct 2006	31 Dec 2006 Yes	Cinich Date	20 Sep 201	5 🤮 Bank o
Rurchase Ledger	Check data integrity before	a calculation?			a Purchase Ledger						
Contracts					Contracts	Message	e				
		No Yes		(EC) Nett		Check Tra	ins for nominal c	ontrol accounts before cal	lculation?	Nett	Inpt VAT
▶ 🧝 Bank					▶ 🧱 Bank					0.00	0.00
🔻 🚤 Nominal	08/04 1 Oct 2008 31 Dec 20	08 Yes CL 0.0		0.00	🔻 🖏 Nominal			No	Yes	0.00	0.00
ledger	09/01 1 Jan 2009 31 Mar 20 09/02 1 Apr 2009 30 Jun 20			0.00	ledge				100	0.00	0.00
	09/03 1 Jul 2009 30 Sep 20	DO Ver				09/05	1 Jul 2009	So Seb Sona Les	NL	0.00	
🛷 Analysis	09/04 1 Oct 2009 31 Dec 20	09:Yes	0 0.00	0.00	🛷 Analysis	09/04	1 Oct 2009	31 Dec 2009 Yes	NL	0.00	0.00
Ø Departments	10/01 1 Jan 2010 31 Mar 20 10/02 1 Apr 2010 30 Jun 20		tt Inpt VAT ((EC) Nett	🛷 Departments	10/01 10/02	1 Jan 2010 1 Apr 2010	31 Mar 2010 Yes 30 Jun 2010 Yes	August	Nett	Inpt VAT
	10/03 1 Jul 2010 30 Sep 20		0 0.00	0.00	Dashboard	10/03	1 Jul 2010	30 Sep 2010 Yes	PL	0.00	0.00
(2) Dashboard	10/04 1 Oct 2010 31 Dec 20	10 Yes CL 0.0	0 0.00	0.00	a Dashboard	10/04	1 Oct 2010	31 Dec 2010 Yes	CL	0.00	0.00
ay Day Book	11/01 1 Jan 2011 31 Mar 20 11/02 1 Apr 2011 30 Jun 20	11 Yes	0 0.00	0.00	ay Day Book	11/01 11/02	1 Jan 2011 1 Apr 2011	31 Mar 2011 Yes 30 Jun 2011 Yes	PCL	0.00	0.00
AT Ledger	11/02 1 Apr 2011 30 Jul 20 11/03 1 Jul 2011 30 Sep 20		0 0.00	0.00	💰 VAT Ledger	11/03	1 Jul 2011	30 Sep 2011 Yes	NL	0.00	0.00
-	11/04 1 Oct 2011 31 Dec 20	11 Yes			-	11/04	1 Oct 2011	31 Dec 2011 Yes			
Audit	12/01 1 Jan 2012 31 Mar 20 12/02 1 Apr 2013 20 Jun 20		tt Inpt VAT ((EC) Nett	▶ 🔛 Audit	12/01	1 Jan 2012	31 Mar 2012 Yes 30 Jun 2012 Yes	Septemb	er Nett	Inpt VAT

5. If you do wish to carry out the checks, entries such as nominal combinations not previously used or those with zero value, will be displayed for your approval. Click OK, then 'Yes' to continue.

SLH_PKEY	SLH_AMOUNT	SLH_VAT	SLH_INO	SLH_DATE	SY		Y_CLIENT SLH_COPY_SI	ACO
1010419	41.67	8.33	14138	27 Nov 2012	1	Miscellan	eous S 915	
	1	1	1				1	





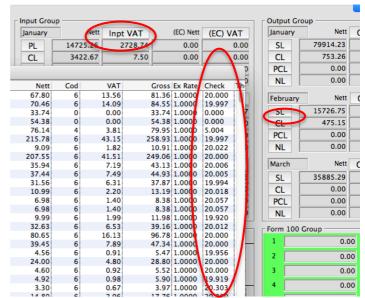




- If these checks display entries that you wish to investigate or amend before calculating the tax, click 'No' and follow steps 1 to 3 when you are ready to proceed.
- 7. The results of the calculation are now prompted, A VAT difference box will then appear for you to click 'OK' to save the calculated values. If you click Cancel the Form 100 Values will still be withdrawn but not saved.

8.	The VAT Ledger is now populated with the calculated values which can be also checked by clicking any of the buttons above or aside the monthly values on the input and output sides of the VAT Ledger window, such as 'Inpt VAT' for January circled in the diagram. Each button generates a report that can also be printed if required. These reports are particularly useful because they have a 'check' column which shows the % VAT for each entry, so that deviations from
	the current VAT rate can be easily spotted.

Зох	Current	New	Difference	
Box 1	0.00	26266.19	-26266.19	
Box 2	0.00	0.00	0.00	
Box 3	0.00	26266.19	-26266.19	
Box 4	0.00	14687.15	-14687.15	- 1
Box 5	0.00	11579.04	-11579.04	
Box 6	0.00	131455.00	-131455.00	
Box 7	0.00	150969.00	-150969.00	
Box 8	0.00	0.00	0.00	
Roy Q	0.00	0.00	0.00	
		9 Records		



9. Print, preview or save the VAT Statement to file by right-clicking again on the VAT period and select 'VAT Form 100' which will allow you to print/save this doc. The diagram below has no values, but yours will have the amounts shown in each field.

13/02 13/03 13/04	1 Apr 2013 30 Jun 2013 Yes 1 Jul 2013 30 Sep 2013 Yes 1 Oct 2013 31 Dec 2013 Yes	NL Totals Group	0.00	0.00 0.0	0.00	NL 0.00	All haanest Page 1 San 1528 Stappers All haanest Vissa 1 Aantanis 1 Aantani Maka 19 Maaran Iya Asaha Daga Aantanis Daga Aanta
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14/03 14/04	Change Batch Size Revert List to Default Settings	0.00	0.00	0.00	0.00	2 0.00	16 Sana-Yarawa 100 100 San 100 100 Pathan 100 100 San 100 100 Pathan 100 100 Pathan 100 100 Adhan 100 100 Pathan 100 100 100 Mana 100 100 Pathan 100 100 100 Nature 11/10.00
15/01 15/02	Toggle Active	Balance Acumulative	0.00	Balance Acumulative	0.00	3 0.00	Failure Not
15/03	Get Info	0.00	0.00	0.00	0.00	4 0.00	16 Sanaharan 207 107 Man 10 10 Najawa 10 10 10 Najawa 10 10 Jahan 10 10 10 Najawa 10 10 Jahan 10 10 Najawa 10 10 10 Jahan 10 10 Najawa 10 10 10 Jah
	🖗 Calculate Tax	Balance	0.00	Balance	0.00	5 0.00 VAT Fine 0.00	Nation 2010
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	A Lock Tax Qtr	0.00	0.00	0.00	0.00	Notes	Real Property Land I for the same state of a s
	VAT Form 100	Balance Acumulative	0.00	Balance Acumulative	0.00	VAT Code	Interestinguestion and interestinguest and in the second s
	lncome Items] [VAT 100 Statement