





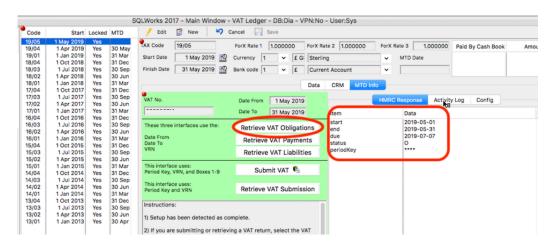
2. How to submit the VAT

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

1. Once you are ready to submit, select the VAT period and go to the MTD Info tab. Please note that the submission process will permanently link all transactions for that period, once linked a transaction cannot be unlinked, so ensure that you only submit when all transactions (invoices/credits etc) have been accounted for.



2. Select retrieve VAT obligations to ensure start, end and due dates are correct.

If happy these details are correct, click submit VAT this will put a 'Yes' in the locked column, MTD date and time and write an activity log.

Code	Sturt	Locked	MI	🛃 Edit 😰 New 🎽 Cancel 🔚 Save
19/05 19/04 19/01 18/04 18/03 18/02 18/01	1 May 20.2 1 Apr 2019 1 Jan 2019 1 Oct 2018 1 Jul 2018 1 Apr 2018 1 Jan 2018	Yes Yes Yes Yes Yes Yes Yes	30 May 31 Mar 31 Dec 30 Sep 30 Jun 31 Mar	PAX Code 19/05 ForX Rate 1 1.000000 ForX Rate 2 1.000000 ForX Rate 3 1.000000 Paid By Cash Book An Start Date 1 1 May 2019 Currency 1 F.G. Sterring MTD Date
17/04 17/03 17/02 17/01 16/04 16/03 16/02 16/01	1 Oct 2017 1 Jul 2017 1 Apr 2017 1 Jan 2017 1 Oct 2016 1 Jul 2016 1 Apr 2016 1 Jan 2016	Yes Yes Yes Yes Yes Yes Yes Yes	31 Dec 30 Sep 30 Jun 31 Mar 31 Dec 30 Sep 30 Jun 31 Mar	VAT No. Date From Date From Date To 31 May 2019 HMRC Response Activity Log Config Hem Data These three interfaces use the: Retrieve VAT Obligations Date From Date Fro
15/04 15/03 15/02 15/01 14/04 14/03 14/02	1 Oct 2015 1 Jul 2015 1 Apr 2015 1 Jan 2015 1 Oct 2014 1 Jul 2014 1 Apr 2014	Yes Yes Yes Yes Yes Yes Yes	31 Dec 30 Sep 30 Jun 31 Mar 31 Dec 30 Sep 30 Jun	Date To Retrieve VAT Payments status O Period Key VRN, and Boxes 1-9 Submit VAT C This interface uses: Period Key VRN, and Boxes 1-9 Retrieve VAT Submission
14/01 13/04 13/03 13/02 13/01	1 Jan 2014 1 Oct 2013 1 Jul 2013 1 Apr 2013 1 Jan 2013	Yes Yes Yes Yes Yes	31 Mar 31 Dec 30 Sep 30 Jun 30 Apr	Instructions: 1) Setup has been detected as complete. 2) If you are submitting or retrieving a VAT return, select the VAT



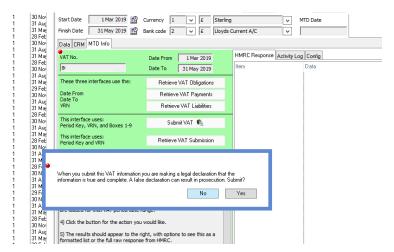




4. A box will pop up asking if you have recently calculated the VAT liability, select Yes

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AX Code 19/02 Start Date 1 Apr 2019 2 Finish Date 30 Jun 2019 2	Currency 0 v £ Ster	Rate 2 1000000 For Rate 3 100000 Paid By Cash Book Amount rifing v MTD Date op Current Account v	
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VAT No.	Date From 1 Apr 2019	HMRC Response Activity Log Config	
572423056	Date To 30 Jun 2019	Item Data	
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Date From Date To	Retrieve VAT Payments	due 2019-08-07 status O	
VRN	Retrieve VAT Liabilitie	saus o	
This interface uses: Period Key, VRN, and Boxes 1-9 This interface uses: Period Key and VRN	Submit VAT 🧐 Retrieve VAT Submissi	Have you recently calculated the VAT liability?	
Instructions: 1) Setup has been detected as co	omplete.	No Yes	
 Setup has been detected as control of the setup of the se	ving a VAT return, select the VAT utton. Various checks take place,	No Yes	
 Setup has been detected as controls If you are submitting or retrieve period. Then click the Submit but 	ving a VAT return, select the VAT utton. Various checks take place, successful. trieving a VAT return, the	No	
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 Setup has been detected as cc If you are submitting or retrieve period. Then click the Submit build along with final record locking if If you are not submitting or re obligations are loaded for that VX Click the button for the action 	ving a VAT return, select the VAT utton. Various checks take place, successful. trieving a VAT return, the AT period date range. In you would like. the right, with options to see this	No Yes	
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5. Confirm submission by selecting Yes in the pop-up confirmation box.



This should be followed by the below confirmation to say your VAT has been submitted successfully.



If you pay automatically you may want to take note of the reference number from the VAT submitted confirmation box.







6. To view what data you have submitted, once sent, click on retrieve VAT submission.

Code	Start	Locked	MTD	🥖 Edit 🗊 New 🏼 🏷 Cancel	el 🔲 Save						
19/05 19/04 19/01 18/04 18/03	1 May 2019 1 Apr 2019 1 Jan 2019 1 Oct 2018 1 Jul 2018	Yes Yes Yes Yes Yes	30 May 31 Mar 31 Dec 30 Sep	Start Date 1 May 2019 🔛 Curre	rency 1 ¥ £ G	Sterling	e 2 1.000000	ForX Rate 3	1.000000 Date	Paid By Cash Book	Amo
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17/02 17/01 16/04 16/03 16/02	1 Apr 2017 1 Jan 2017 1 Oct 2016 1 Jul 2016 1 Apr 2016	Yes Yes Yes Yes Yes	30 Jun 31 Mar 31 Dec 30 Sep 30 Jun	De De	Pate To 31 May 2019 Retrieve VAT Obligation	ns	Item start end	HMRC Response Activity Log Config Data 2019-05-01 2019-05-31			
16/01 15/04 15/03 15/02	1 Jan 2016 1 Oct 2015 1 Jul 2015 1 Apr 2015	Yes Yes Yes Yes	31 Mar 31 Dec 30 Sep 30 Jun	Uate TO VDN	Retrieve VAT Payments Retrieve VAT Liabilities		due status periodKey	201	9-07-07		
15/01 14/04 14/03 14/02	1 Jan 2015 1 Oct 2014 1 Jul 2014 1 Apr 2014	Yes Yes Yes	31 Mar 31 Dec 30 Sep 30 Jun	This interface uses: Period Key, VRN, and Boxes 1-9 This interface uses:	Submit VAT 🔩						
14/01 13/04 13/03	1 Jan 2014 1 Oct 2013 1 Jul 2013	Yes Yes Yes	31 Mar 31 Dec 30 Sep	Period Key and VRN R	Retrieve VAT Submissio	on					
13/02 13/01	1 Apr 2013 1 Jan 2013	Yes Yes	30 Jun 30 Apr	 Setup has been detected as complet If you are submitting or retrieving a V 		r					

The figures are the totals from the 9 boxes that you submitted; you can double check these numbers on your saved/printed VAT form 100 from Step 1.

7. The response to return information should show the date, time, payment indicator, a bundle no. and reference number. SQLWorks maintains an activity log to HMRC & technical info. Contact Lineal if you need to know more.