

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.

SQLWorks 2017 - Main Window - VAT Ledger - DB:Dia - VPN:No - User:Sys

Code	Start	Locked	MTD
19/05	1 May 2019	Yes	30 May
19/04	1 Apr 2019	Yes	30 May
19/01	1 Jan 2019	Yes	31 Mar
18/04	1 Oct 2018	Yes	31 Dec
18/03	1 Jul 2018	Yes	30 Sep
18/02	1 Apr 2018	Yes	30 Jun
18/01	1 Jan 2018	Yes	31 Mar
17/04	1 Oct 2017	Yes	31 Dec
17/03	1 Jul 2017	Yes	30 Sep
17/02	1 Apr 2017	Yes	30 Jun
17/01	1 Jan 2017	Yes	31 Mar
16/04	1 Oct 2016	Yes	31 Dec
16/03	1 Jul 2016	Yes	30 Sep
16/02	1 Apr 2016	Yes	30 Jun
16/01	1 Jan 2016	Yes	31 Mar
15/04	1 Oct 2015	Yes	31 Dec
15/03	1 Jul 2015	Yes	30 Sep
15/02	1 Apr 2015	Yes	30 Jun
15/01	1 Jan 2015	Yes	31 Mar
14/04	1 Oct 2014	Yes	31 Dec
14/03	1 Jul 2014	Yes	30 Sep
14/02	1 Apr 2014	Yes	30 Jun
14/01	1 Jan 2014	Yes	31 Mar
13/04	1 Oct 2013	Yes	31 Dec
13/03	1 Jul 2013	Yes	30 Sep
13/02	1 Apr 2013	Yes	30 Jun
13/01	1 Jan 2013	Yes	30 Apr

AX Code: 19/05 ForX Rate 1: 1.000000 ForX Rate 2: 1.000000 ForX Rate 3: 1.000000 Paid By Cash Book Amou

Start Date: 1 May 2019 Currency: 1 E G Sterling MTD Date

Finish Date: 31 May 2019 Bank code: 1 E Current Account

MTD Info

VAT No. Date From: 1 May 2019 Date To: 31 May 2019 HMRC Response Activity Log Config

These three interfaces use the:

- Retrieve VAT Obligations
- Retrieve VAT Payments
- Retrieve VAT Liabilities

Date From: Date To: VRN

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 complete.
- 2) If you are submitting or retrieving a VAT return, select the VAT

Item	Data
start	2019-05-01
end	2019-05-31
due	2019-07-07
status	O
periodKey	****

3. 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.

SQLWorks 2017 - Main Window - VAT Ledger - DB:Dia - VPN:No - User:Sys

Code	Start	Locked	MTD
19/05	1 May 2019	Yes	30 May
19/04	1 Apr 2019	Yes	30 May
19/01	1 Jan 2019	Yes	31 Mar
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16/04	1 Oct 2016	Yes	31 Dec
16/03	1 Jul 2016	Yes	30 Sep
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14/01	1 Jan 2014	Yes	31 Mar
13/04	1 Oct 2013	Yes	31 Dec
13/03	1 Jul 2013	Yes	30 Sep
13/02	1 Apr 2013	Yes	30 Jun
13/01	1 Jan 2013	Yes	30 Apr

AX Code: 19/05 ForX Rate 1: 1.000000 ForX Rate 2: 1.000000 ForX Rate 3: 1.000000 Paid By Cash Book Amou

Start Date: 1 May 2019 Currency: 1 E G Sterling MTD Date

Finish Date: 31 May 2019 Bank code: 1 E Current Account

MTD Info

VAT No. Date From: 1 May 2019 Date To: 31 May 2019 HMRC Response Activity Log Config

These three interfaces use the:

- Retrieve VAT Obligations
- Retrieve VAT Payments
- Retrieve VAT Liabilities

Date From: Date To: VRN

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 complete.
- 2) If you are submitting or retrieving a VAT return, select the VAT

Item	Data
start	2019-05-01
end	2019-05-31
due	2019-07-07
status	O
periodKey	****

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

SQLWorks 2017 - Main Window - VAT Ledger - DB:Lineal - VPN:No - User:Caroline

MTD Info

TAX Code: 19/02 ForX Rate 1: 1.000000 ForX Rate 2: 1.000000 ForX Rate 3: 1.000000 Paid By Cash Book Amount

Start Date: 1 Apr 2019 Currency: 0 £ Sterling MTD Date

Finish Date: 30 Jun 2019 Bank code: 3 £ Co-op Current Account

VAT No.: 572423056 Date From: 1 Apr 2019 Date To: 30 Jun 2019 HMRC Response Activity Log Config

These three interfaces use the:

- Retrieve VAT Obligations
- Retrieve VAT Payments
- 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 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 retrieving a VAT return, the obligations are loaded for that VAT period date range.
- 4) Click the button for the action you would like.
- 5) The results should appear to the right, with options to see this as a formatted list or the full raw response from HMRC.

Logs:

- 1) Pick which type of log you want from below this box. Logs linked to period are only VAT Submission and Retrieving VAT Submissions. Logs created in a date range include those and also initial access token, and recovering obligations, payments, and liabilities.
- 2) For logs linked to a period, click the left button on the second tab.
- 3) For logs within a date range, click the right button on the

5. Confirm submission by selecting Yes in the pop-up confirmation box.

SQLWorks 2017 - Main Window - VAT Ledger - DB:Lineal - VPN:No - User:Caroline

MTD Info

TAX Code: 19/02 ForX Rate 1: 1.000000 ForX Rate 2: 1.000000 ForX Rate 3: 1.000000 Paid By Cash Book Amount

Start Date: 1 Mar 2019 Currency: 1 £ Sterling MTD Date

Finish Date: 31 May 2019 Bank code: 2 £ Lloyds Current A/C

VAT No.: 572423056 Date From: 1 Mar 2019 Date To: 31 May 2019 HMRC Response Activity Log Config

These three interfaces use the:

- Retrieve VAT Obligations
- Retrieve VAT Payments
- 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

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. Submit?

No Yes

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

SQLWorks 2017 - Main Window - VAT Ledger - DB:Lineal - VPN:No - User:Caroline

MTD Info

TAX Code: 19/02 ForX Rate 1: 1.000000 ForX Rate 2: 1.000000 ForX Rate 3: 1.000000 Paid By Cash Book Amount

Start Date: 1 Mar 2019 Currency: 1 £ Sterling MTD Date

Finish Date: 31 May 2019 Bank code: 2 £ Lloyds Current A/C

VAT No.: 572423056 Date From: 1 Mar 2019 Date To: 31 May 2019 HMRC Response Activity Log Config

These three interfaces use the:

- Retrieve VAT Obligations
- Retrieve VAT Payments
- 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

VAT submitted successfully

Payment Ind: DD

Form No: 096

Charge Ref: XGX

OK

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.

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13/03	1 Jul 2013	Yes	31 Mar
13/02	1 Apr 2013	Yes	30 Jun
13/01	1 Jan 2013	Yes	30 Apr

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.