

# User Guide

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## Introduction

Keytime VAT Filer is what is known as 'bridging software'; it acts as a means to file VAT returns to HMRC in the absence of appropriate bookkeeping software.

VAT Filer is accessed via Practice Manager, and so works with existing client records. If you have not been using Practice Manager, you can import your client records from other Keytime modules to form a single list of clients. See this guide on <u>how to maintain Practice Manager</u>, the guide offers instruction on how to import clients from the individual modules.

## **Registering VAT Filer**

VAT Filer is registered in Practice Manager. To register:

- 1. Open Practice Manager
- 2. Click File > Registration
- 3. Enter your registration user name in step 1 and your password in step 2 (both user name and password can be found in the email you were sent)
- 4. Click Register
- 5. You will see a list of registration codes available for the products you have purchased. Tick the boxes under the activation column
- 6. Click Save, you will see a message stating your software has been successfully registered.

## Adding VAT Jobs to Client Records

You must assign a VAT job to a client record:

• Select the client record in Practice Manager, in the main client details add the VAT registration number:

Murrays 🔀					
Main Do	cuments Reports				
Previous Next Move	Data Check     Image: Company Secretary     HMRC     All Extra     Image: Check Company Secretary     Image: Check HMRC     Image: Check Extra     Image: Check Company Secretary				
Company	Officers Jobs Links				
Client name Client ID Client type	Murrays           Murrays          Business         Practice         Distribution Groups         SIC codes           Private Company Limited by Shares          Registered number         07553221           Place of registration         England and Wales				
Business Addr Address	ess Registered Office Billing Address UTR ITax district VAT number 123458608				
Post town County Country Contact Salutation Telephone Fax. Mobile Email	Accounts office reference       Postcode       PAYE reference       PAYE district       Year end       30/04       Date of incorporation       Date dissolved       Image: Comparence       Image: Comparence				

- Click the Jobs tab, click Add, select VAT: 🔤 I 🔀 🗘 I Add Open Change Delete unts Plu 4 64-8 0 0g 6 .1 🔞 🔽 🔀 Cli 12 signed To Client Type Code 31/12 31/12 31/12 31/12 31/12 P11D P11D • Year End: 05/04 05/04 Year End: 30/ 30/04 30/04 30/04 IRI001 30/06 Year End: 31/08 31/08 Year End: 31/12
   FRS 31/12 31/12 • Year End: 31/03 31/03 31/03 • Year End: 30/04 30/04 6 🧿 🚞 - 9 • • • • •
- To open the VAT job for the client, click Launch to the right of the VAT job in the Jobs tab, alternatively you can highlight (single click) the client record in the main Client view and click VAT Filer on the main toolbar:

Clients Diary Com	munications Timesheets	Billing Reports			
22 2 2	🕹 🔯 🛋	📦 🍳		.i 🛛 😫 🔤	AX Corporation Tax Pay
Type Type	Company Deadlines Reset	Show Datamine Export S rchived	how/Hide Show ( Reminders	OpenSpace Word Outlook Tax Tr	usts 🔣 Accounts Production 🔤 VAT
Client	Views	Output	Columns Window	Logs Add-Ins	Modules
and the second					
Client Type	Vear End				
Cada	Name	Client Tunn	Dhana	And and To	Vans Find
C005	Name	- Clienc Type	Phone	Assigned to	- Tear End
EST.					
	KashFlow Import	Company limited by share	es	Administrator	31/12
0110	Mildio Cic	Company inited by share	es	Administrator	31/12
4 Yoos Ends 05/04	P110 Enniced	Company infided by shar	••	Administration	51/12
- Teal Ello. 03/04	Test Audit	Company limited by share	95	Administrator	05/04
4 Year End: 30/04	reservoire	Company miles of shar			00,01
	Murrays Ltd	Company limited by share	es	Administrator	30/04
IRI001	PTP	Company limited by share	es	Administrator	30/04
	Test Import	Company limited by share	es	Administrator	30/04
<ul> <li>Year End: 30/06</li> </ul>					
MIL001	Millennium Stadium Plc	Company limited by share	es	Administrator	30/06
Year End: 31/08					
	Iris Xero Import	Company limited by share	es	Administrator	31/08
Year End: 31/12					
FRS	FRS102 Ltd	Company limited by share	es	Administrator	31/12
	QB02	Company limited by share	es	Administrator	31/12
<ul> <li>Year End: 31/03</li> </ul>		n approximation and a second			
	Acme QBO Ltd	Company limited by shar	es	Administrator	31/03
	Arme Trading OBO	Company limited by char	20	Administrator	31/03

# Authentication

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To use Keytime VAT Filer you are required to authorise the software to interact with HMRC on your behalf. A number of steps are required to set this up:

## Create an Agent Services Account and link VAT clients

Creating the account is a one-off process for the firm to enable all staff to access MTD through a single account, this can be done using this link: https://www.gov.uk/guidance/get-an-hmrc-agent-services-account

Once this process is complete you will be able to link all your existing VAT clients to this account by logging into any previously held accounts and submitting your firms UTR and new agent reference number.

## **Register your clients for MTD**

You are able to register your clients for MTD on their behalf. This requires a minimal amount of

client information (e.g. Email address) that will be used as part of an identity check. Sign up is required even if the client is already registered for Income Tax MTD. Registration can be completed by logging in to gov.uk

See our detailed guide on signing up to MTD, available to download here

#### Authorising Keytime VAT Filer

To submit returns using Keytime VAT Filer, you will need to grant the software permission to interact with HMRC on your behalf. You will be prompted to authorise the software to interact with HMRC the first time you access a client record within VAT Filer, this authorisation will last for 18 months. The following screen is presented:



Click Continue and follow the on-screen prompts to complete the process.

# Retrieving Data from HMRC

## Obligations (VAT Periods)

Once the process of granting permission for the software to interact with HMRC has been completed, Keytime VAT Filer will automatically retrieve all obligations (VAT Periods) for the client as soon as the client is opened in VAT Filer.

Obligations are the VAT periods you are required to submit to HMRC, these will usually be 3 months long but can be monthly or annually depending on the client's VAT scheme.

HMRC make obligations available for retrieval on the first day of a new VAT period and store obligations going back to the date the business entered Making Tax Digital for VAT. It is, therefore, not possible to retrieve obligations before this date.

If you need to manually check for obligations, you can click the refresh icon next to the filter fields.

If the software is unable to retrieve data from HMRC then the most recent information held in the software will be displayed.



The software will set the dates to the most recent 12 months ending on today's date. To change the dates either manually enter alternative dates or select these from the calendar icon.

## Retrieving Complete VAT Returns

Keytime VAT Filer will automatically retrieve a client's VAT return information and any liability held at HMRC when you view a client's VAT period with a status of complete.

If the data held at HMRC differs from the information held in the software, you will be asked whether you'd like to overwrite the information in the software.

If the data held at HMRC matches the data in the software, then no message will be shown, and the VAT period will open as normal.

If you need to manually check for VAT return details, you can select the HMRC values text at the top right of the screen.

If the software is unable to retrieve data from HMRC then the most recent information held in the software will be displayed.

## Turn off Automatic Retrieval

If you would like to stop the software from automatically retrieving information from HMRC then this functionality can be switched off by going to Client > Options

HMRC update obligations once per day; if your obligations have been successfully retrieved they won't change again until the following day.

## Statuses

HMRC will return the status of a VAT obligation period. VAT Filer will present an up to date status on the status bar at the bottom of the return. The statuses are:

## Not Started

Where HMRC have returned a status of not met and no data has been entered, the status will show as Not Started. The deadline for the submission will be shown in the status bar.

#### In Progress

Where HMRC have returned a status of not met and data has been imported into the return, the status will be shown as In Progress. The deadline for this submission will be shown in the status bar.

#### Complete

Where HMRC have returned a status of met, the status will show as Complete. In this scenario the data entry will be locked and can't be amended. The date HMRC received the submission will be shown in the status bar along with a 'form bundle number' and a 'charge reference number', this acts as your submission receipt.

#### Rejected

Where HMRC have returned a status of not met, and a submission has been attempted and rejected the status will show as Rejected. The data entry will be locked in this scenario, to unlock the data click Unfinalise. The reason for the rejection will be shown in the status bar.

## Importing VAT Data

Data can be imported either from csv file or may be pasted from Windows Clipboard (as a full set of data for the return and not as individual figures into boxes on the return).

## Import from CSV file

Data should be presented in columns in your csv file. There are no restrictions on how the columns are named in the csv file, however, you will be presented with column headers when attempting to map the data in the csv to the boxes on the return.

To import data from csv, click Import / Import from csv, the following screen is presented:

CSV Import		X
Murrays		06/10/2018 - 05/01/2019
Select a CS	/ file to import	
Data entry	CSV column	
Box 1		Ŷ
Box 2		~
Box 4		~
Box 6		~
Box 7		~
Box 8		*
Box 9		~
		Import Cancel

The first time this screen is accessed you will be required to set the mappings, after this the most recent settings will be saved.

- Select the csv file to import from by clicking the browse button and navigating to the location of the file.
- Map each box number on the VAT return to the corresponding column in the csv file, note that the box numbers in the mapping screen are NOT consecutively numbered 1 – 9, this is because boxes 3 and 5 are totals and these are calculated by the software. The values may be present in your csv file, but they will be ignored during the import.

CSV Import				
Murrays		06/10/2018 - 05/01/2019		
Select a CSV file to import C:\Users\AlisonF\Desktop\New folder\VF import form				
Data entry CSV column				
Box 1	1 Business name v			
Box 2	1 Business name			
Box 4	3 VAT return from date     4 VAT return from date     4 VAT return to date     5 Output VAT     6 EC acquisitions VAT     7 Total output VAT     8 Input VAT     9 Net VAT due     10 Total sales     11 Total purchases     12 Total EC sales     13 Total EC purchases			
Вох б				
Box 7				
Box 8				
Box 9				
		Import Canc	el	

• Click Import to import the data

## Import from Windows Clipboard

This option allows you to copy information from any source (e.g. Word, Excel, or VT accounts) and paste the information directly into the software.

The data you copy can consist of 2 columns, for example, Descriptions and Values, or just 1 column - just the values. The data can consist of all fields on the VAT return (that is 13 rows) or just the monetary values on the VAT return, 9 rows. Here is an example:

	А	В
1	1 Business name	IRIS Software LTD
2	2 VAT registration number	666967015
3	3 VAT return from date	06/04/2018
4	4 VAT return to date	05/07/2018
5	5 Output VAT	1000
6	6 EC acquisitions VAT	2000
7	7 Total output VAT	3000
8	8 Input VAT	500
9	9 Net VAT due	2500
10	10 Total sales	60
11	11 Total purchases	70
12	12 Total EC sales	80
13	13 Total EC purchases	90
14		
15		
16		

- In the spreadsheet, select all the cells in the area to copy, press Copy on the Home ribbon (or Ctrl + C).
- In VAT Filer, click Import / Import from Clipboard, the values will immediately appear in the boxes on the return.

# Finalising and Submitting the VAT Return

## Finalise a Return

A return must be finalised before it can be submitted. Finalising the return means you are agreeing with he declaration displayed on screen return. Ensure you have read and agreed to the declaration displayed on screen and click Finalise.

Once the submission has been finalised the data entry will become locked, to amend the return click Unfinalise.

## Submit

Once finalised the return can be submitted to HMRC by clicking Submit. If accepted, the status of the return will be changed to Complete, the date the return was received by HMRC will show in the Status bar and the HMRC response will show under the return.

If rejected, the status of the return will be changed to Rejected and the response message will be shown in the status bar.