Keytime

> VAT Filer

User Guide

Contents

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 **how to maintain Practice Manager**, 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:

- Click the Jobs tab, click Add, select VAT:
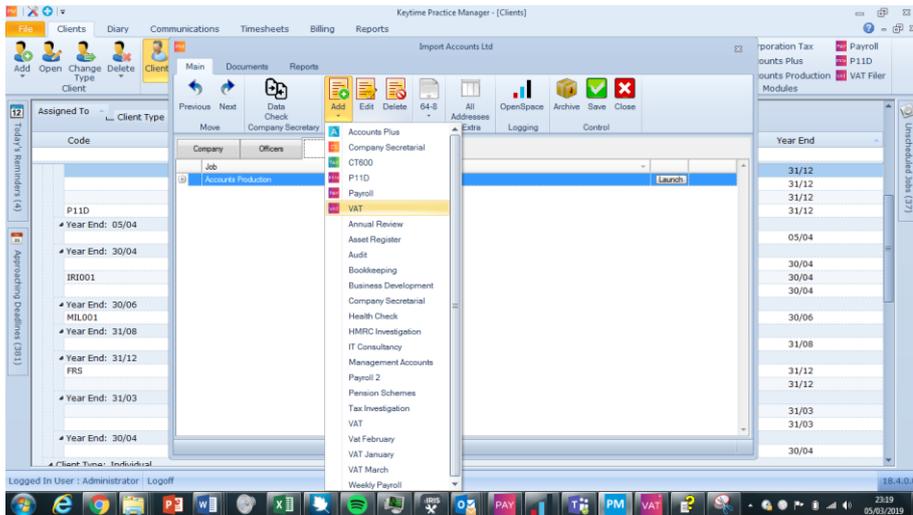
- To open the VAT job for the client, click Launch to the right of the VAT job in the Jobs tab, alternatively you can highlight (single click) the client record in the main Client view and click VAT Filer on the main toolbar:
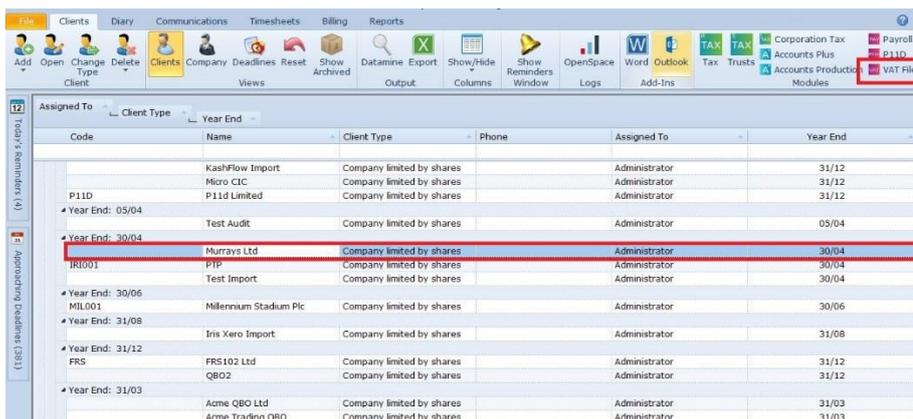
Authentication

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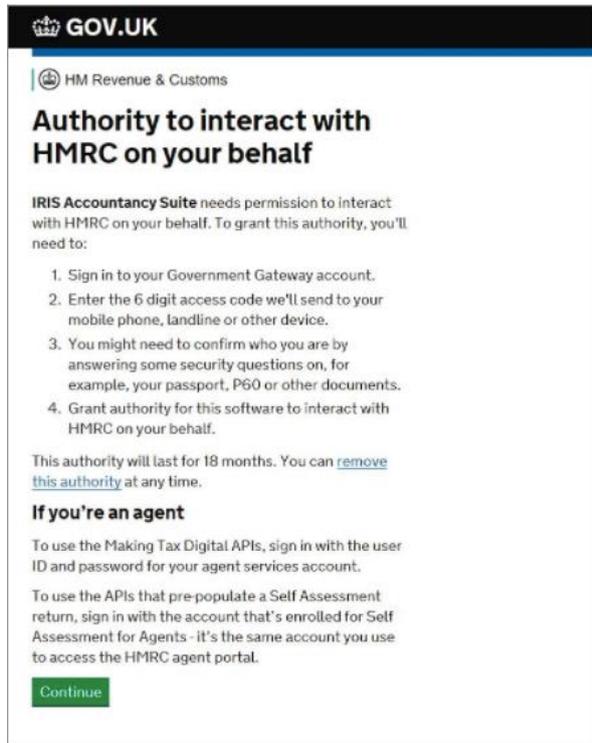
Click Continue and follow the on-screen prompts to complete the process.

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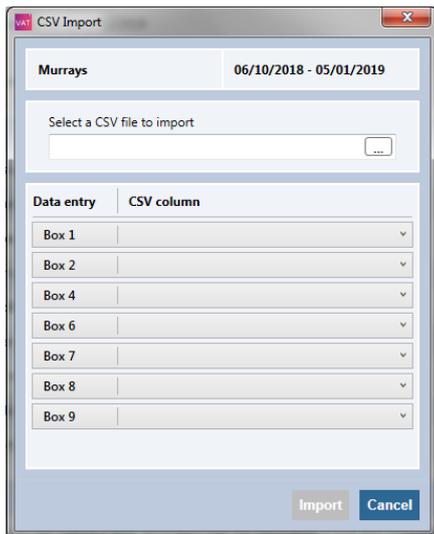
The first time this screen is accessed you will be required to set the mappings, after this the most recent settings will be saved.

- 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.
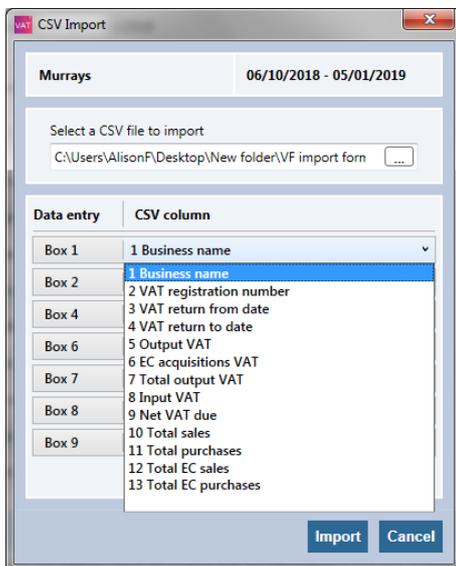
- Click Import to import the data

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:

	A	B
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.