Making Tax Digital (MTD)

with Standard ERP

November 2018
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Businesses with a taxable turnover that exceeds the VAT registration threshold (currently £85,000) need to submit their VAT return following the Making Tax Digital (MTD) criteria from April 2019.

Please follow the steps below to link Standard ERP to your government gateway account and prepare your VAT Return to be submitted directly to HMRC. This is possible from Standard ERP 2018-12-07 and later.

To prepare your Standard ERP VAT report to ensure that the correct figures correspond to the correct boxes of the HMRC Vat Return, Navigate to the Nominal Ledger, open Report Settings in Settings, open VAT Report and select flip B. Add the corresponding box of the VAT return to the correct calculation in the VAT report.

To ensure that the VAT submission process is successful, you must ensure your VAT number is entered correctly (i.e. GB xxx xxxxx) in the VAT Reg. No. field found in System, Settings, Company Info, under the Reg tile.
To submit your VAT Return to HMRC, you need to grant access to allow the software to submit your VAT return on your behalf. This access is granted for 18 months, after which you will need to grant the access again.

First allow access, through Access Groups, to a person or group of people who should be in charge of managing your VAT Submissions to HMRC. In System, open Settings, then open Access Groups. Select the correct access group to which you will add the respective Action. Amend HMRC Access token with level Full. This will allow a user to edit the Electronic VAT Declaration setting.
In the Nominal Ledger, open the Electronic VAT Declaration setting. If the Sender ID and Sender Key have not already been entered, please contact your local HansaWorld office to obtain them. The Service mode should be set to Live. Once you have your Sender ID and Sender Key entered, select the Operations Menu, then “Request Access Token”.

This will take you to the HMRC Government gateway webpage. Select “Continue” on the “Authority to interact with HMRC on your behalf” webpage.
Enter your Government Gateway user ID and password to log in to your Government Gateway account. Select the “Grant Authority” button to allow your HansaWorld product to interact with HMRC on your behalf.

If all submitted information is correct, the authority will be granted. Copy the authorisation code and paste it into your HansaWorld product in the Authorisation Code field, found in the Electronic VAT Declaration setting of the Nominal Ledger.
After entering your Authorisation Code, Select “Save”.

Access token received.
You will then receive an Access Token and a Refresh Token. These should not be manually edited.

Now you can Submit your VAT return to HMRC.

To submit your VAT return. Navigate to the Nominal Ledger VAT Report. Run the report for the period that you would like to submit your VAT return.

Select “Submit VAT declaration electronically”.
This will open a new record window called VAT Declaration. These records are saved in Nominal Ledger, Settings, VAT Declaration.
Select the “OK” checkbox, then “Save”. Open the Operations Menu and select “Submit VAT Report”. This will send the VAT return to HMRC. You will be notified by a window that the VAT report was successfully submitted. If not, please ensure that you have all the correct settings as described above and contact your local HansaWorld office with the exact error message that you receive.

After Ok’ing this window you will see, on the VAT Declaration record window, the “FormBundleNumber” and the “Timestamp” have been entered, and the Fulfilled checkbox is checked. This is to notify you that your VAT return has been successfully sent to HMRC.
To view all previously submitted VAT returns, they can be viewed in the Nominal Ledger Settings, Vat Declarations. You can see for which date the VAT return was submitted as well as whether it was Fulfilled (Successfully received by HMRC). If a correction needs to be made to a previously submitted VAT return, the amounts should be included in your next VAT submission.

Link to HMRC VAT Notice 700/22: Making Tax digital for VAT