

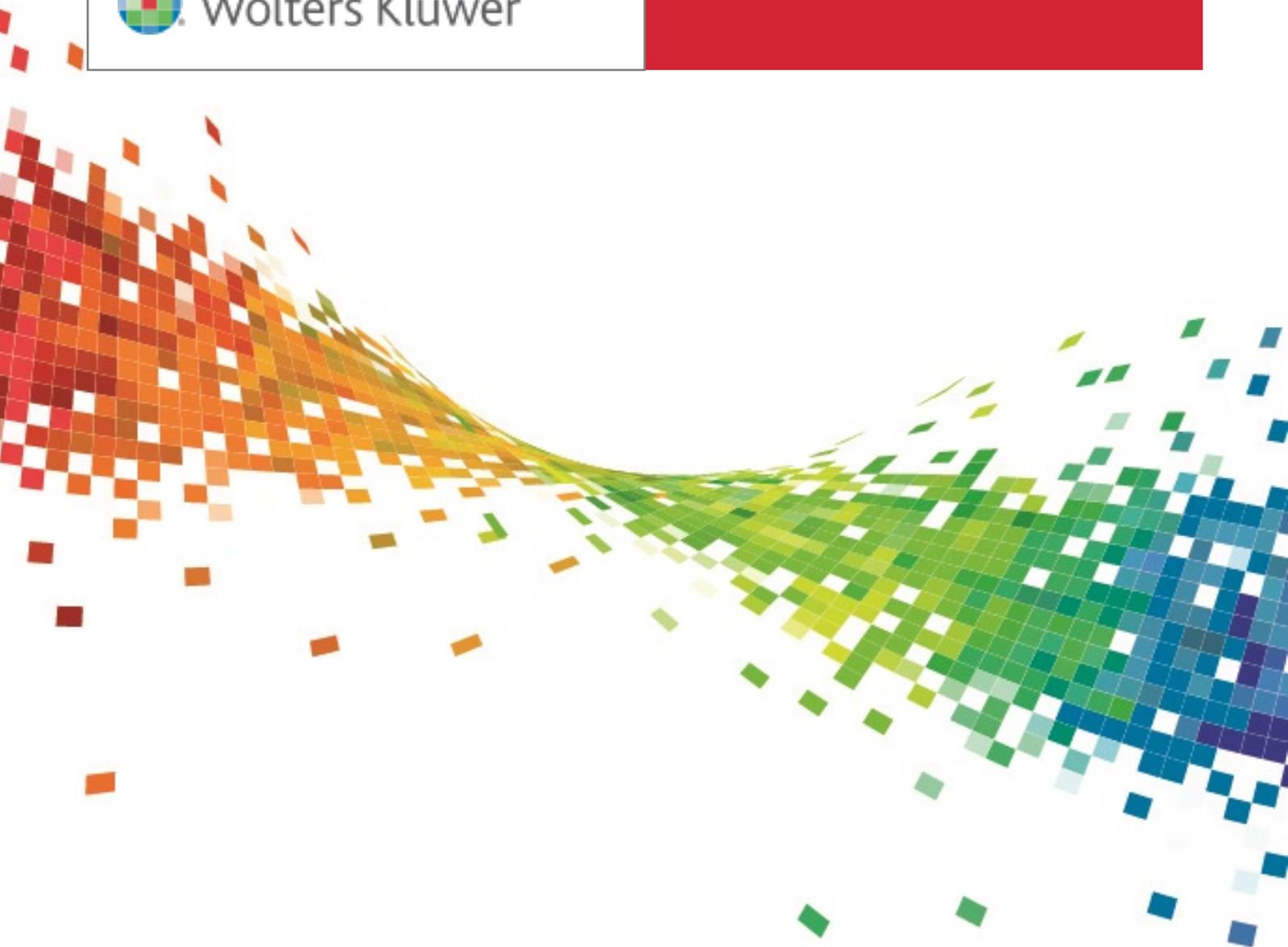
HART SHAW

CCH OneClick

Making Tax Digital for VAT

Guide for Clients - 3.1

 Wolters Kluwer



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1. Introduction and Prerequisites

Making Tax Digital for VAT introduces the requirement for VAT registered businesses with taxable turnover above the VAT registration threshold to keep records in digital form and file their VAT returns via compatible software.

Our priority is to support Advisors, and their Clients, by delivering a VAT filing solution that allows you to maintain your current VAT processes as closely as possible. You may have significant legacy calculations and formulas within spreadsheets today that makes the recurring task of completing your VAT return more efficient.

This quick start guide documents how to work with Making Tax Digital for VAT within CCH OneClick.

You need to have signed up/subscribed to MTD for VAT on HMRC's website, otherwise you will not be able to authorise CCH OneClick with HMRC.

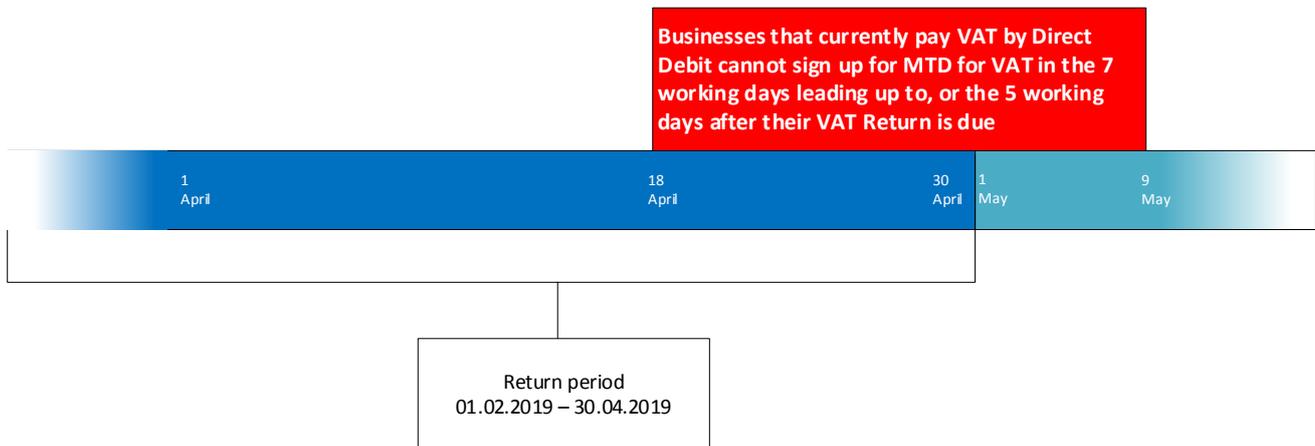
The authorisation with HMRC is expected to last for an 18-month period, so should not need to be repeated frequently. However, if HMRC introduce any new APIs/services, then this may require CCH OneClick to be authorised again.

This video explains the step-by-step process for a business to sign up to VAT (MTD).

[Step-by-step-process for a business to sign up to VAT \(MTD\)](#)

Please note: once you have signed up to MTD for VAT, HMRC may take up to 72 hours to send a confirmation email. **DO NOT** try to enter your VAT registration number in CCH OneClick until you have received this email otherwise it will fail.

Businesses that currently pay VAT by Direct Debit cannot sign up for MTD for VAT in the 7 working days leading up to, or the 5 working days after their VAT Return is due. For example, VAT return quarter end 30th April 2019 means you have to sign up by the 18th April or wait until 9th May 2019 to sign up.



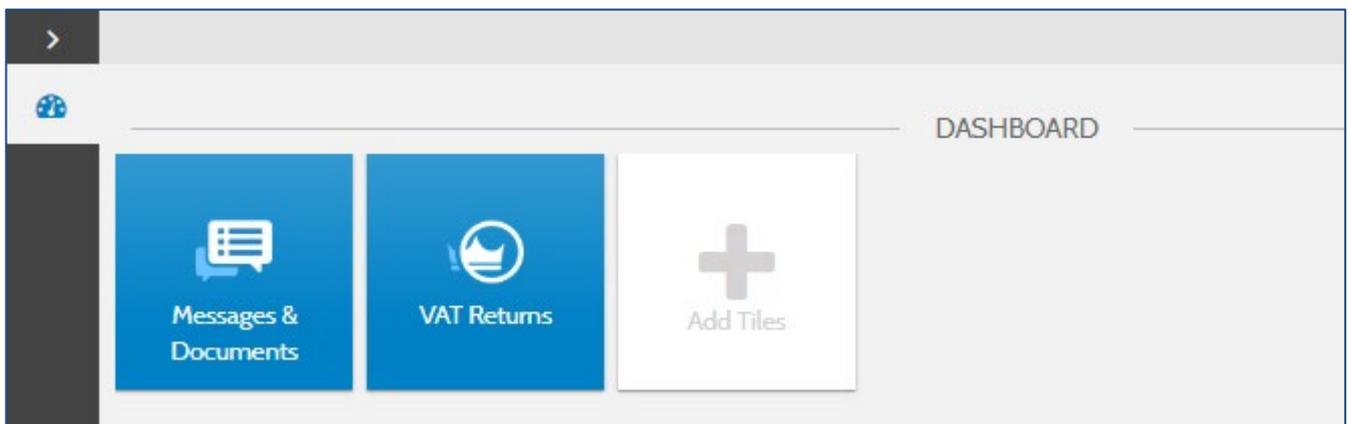
2. CCH OneClick Activation

To enable you to use the VAT submission functionality within CCH OneClick, you will need to have an activated CCH OneClick account

You should have received a CCH OneClick activation email sent by your advisor from notifications@accountantspace.co.uk

1. Click the link in the email and enter your activation ID (Your advisor will have informed you of this, or you will have received a text message when your account was activated)
2. Create a new password
3. Select two security questions
4. Log into the client workspace using your email address and new password

Your workspace will show Making Tax Digital for VAT, Messages & Documents and/or the Digital Data Request App tiles depending on the access given to you by your advisor.



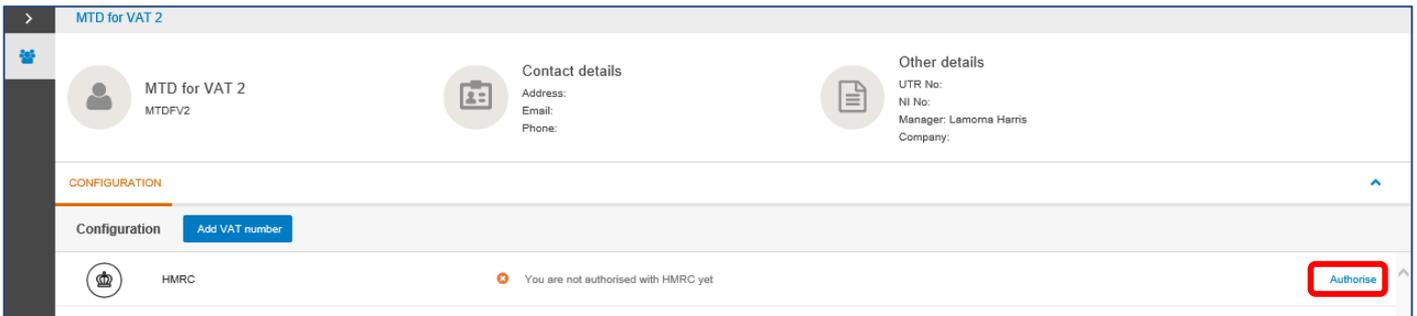
3. Authorise CCH OneClick with HMRC

CCH OneClick must be authorised with HMRC

1. Click on the VAT Returns tile



2. Click on **Authorise**

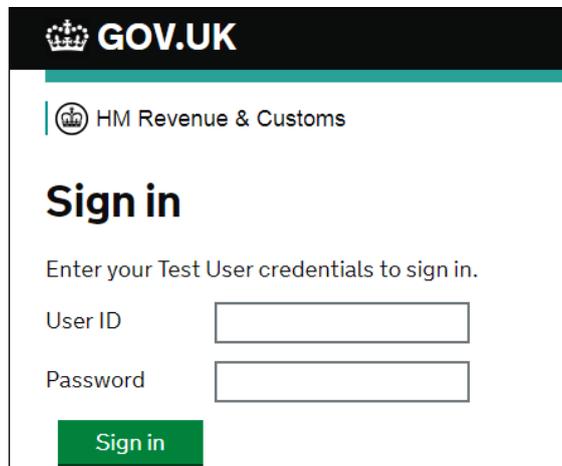


3. The page is redirected to the HMRC website

4. Click on Continue



5. Enter your HMRC User ID and password



6. Click on Sign In
7. Click on Grant authority

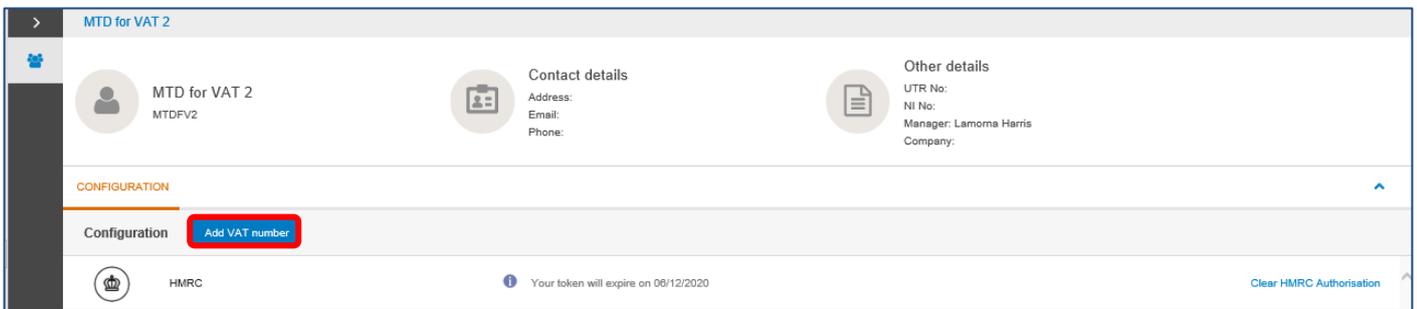
Grant authority

Note: your credentials used to sign into HMRC's page, in order to grant authority for CCH OneClick with HMRC must be your government gateway ID that HMRC require all businesses to create. These will be used to use all the API-based services that HMRC provide.

The authorisation with HMRC is expected to last for an 18-month period, so should not need to be repeated frequently.

Confirmation email

- Once you have signed up to MTD for VAT, HMRC may take up to 72 hours to send a confirmation email. **DO NOT** try to enter your VAT registration number until you have received this email otherwise it will fail
- Once you have received the confirmation email from HMRC, it's now time to enter your VAT number by clicking on Add VAT number



- Add your VAT number

New configuration

Enter VAT number

Cancel Add

- Validation is then applied to check that:

- Your business has subscribed to Making Tax Digital for VAT. If not, the error below is shown.



- If the VAT Number does not contain the correct number of digits a validation message will be displayed

New configuration [Close]

Enter VAT number

85373820

VRN must contain 9 numbers.

[Cancel] [Add]

12. Click on Add

MTD for VAT

Contact details
Address:
Email:
Phone:

Other details
UTR No:
NI No:
Manager: Lamorna Harris
Company:

VAT SUBMISSIONS HISTORY DIGITAL VAT ACCOUNT **CONFIGURATION**

Configuration

HMRC	Your token will expire on 08/12/2020	Clear HMRC Authorisation
VAT Number - 814074647	VAT number is configured	Edit

13. If you need to edit the VAT number click on Edit

MTD for VAT

Contact details
Address:
Email:
Phone:

Other details
UTR No:
NI No:
Manager: Lamorna Harris
Company:

VAT SUBMISSIONS HISTORY DIGITAL VAT ACCOUNT **CONFIGURATION**

Configuration

HMRC	Your token will expire on 08/12/2020	
VAT Number - 814074647	VAT number is configured	

Edit VAT [Close]

Enter VAT number

814074647

[Cancel] [Save]

14. Click on Save

4. Creating Digital Links

Scenario 1 (Simple)

Your current bookkeeping solution is not MTD compliant or you want to make minor changes to the VAT calculation.

1. Export the VAT return from your bookkeeping solution into Excel
2. Continue to follow the instructions [Tagging the Excel spreadsheet](#)

Scenario 2 (Complex)

If you have multiple spreadsheets for example, a spreadsheet containing the sales detail and one containing purchases detail, or if you encounter a problem during the upload due to the spreadsheet complexity, use this method to create digital links.

1. Open the spreadsheet for VAT_Detail

From 1-Jan-2019 to 31-Mar-2019						
My Limited Company						
Input Tax						
Tax Rate:						20.00
P/L Invoices in Period						
Date	Reference	Description	Client/Supplier	Net	Tax	Gross
02/01/2019	12345		INSURE-Insure Insurance Ltd	250.00	50.00	300.00
01/02/2019	2345		RATES1-Rates Limited	200.00	40.00	240.00
Total for Tax Rate				450.00	90.00	540.00
Output Tax						
Tax Rate:						20.00
S/L Invoices in Period						
Date	Reference	Description	Client/Supplier	Net	Tax	Gross
02/01/2019	1247		CCHSmall-My Small Company Limited	200.00	40.00	240.00
01/02/2019	1248		CCH SOLE02-CCH Sole Trader	19.00	3.80	22.80
01/03/2019	1249		CCH MEDIUM-My Medium Company Limited	150.00	30.00	180.00
02/12/2018	1250		CCH MEDIUM-My Medium Company Limited	600.00	120.00	720.00
Total for Tax Rate				969.00	193.80	1162.80
Tax Rate:						0.00
S/L Invoices in Period						
Date	Reference	Description	Client/Supplier	Net	Tax	Gross
01/02/2019	1248		CCH SOLE02-CCH Sole Trader	131.00	0.00	131.00
Total for Tax Rate				131.00	0.00	131.00

2. Create a new Workbook within Excel for example - VAT Return

VAT Return1 [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Cut Copy Paste Format Painter Clipboard Font Alignment Merge & Center Share Protected RMS Number Conditional Formatting

F12

	A	B	C	D	E	F	G
1	VAT Return						
2	My Limited Company						
3	For March 2019						
4							
5							
6	VAT Return Details						
7	Registration Number		GB 123456789				
8	VAT Scheme		Cash Scheme				
9	Period covered by the return		Quarterly				
10	From		1/01/2019				
11	To		31/03/2019				
12	The deadline for submitting this return online is		7/05/2019				
13			£				
14	VAT Calculations						
15	VAT due this period on sales and other outputs						
16	VAT due in this period on acquisitions from other EC Member States						
17	Total VAT due (the sum of boxes 1 and 2)						
18	VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)						
19	VAT to Pay Customs						
20							
21	Sales and Purchases Excluding VAT						
22	Total value of sales and all other outputs excluding VAT (including supplies to EC)						
23	Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)						
24							
25	EC Supplies and Purchases Excluding VAT						
26	Total value of all supplies of goods, excluding any VAT, to other EC Member States						
27	Total value of all acquisitions of goods, excluding any VAT, from EC Member States						

3. In column B allocate a number from 1 to 9 against the rows as shown in the example below:

VAT Return [Compatibility Mode] - Excel

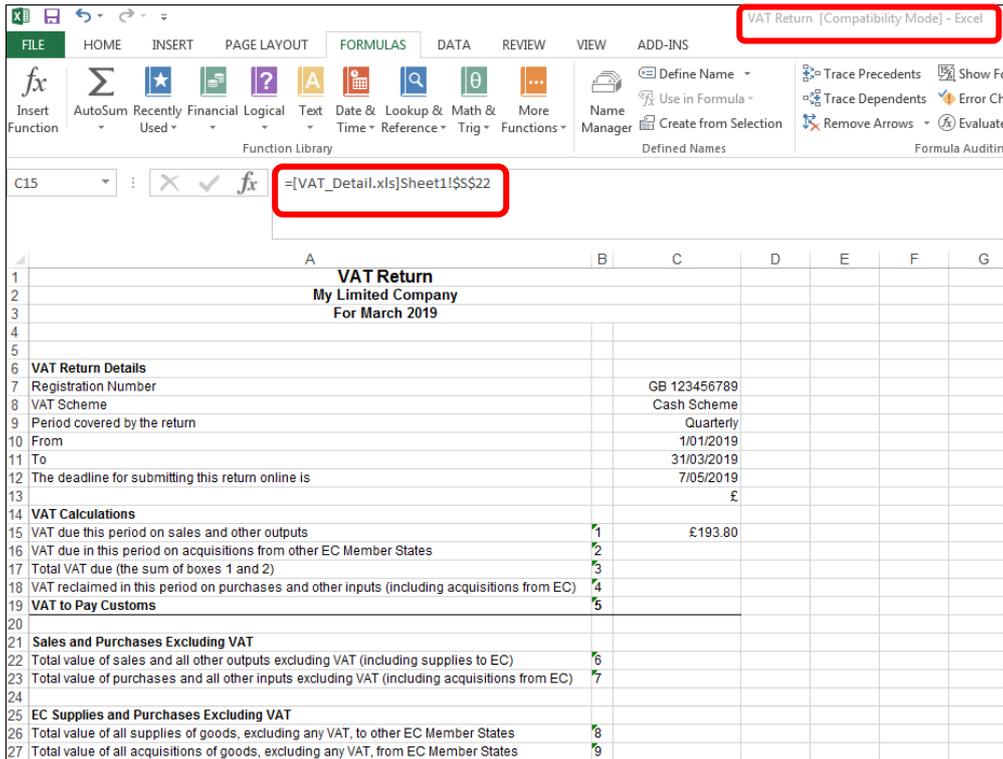
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Cut Copy Paste Format Painter Clipboard Font Alignment Merge & Center Share Protected RMS Number Conditional Formatting

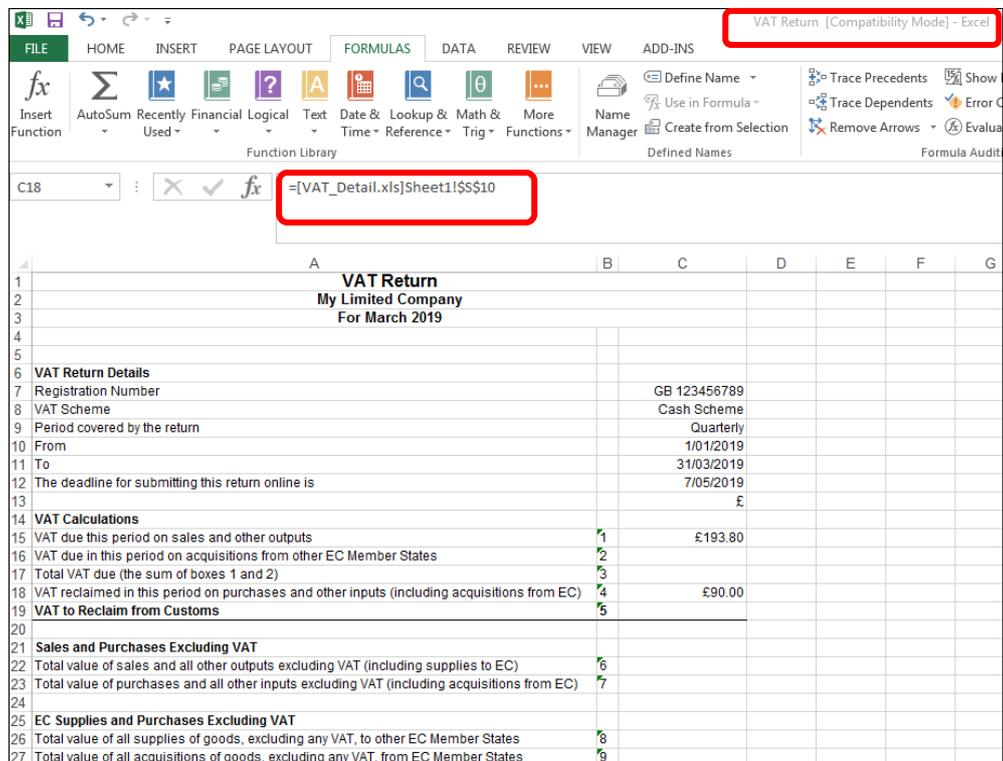
C20

	A	B	C	D	E	F	G
1	VAT Return						
2	My Limited Company						
3	For March 2019						
4							
5							
6	VAT Return Details						
7	Registration Number		GB 123456789				
8	VAT Scheme		Cash Scheme				
9	Period covered by the return		Quarterly				
10	From		1/01/2019				
11	To		31/03/2019				
12	The deadline for submitting this return online is		7/05/2019				
13			£				
14	VAT Calculations						
15	VAT due this period on sales and other outputs						
16	VAT due in this period on acquisitions from other EC Member States						
17	Total VAT due (the sum of boxes 1 and 2)						
18	VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)						
19	VAT to Pay Customs						
20							
21	Sales and Purchases Excluding VAT						
22	Total value of sales and all other outputs excluding VAT (including supplies to EC)						
23	Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)						
24							
25	EC Supplies and Purchases Excluding VAT						
26	Total value of all supplies of goods, excluding any VAT, to other EC Member States						
27	Total value of all acquisitions of goods, excluding any VAT, from EC Member States						

- In row 15 column C, type = then browse to the Total VAT figure for on the VAT_Detail spreadsheet and press enter



- In row 18 column C, type = then browse to the Total VAT figure for from VAT_Detail spreadsheet and press enter



- Continue the process until all relevant values have been digitally linked

Please note: The spreadsheets can have any naming convention, and Sales and Purchase can be within the same spreadsheet on different sheets or in separate workbooks. The above is for demonstration purposes only. Please make sure all relevant values have been digitally linked.

5. Tagging the Excel Spreadsheet

Before the spreadsheet can be uploaded into Making Tax Digital within CCH OneClick, tags need to be applied to boxes 1 to 9.

	A	B	C	D	E	F	G
1	VAT Return						
2	My Limited Company						
3	For March 2019						
4							
5							
6	VAT Return Details						
7	Registration Number		GB 123456789				
8	VAT Scheme		Cash Scheme				
9	Period covered by the return		Quarterly				
10	From		1/01/2019				
11	To		31/03/2019				
12	The deadline for submitting this return online is		7/05/2019				
13			£				
14	VAT Calculations						
15	VAT due this period on sales and other outputs	1	£193.80				
16	VAT due in this period on acquisitions from other EC Member States	2	£0.00				
17	Total VAT due (the sum of boxes 1 and 2)	3	£193.80				
18	VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	4	£90.00				
19	VAT to Pay Customs	5	£103.80				
20							
21	Sales and Purchases Excluding VAT						
22	Total value of sales and all other outputs excluding VAT (including supplies to EC)	6	£969.00				
23	Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	7	£450.00				
24							
25	EC Supplies and Purchases Excluding VAT						
26	Total value of all supplies of goods, excluding any VAT, to other EC Member States	8	£0.00				
27	Total value of all acquisitions of goods, excluding any VAT, from EC Member States	9	£0.00				

1. We are using the Excel Name function to tag the VAT information to allow it to be imported
2. Excel name function is used to rename a cell from C15 to a set name that will allow the software to read the data
3. To apply the tags to the above example, Click on Cell C15
4. Select Formulas>Name Manager>New
5. Name = VATB1

New Name ? X

Name: VATB1

Scope: Workbook

Comment:

Refers to: ='VAT Return'!\$C\$15

OK Cancel

6. Repeat the process for the other 8 VAT box cells

Name Manager ? X

New... Edit... Delete Filter

Name	Value	Refers To	Scope	Comment
VATB1	£193.80	=VAT Return!\$C\$15	Workbook	
VATB2	£0.00	=VAT Return!\$C\$16	Workbook	
VATB3	£193.80	=VAT Return!\$C\$17	Workbook	
VATB4	£90.00	=VAT Return!\$C\$18	Workbook	
VATB5	£103.80	=VAT Return!\$C\$19	Workbook	
VATB6	£969.00	=VAT Return!\$C\$22	Workbook	
VATB7	£450.00	=VAT Return!\$C\$23	Workbook	
VATB8	£0.00	=VAT Return!\$C\$26	Workbook	
VATB9	£0.00	=VAT Return!\$C\$27	Workbook	

Refers to: X ✓ ='VAT Return'!\$C\$15

Close

6. Submitting a Return to HMRC

1. Click on the VAT Returns tile



2. Defaults to the Vat Submissions tab

The screenshot shows the 'MTD for VAT' interface. At the top, there are three tabs: 'MTD for VAT MTD', 'Contact details', and 'Other details'. Below these, there are four sub-tabs: 'VAT SUBMISSIONS' (highlighted with a red box), 'HISTORY', 'DIGITAL VAT ACCOUNT', and 'CONFIGURATION'. A blue 'ADD RETURN' button is visible. Below the buttons, there are search bars and a table header with columns: 'Upload date', 'Uploaded by', 'From date', 'To date', and 'HMRC Status'. The main area is empty, showing a document icon and the text: 'No VAT returns have been submitted for this client in MTD for VAT.'

3. Click on add return

A dialog box titled 'Load VAT spreadsheet' with a close button (X) in the top right corner. Below the title, there is a text input field with the value '01/04/2017-30/04/2017' and a dropdown arrow. The text '* Please select a period' is displayed above the input field. At the bottom, there are two buttons: 'UPLOAD' (highlighted with a red box) and 'CANCEL'.

4. Click on UPLOAD
5. The date is automatically pre-populated based on the obligations issued from HMRC
6. Click on UPLOAD
7. Browse to the location of the spreadsheet, then select open and the validation screen will appear

Please note: the obligation date in this example is for demonstration purposes only.

VAT Upload Validation ✕

Description	Box	Tag used	Data	
VAT due this period on sales other outputs	Box1	VATB1	£193.80	✓
VAT due in this period on acquisitions from other EC Member States	Box2	VATB2	£0.00	✓
Total VAT due (the sum of boxes 1 and 2)	Box3	VATB3	£193.80	✓
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	Box4	VATB4	£90.00	✓
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 and 4)	Box5	VATB5	£103.80	✓
Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	VATB6	£999	✓
Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	Box7	VATB7	£450	✓
Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	VATB8	£0	✓
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	VATB9	£0	✓

Note: Validation is then applied such as: are all the nine tags found, are any of the tags duplicated, are the tagged amounts consistent with HMRC's requirements and do the amounts tagged pass arithmetic tests.

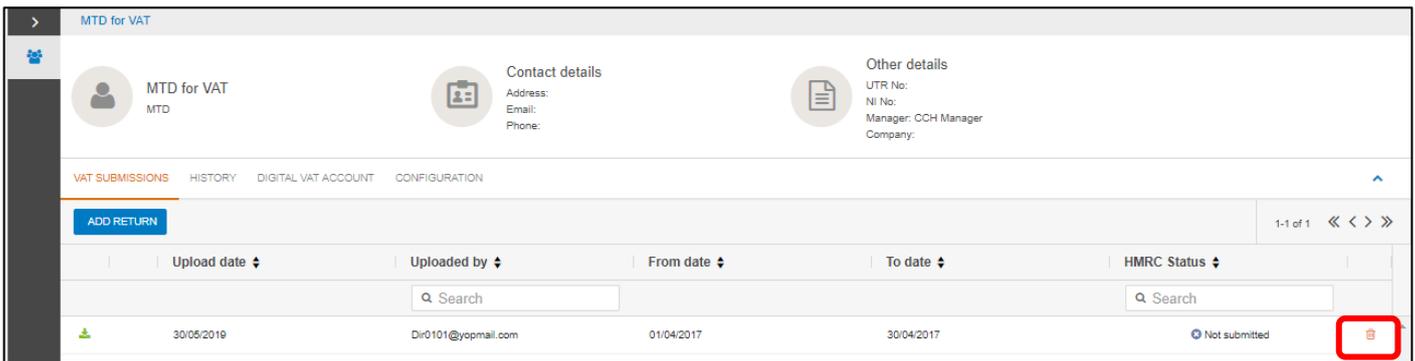
8. Click on OK

Note: If the Validation has not passed, check the naming convention of the tags.

VAT Upload Validation ✕

Description	Box	Tag used	Data	
VAT due this period on sales other outputs	Box1	VATB1	£193.80	✓
VAT due in this period on acquisitions from other EC Member States	Box2	VATB2	£0.00	✓
Total VAT due (the sum of boxes 1 and 2)	Box3	VATB3	Missing tag error	✗
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	Box4	VATB4	£90.00	✓
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 and 4)	Box5	VATB5	£103.80	✗
Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	VATB6	Missing tag error	✗
Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	Box7	VATB7	£0	✓
Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	VATB8	£0	✓
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	VATB9	£0	✓

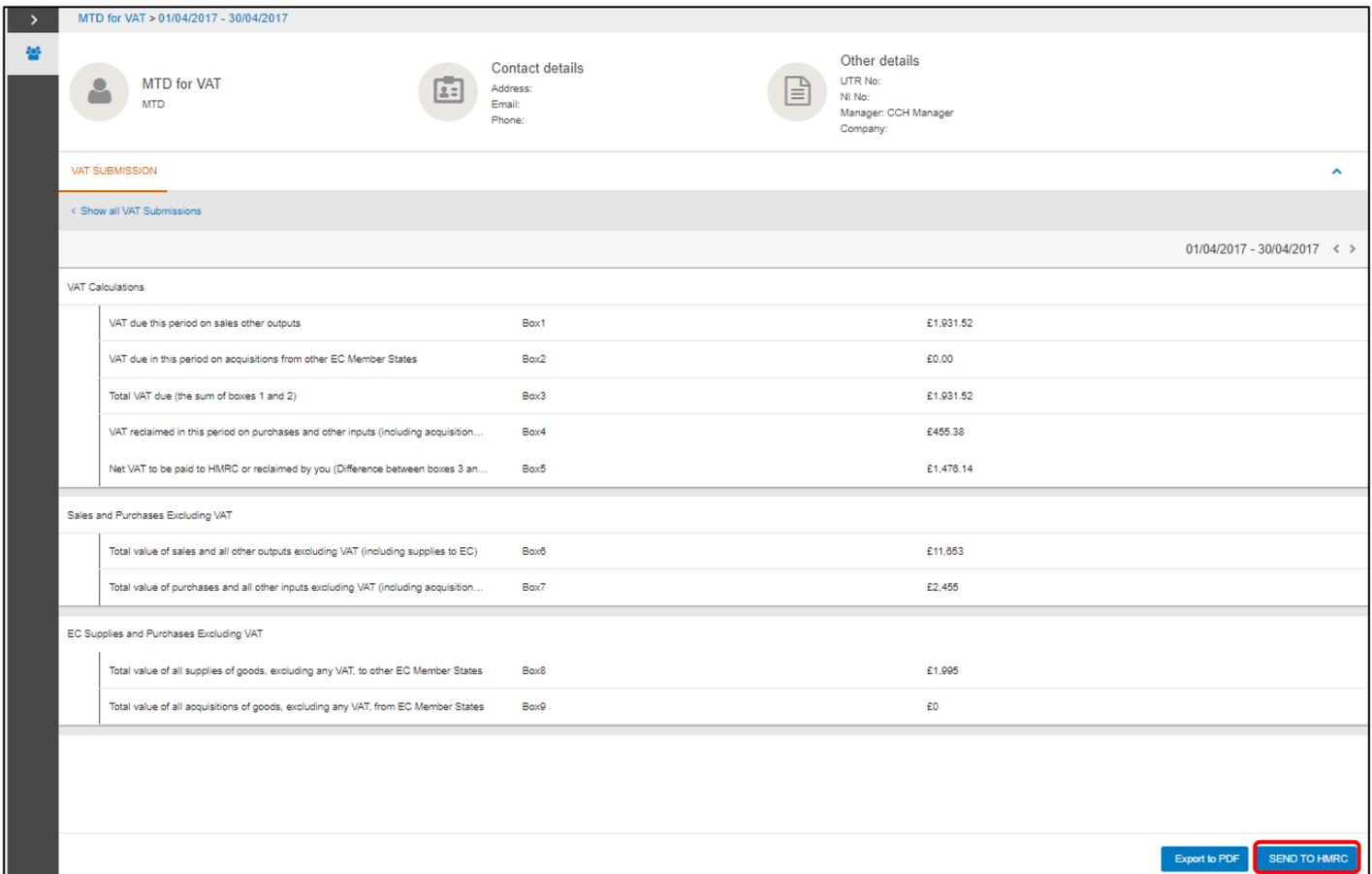
9. To delete the return, click on 



The screenshot shows the 'MTD for VAT' interface. At the top, there are sections for 'Contact details' and 'Other details'. Below these is a navigation bar with 'VAT SUBMISSIONS' selected. A table lists submissions with columns for 'Upload date', 'Uploaded by', 'From date', 'To date', and 'HMRC Status'. The first row shows a submission from 30/05/2018 by 'Dir0101@yopmail.com' for the period 01/04/2017 to 30/04/2017, with a status of 'Not submitted'. A red box highlights a trash icon in the bottom right corner of this row.

Note: Once the VAT return has been sent to HMRC, it cannot be deleted.

10. To send the return to HMRC, click anywhere on the row



The screenshot shows a detailed view of a VAT submission for the period 01/04/2017 - 30/04/2017. It includes sections for 'VAT Calculations', 'Sales and Purchases Excluding VAT', and 'EC Supplies and Purchases Excluding VAT'. At the bottom right, there are two buttons: 'Export to PDF' and 'SEND TO HMRC', with the latter highlighted by a red box.

VAT Calculations		
VAT due this period on sales other outputs	Box1	£1,931.52
VAT due in this period on acquisitions from other EC Member States	Box2	£0.00
Total VAT due (the sum of boxes 1 and 2)	Box3	£1,931.52
VAT reclaimed in this period on purchases and other inputs (including acquisition...)	Box4	£455.38
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 an...)	Box5	£1,476.14

Sales and Purchases Excluding VAT		
Total value of sales and all other outputs excluding VAT (including supplies to EC)	Box6	£11,853
Total value of purchases and all other inputs excluding VAT (including acquisition...)	Box7	£2,455

EC Supplies and Purchases Excluding VAT		
Total value of all supplies of goods, excluding any VAT, to other EC Member States	Box8	£1,995
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	Box9	£0

11. Click on Send to HMRC

Declaration ✕

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.

Do you wish to continue ?

12. Click yes or no on the Declaration

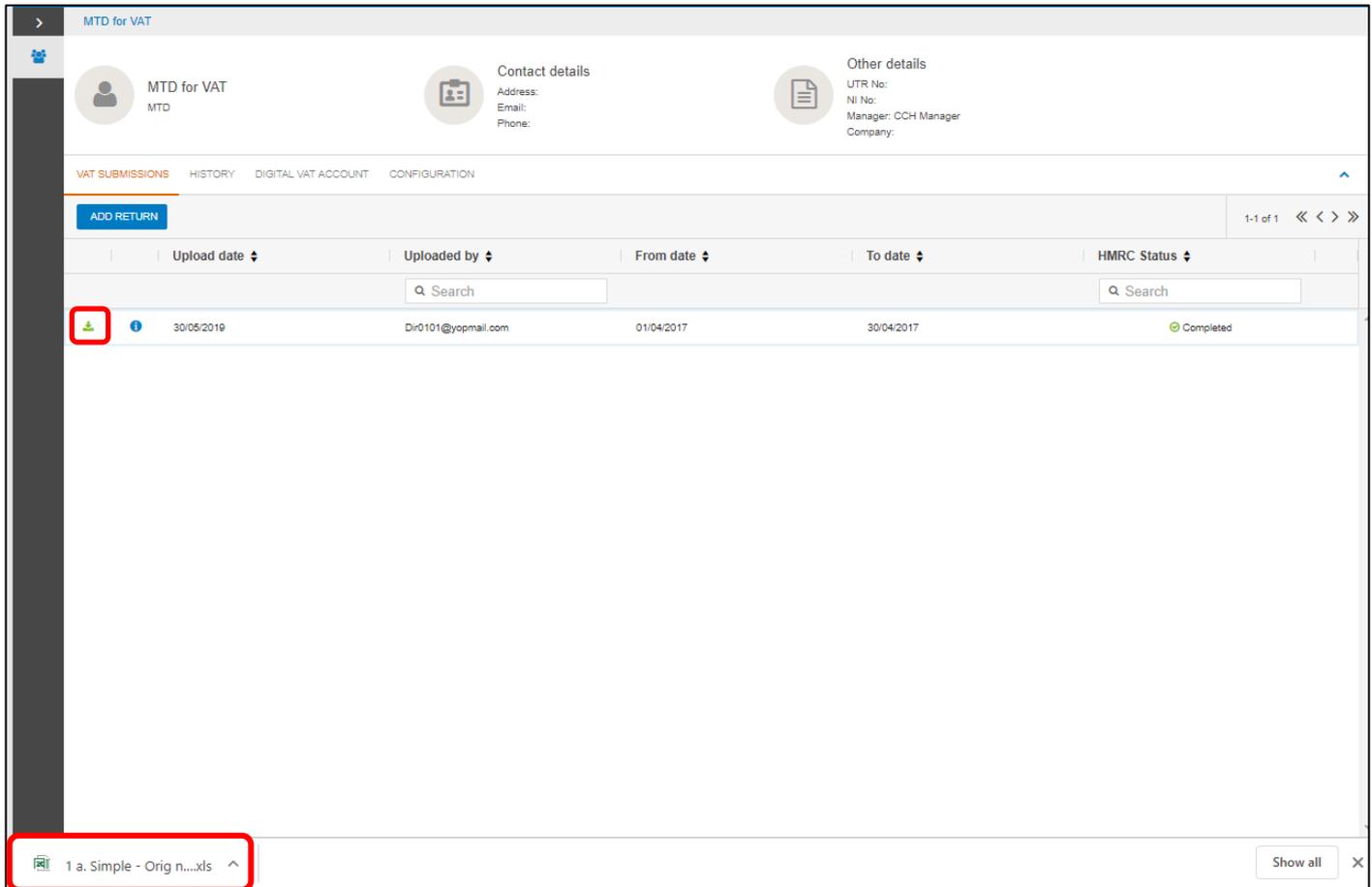
13. If yes is selected the following message is displayed “Data was successfully sent to HMRC”

Please Note: If no is selected the VAT return is not submitted.

14. Export to PDF will display the following information

Client Name : MTD for VAT		
VAT Number : 853738202		
Return Period : 01/04/2017 - 30/04/2017		
Status : Completed		
VAT due this period on sales other outputs	1	193.80
VAT due in this period on acquisitions from other EC Member States	2	0.00
Total VAT due (the sum of boxes 1 and 2)	3	193.80
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC)	4	90.00
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 and 4)	5	103.80
Total value of sales and all other outputs excluding VAT (including supplies to EC)	6	969
Total value of purchases and all other inputs excluding VAT (including acquisitions from EC)	7	450
Total value of all supplies of goods, excluding any VAT, to other EC Member States	8	0
Total value of all acquisitions of goods, excluding any VAT, from EC Member States	9	0
Submission Information:		
Receipt ID : 7011baf3-08e4-4556-a30e-c7340aa6bb85		
Time Stamp : 29/03/2019 12:41:35		
Payment Indicator : BANK		

15. To download a copy of the spreadsheet, click on 



The screenshot shows the 'MTD for VAT' interface. At the top, there are sections for 'MTD for VAT MTD', 'Contact details', and 'Other details'. Below these are tabs for 'VAT SUBMISSIONS', 'HISTORY', 'DIGITAL VAT ACCOUNT', and 'CONFIGURATION'. A table with columns 'Upload date', 'Uploaded by', 'From date', 'To date', and 'HMRC Status' is displayed. The first row contains the following data: '30/05/2019', 'Dir0101@yopmail.com', '01/04/2017', '30/04/2017', and 'Completed'. A download icon is highlighted in the first column of this row. At the bottom, a file name '1 a. Simple - Orig n...xls' is highlighted in a red box.

Upload date	Uploaded by	From date	To date	HMRC Status
30/05/2019	Dir0101@yopmail.com	01/04/2017	30/04/2017	Completed

16. Click on the spreadsheet to view

7. Digital VAT Account and History Tab

1. Click on the Digital VAT Account tab to display information on liabilities returned by HMRC

The screenshot shows the 'MTD for VAT' interface with the 'DIGITAL VAT ACCOUNT' tab selected. The 'LIABILITIES' sub-tab is highlighted with a red box. Below the navigation bar, there is an 'Export to PDF' button and a table of liabilities.

Period start	Period end	Type	Original amount	Outstanding amount	Due date
01/04/2017	30/04/2017	VAT Return Debit Charge	£15.00	£0.00	09/08/2017

Note: The first time you submit a VAT return, there may be a slight delay in the Digital VAT Account being updated, please check again after one hour.

The screenshot shows the 'MTD for VAT' interface with the 'DIGITAL VAT ACCOUNT' tab selected. The 'PAYMENTS' sub-tab is highlighted with a red box. Below the navigation bar, there is an 'Export to PDF' button and a table of payments.

Payments & Refunds from 31/05/2018 to 30/05/2019

Received by HMRC	Amount
	£91.00
12/08/2017	£5.00
05/08/2017	£321.00
12/03/2017	£1,000.00
11/03/2017	£50.00
11/02/2017	£5.00

2. The history tab will display all submissions made to HMRC.

The screenshot shows the 'MTD for VAT' interface with the 'HISTORY' tab selected. Below the navigation bar, there is a table of submissions.

From date	To date	Date submitted	Submitted by	Status
01/04/2017	30/04/2017	30/05/2019 07:47:28	Dir0101@yopmail.com	Success

Please note: until a VAT submission is made or a payment made for a liability under MTD for VAT, the payments and liabilities tabs will not return any data. This is because only data relating to MTD for VAT can be shown. Meaning liabilities and payments prior to MTD for VAT cannot be shown.