

MTD for VAT using AAADataX

User Guidelines



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1. Create AAADataX account

To start using our MTD VAT e-filing service, you will need to sign up with us. The sections below will help you to understand the steps involved in creating an account and e-filing the MTD VAT returns to HMRC from AAADataX.

1.1 Where and how to sign up for a LIVE account

To create an account in AAADataX, go to <http://aaadatax.com>. Click on 'Sign Up' button in the AAADataX home page and follow the screens.

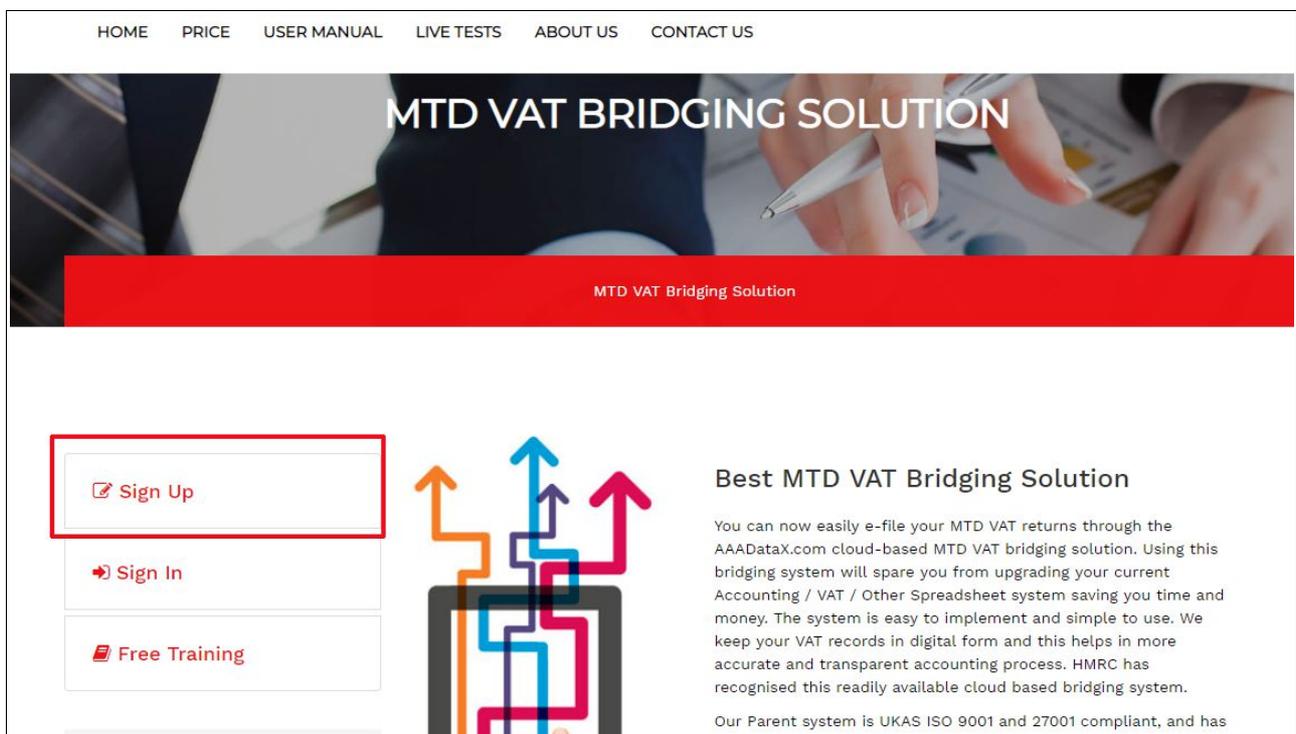


Figure 1.1 AAADataX sign in

You will receive an e-mail containing an activation link. Click the link within the e-mail and set up the sign in details for your account.

Road Map:

Click on activation link → Set up your Sign In security details (password, pattern word etc.) → Final Confirmation

After your account has been created, sign in to the account from the link <http://aaadatax.com>. Enter your sign in credentials (User ID, e-mail, password and pattern word) to sign in to your account. Each time you sign in you will be asked to enter these credentials.

AAADatAX

Sign Up

Your Personal Name ?

Company / Employer Name ?

Your E-Mail ?

Confirm E-Mail ?

Your Contact No. ?

No. of Clients only if you are a Pay bureau ?

No. of Employees if you are an independent company ?

Accept the [Terms and Conditions](#)

SIGN UP

Figure 1.2 Sign up

AAADatAX

Sign In

 Enter User Sign In ID ?

Tick the box to remember your Sign In ID on this computer.

CONTINUE

[Forgot Sign In?](#)

Figure 1.3 Sign in

2. MTD VAT authorisation setup

Authorisation for MTD VAT return is a mandatory setup you will need to do to enable MTD VAT return e-filing to HMRC via AAADataX. After successful sign up process, log in to your account, and continue with the welcome page. You will then land on the 'Employer Details' page. Go to “**MTD VAT Authorisation** → **Setup**” link.

Please follow the below road map for MTD VAT authorisation setup.

Road Map:

MTD VAT Authorisation - Setup → *Proceed to MTD VAT Setup*

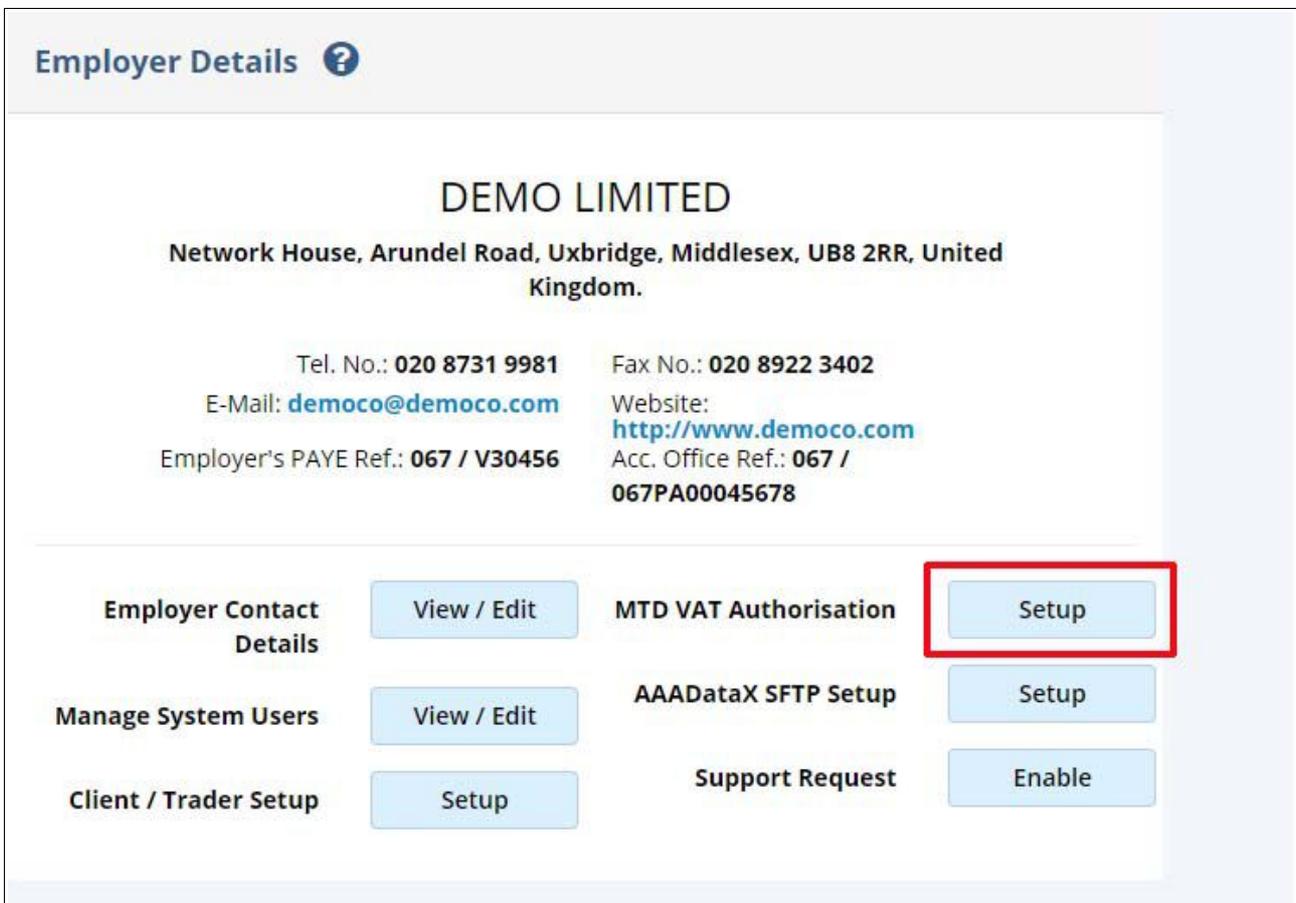


Figure 2.1 MTD VAT authorisation setup

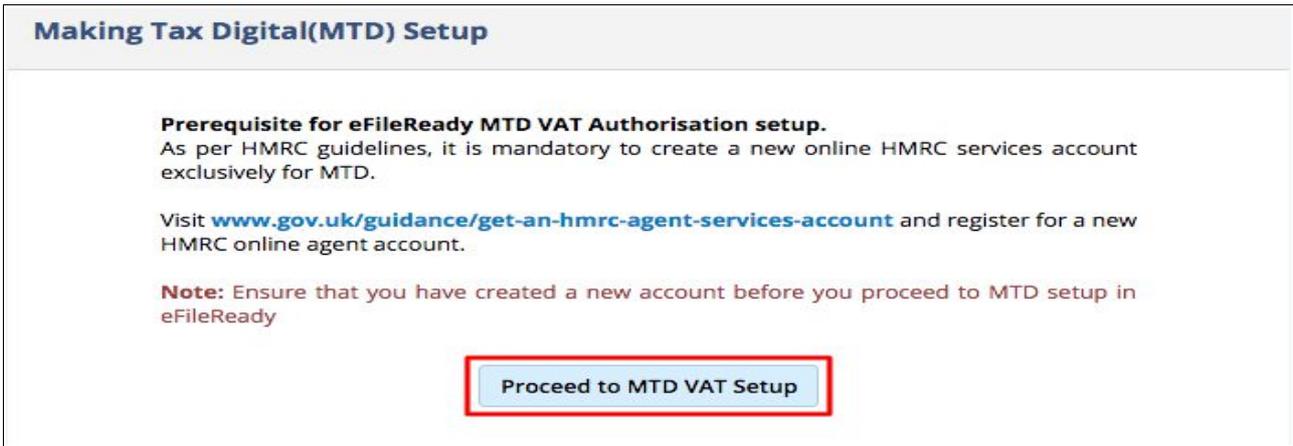


Figure 2.2 Proceed to MTD VAT setup

2.1 Grant authority

Subsequently you will be redirected to HMRC's website to complete the MTD VAT authorisation. Complete the authorisation process with your MTD Test User ID and Password (If you do not have HMRC test credentials you can request AAADatAX for the test credentials.). After successfully finishing the steps on HMRC's website, you will be taken back to AAADatAX to continue with e-filing related tasks.

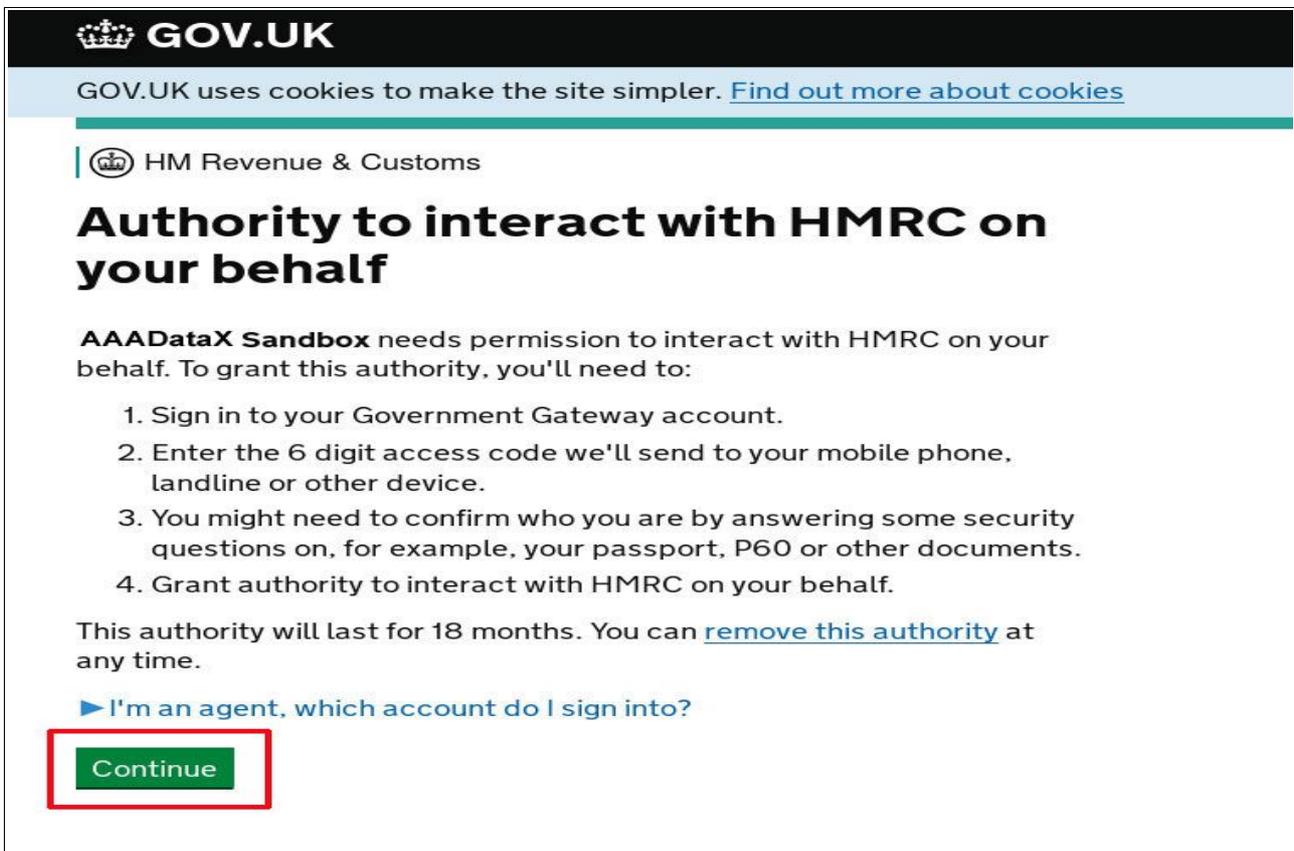


Figure 2.3 Authority to interact with HMRC

The screenshot shows the top navigation bar with the GOV.UK logo and the HM Revenue & Customs logo. Below the navigation bar, the heading 'Sign in' is displayed. Underneath, there is a prompt: 'Enter your Test User credentials to sign in.' This is followed by two input fields: 'User ID' and 'Password'. A green 'Sign in' button is positioned below the password field. Further down, there is a section titled 'Problems signing in' with a link: 'Don't have Test User credentials'. At the bottom of the page, there is a link: 'Get help with this page.'

Figure 2.4 Test user sign in

The screenshot shows the top navigation bar with the GOV.UK logo and the HM Revenue & Customs logo. On the right side of the navigation bar, the number '375130019205' is displayed. Below the navigation bar, the heading 'Authority to interact with HMRC on your behalf' is displayed. Underneath, there is a paragraph: 'The AAADaX Sandbox software application is requesting to do the following:'. This is followed by a bulleted list: 'Change your VAT information' and 'View your VAT information'. Below the list, there is a paragraph: 'It will be able to do the above for 18 months from when you grant authority.' At the bottom of the page, there are two buttons: 'Grant authority' (highlighted with a red box) and 'Do not grant authority'. Below the buttons, there is a paragraph: 'You can remove this authority at any time.'

Figure 2.5 Grant authority

3. Download spreadsheet

You can download AAADatAX's MTD VAT spreadsheet to enter your VAT data. Follow the below road map to download MTD VAT template.

Road Map:

Download Spreadsheet → Download MTD VAT Return Spreadsheet

We recommend you to download and read the instructions before you populate your data into the spreadsheet.

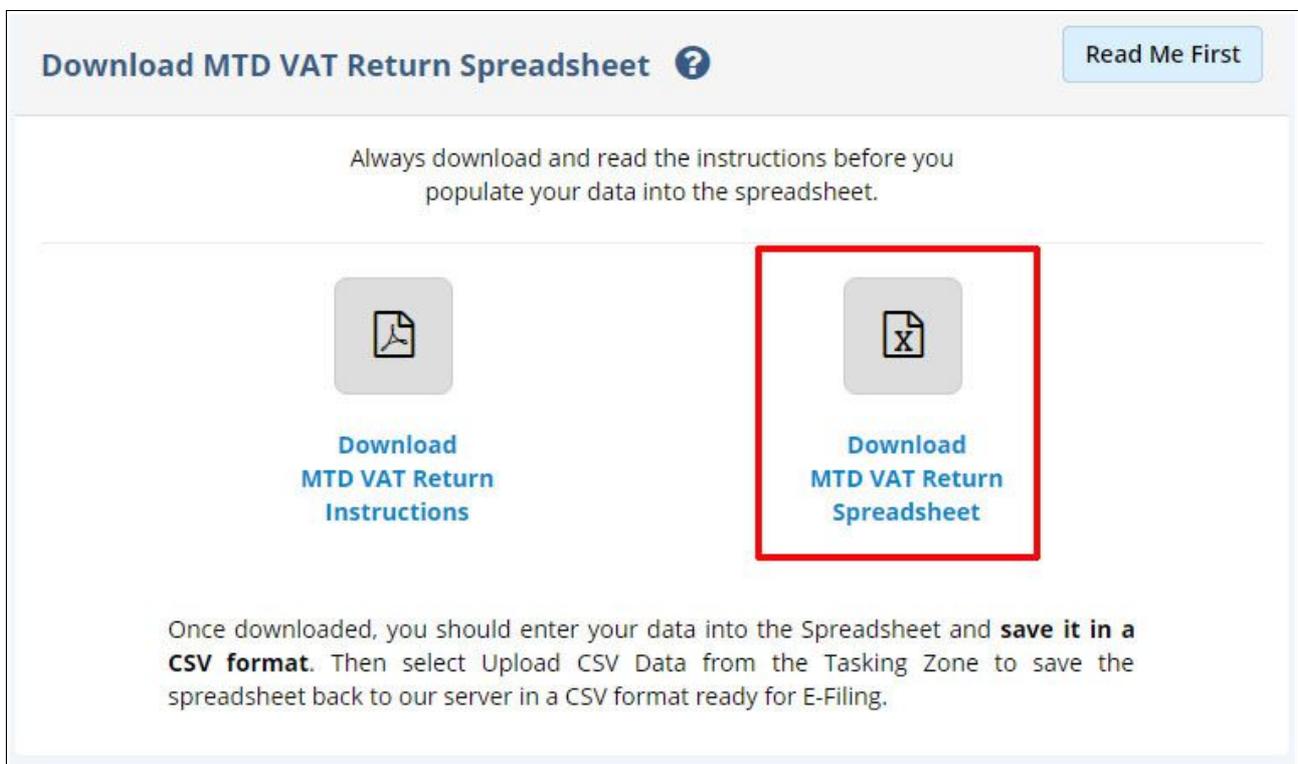


Figure 3.1 Download spreadsheet

Once downloaded, you should enter your data into the spreadsheet and save it in a CSV format.

It is not necessary to use AAADatAX provided template. You can also upload the VAT data extracted from your accounting system in the accepted format(Refer section **4.1 Extract data from your accounting software**).

4. Upload MTD VAT return CSV file

4.1 Extract data from your accounting software

You can extract the VAT data from the accounting package or specialist VAT software calculator directly. Our system will accept the VAT data in either CSV or XML file formats. The XML file used should comply with HMRC's XML schema. You can extract the data for an individual client or for a batch of clients (i.e. VAT data of multiple clients in the same file).

4.2 Browse and upload the CSV file

Now you can upload the VAT data spreadsheet to AAADatAX. Please follow the road map below:

Road Map:

Upload Data → Upload MTD VAT Return CSV File → Browse → Upload CSV File

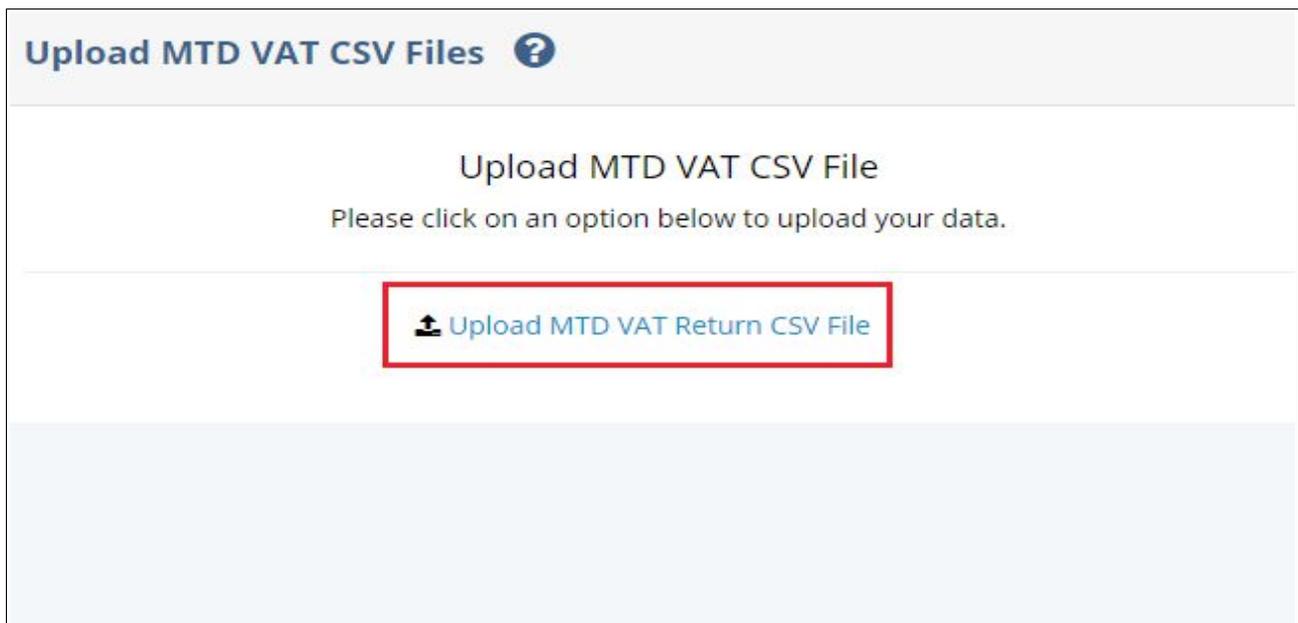


Figure 4.1 MTD VAT Upload

Pick up the MTD VAT return CSV spreadsheet file you saved in your local system by clicking on the 'Browse' button. Enter a reference of your choice for the CSV file you are uploading. This is optional, you can leave it blank. Then click on the 'Upload CSV File' button to upload the file to the AAADatAX server.

Figure 4.2 Browse and upload MTD VAT data

Figure 4.3 MTD VAT upload data report

NOTE: Do not click the screen while the upload is in progress because it might interrupt the upload.

If no errors are found in the uploaded data, an upload successful message will be displayed as shown in Figure 4.3.

5. E-File MTD VAT return uploaded data

Now you can review and e-file the uploaded VAT return file to HMRC. Please follow the road map below to e-file MTD VAT return.

Road Map:

E-Filing → E-File All → Continue → Declaration page (Enter Name and Sign In Password) → E-File Now

E-File MTD VAT Uploaded Data													Remove All	E-File All	E-File Selected
VAT Period (YYYY - MM)	Trader Name	VAT Registration Number	Box 1 VAT due in this period on sales and other outputs	Box 2 VAT due in this period on Acquisitions from other EC Member States	Box 3 Total VAT	Box 4 VAT reclaimed in this period on purchases and other inputs	Box 5 Net VAT to be paid to HMRC or reclaimed by you	Box 6 Total value of sales and all other outputs	Box 7 Total value of purchases and all other inputs	Box 8 Total value of all supplies of goods and related costs	Box 9 Total value of all acquisitions of goods and related costs	Upload Status	Remove	Select to E-File	
2018 - 01	Demo Emj	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 01	Demo Emj	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 01	Demo Emj	999901001	102.00	152.00	254.00	52.00	202.00	125002	130002	42	10252	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 05	Ruth Ward Ltd.	999904004	103.00	153.00	256.00	53.00	203.00	125003	130003	43	10253	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 06	Teresa Boilers Ltd.	999905005	104.00	154.00	258.00	54.00	204.00	125004	130004	44	10254	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 06	Gordon Plumbers	999906006	105.00	155.00	260.00	55.00	205.00	125005	130005	45	10255	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 06	Kenneth Diggers Ltd.	999907007	106.00	156.00	262.00	56.00	206.00	125006	130006	46	10256	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 08	Freeman Hollows Ltd.	999908008	107.00	157.00	264.00	57.00	207.00	125007	130007	47	10257	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 08	Meyer Carpenting	999909009	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	FAILED	Remove	<input type="checkbox"/>	
2018 - 08	Tyler & Tyler Ltd.	999910010	109.00	159.00	268.00	59.00	209.00	125009	130009	49	10259	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 07	Hopkins Gardeners	999911011	110.00	160.00	270.00	60.00	210.00	125010	130010	50	10260	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 04	Amberoller Plumbers	999912012	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	SUCCESS	Remove	<input checked="" type="checkbox"/>	
2018 - 04	Amberpillar Plantations	999913013	112.00	162.00	274.00	62.00	212.00					SUCCESS	Remove	<input checked="" type="checkbox"/>	

Figure 5.1 E-file MTD VAT

Trader's Declaration Back E-File Now

Trader's Declaration

DECLARATION : I understand that whenever I submit the VAT information I am making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

Total MTD VAT Approved to be eFiled 1

Your Personal Name *

Enter User Sign In Password * ?
(AADataX Sign In Password)

Date and Time Fri Aug 31 2018 18:09pm

Figure 5.2 Trader's declaration

6. Download success certificate and reports

After successful e-filing we will issue a success certificate which includes HMRC's provided Timestamp and Receipt-Id. You can also download the e-filed data status in a PDF/CSV format for the selected period. In addition, our system will also store your data for up to 3 years.

Please follow the road map below to view / print the success certificates and reports.

Road Map:

Reports → MTD VAT E-Filed Details → MTD VAT E-Filed Status List → Print Certificate

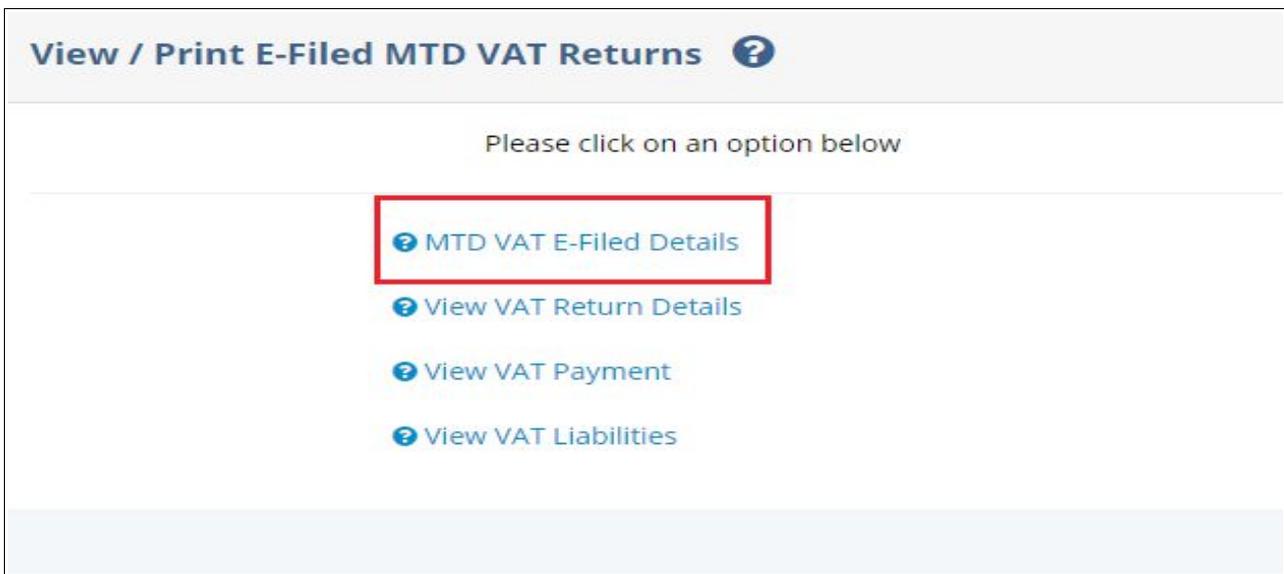


Figure 6.1 Download success certificate and report

Home / MTD VAT E-Filed Status List

Search... by

MTD VAT E-Filed Status List ? Download E-Filed Status CSV File

Select Tax Year:

VAT Period (YYYY-MM)	Trader Name	VAT Registration Number	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	E-Filed Status	View / Print E-File Status
2018-02	Demo Trader Ltd.	999901001	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	INITIATED	View
2018-04	Hannah Distilleries Ltd.	999902002	100.00	150.00	250.00	50.00	200.00	125000	130000	40	10250	COMPLETED	View/Print
2018-04	Stephen Wineyards	999903003	102.00	152.00	254.00	52.00	202.00	125002	130002	42	10252	COMPLETED	View/Print
2018-05	Ruth Ward Ltd.	999904004	103.00	153.00	256.00	53.00	203.00	125003	130003	43	10253	COMPLETED	View/Print
2018-06	Teresa Boilers Ltd.	999905005	104.00	154.00	258.00	54.00	204.00	125004	130004	44	10254	COMPLETED	View/Print
2018-06	Gordon Plumbers	999906006	105.00	155.00	260.00	55.00	205.00	125005	130005	45	10255	COMPLETED	View/Print
2018-06	Kenneth Diggers Ltd.	999907007	106.00	156.00	262.00	56.00	206.00	125006	130006	46	10256	COMPLETED	View/Print

Figure 6.2 MTD VAT e-filed status list

MTD VAT Return E-Filed Status Back Print Certificate

 Successfully E-Filed

MTD VAT Digital Certificate

for
Naga Electronics Limited
(VAT Registration No. : 999900001)

VAT Period 2018 - 05
(Period covers from 01/05/2018 to 31/05/2018)

Net VAT to be paid to HMRC or reclaimed by you 16,594.33

VAT Payment due date 07/06/2018

Congratulations: Your MTD VAT document has been successfully E-Filed by internet to the HM Revenue & Customs.

HMRC eTimestamp 2018-05-31T07:18:53.276
(YYYY-MM-DDTHH:MM:SS.SSS)

MTD VAT Return E-Filed 1

User Own File Reference VAT_01

HMRC Reference (Correlation ID) 7EBA2071DEFF4675A241288E6D5EA73E

MTD VAT Return Success Response

Processing Date 2018-05-14T07:18:53.276

Receipt ID 0dfd2b0e-712a-4b95-91b9-ff98c2a3c5f6

Receipt Timestamp 2018-05-14T07:18:53.276

Figure 6.3 Sample digital certificate