Global 3000
Service Pack Note

Making Tax Digital + VAT Return Submission

Author	DCP	
Project	ZM60_000529.docx	
Version	1.0	1 of 20

INTRODUCTION

This service pack updates Global 3000 for Making Tax Digital and to submit VAT returns electronically to HMRC.

These changes apply to Global 3000 V6.0 onwards only. Earlier versions of Global 3000 and all versions of Global 2000 will not be updated.
Technical Requirements. In order to make electronic VAT return submissions to HMRC, GSM should be upgraded to a minimum of service pack 35 and the GX version should be at least V4.7n.
On 13 July 2017, the Financial Secretary to the Treasury and Paymaster General announced that Making Tax Digital for VAT will come into effect from **April 2019**. From that date, businesses with a turnover above the VAT threshold (currently £85,000) will have to: • Keep their records digitally (for VAT purposes only). • Provide their VAT return information to HM Revenue and Customs (HMRC) through Making Tax Digital (MTD) functional compatible software. He also confirmed that MTD will be available on a voluntary basis to other businesses, for both VAT and Income Tax.
Note, the General Ledger (V6.0) VAT Reconciliation report MUST be used to submit VAT returns electronically. The electronic VAT return will only be offered to users that are authorised (via authorisation point SUBMIT_VAT). In addition, to try to prevent the online submission being offered to non UK users it will only be offered if the company has the 'VAT accounting scheme' set to 'Standard (UK)' and has a tax registration record for either country code 'GB' or 'UK'.
The changes to meet the digital record keeping requirements are limited to a new company parameter which can be used to identify the VAT accounting scheme in use.
This service pack also includes the changes required to submit VAT returns electronically to HMRC.
The process for submitting VAT returns electronically to HMRC is as follows: 1) The user prints/reprints a final VAT Reconciliation Report. They are then offered the option to submit it to HMRC.   Note: In order to make VAT submissions One Office 3000/Global 3000 must be periodically (typically every 18 months and including the very first submission) granted authority (via the HMRC website) to view or change the users VAT information. Please see 'Appendix A' for a step by step guide through this process. 2) The submission process includes a check with HMRC to list the VAT returns that are outstanding (obligations). If the date range the VAT Reconciliation Report covers matches an outstanding VAT return's date range then this is automatically selected for submission. If not, the user is presented with a list of all VAT returns that HMRC consider to be outstanding and is prompted to select the one that the figures apply to.

3) The submission is made, in the unlikely event that the submission fails then user will be informed and if appropriate can simply retry the submission (by reprinting the VAT Reconciliation report).

Note: There are very few reasons for a VAT return to fail submission, due to upfront validation. Almost the only reasons for failure are an internet/HMRC server problem or the user attempting to send a duplicate submission.

4) The submission details including the date, values and status (success/failed) are saved and can be viewed via the 'View Returns' option in the GL VAT reconciliation report.

Provision for multi-company systems has been made. The VAT Reconciliation report has 'Export For Multi-Cpy Return' and 'Submit Multi-Company Return' options. The process is that for all but one of the companies (sharing the VAT registration number) the 'Export For Multi-Cpy Return' option is used to generate a collection of csv format files. Then for the final company, the 'Submit Multi-Company Return' is selected which allows the previously exported files to be imported and their figures merged to form a single overall return.

Warning: If any of the details in the exported files are changed the file will be deemed invalid and cannot be imported and included in a VAT return.

DOCUMENTATION CHANGES

Company Parameters – Company Details Window
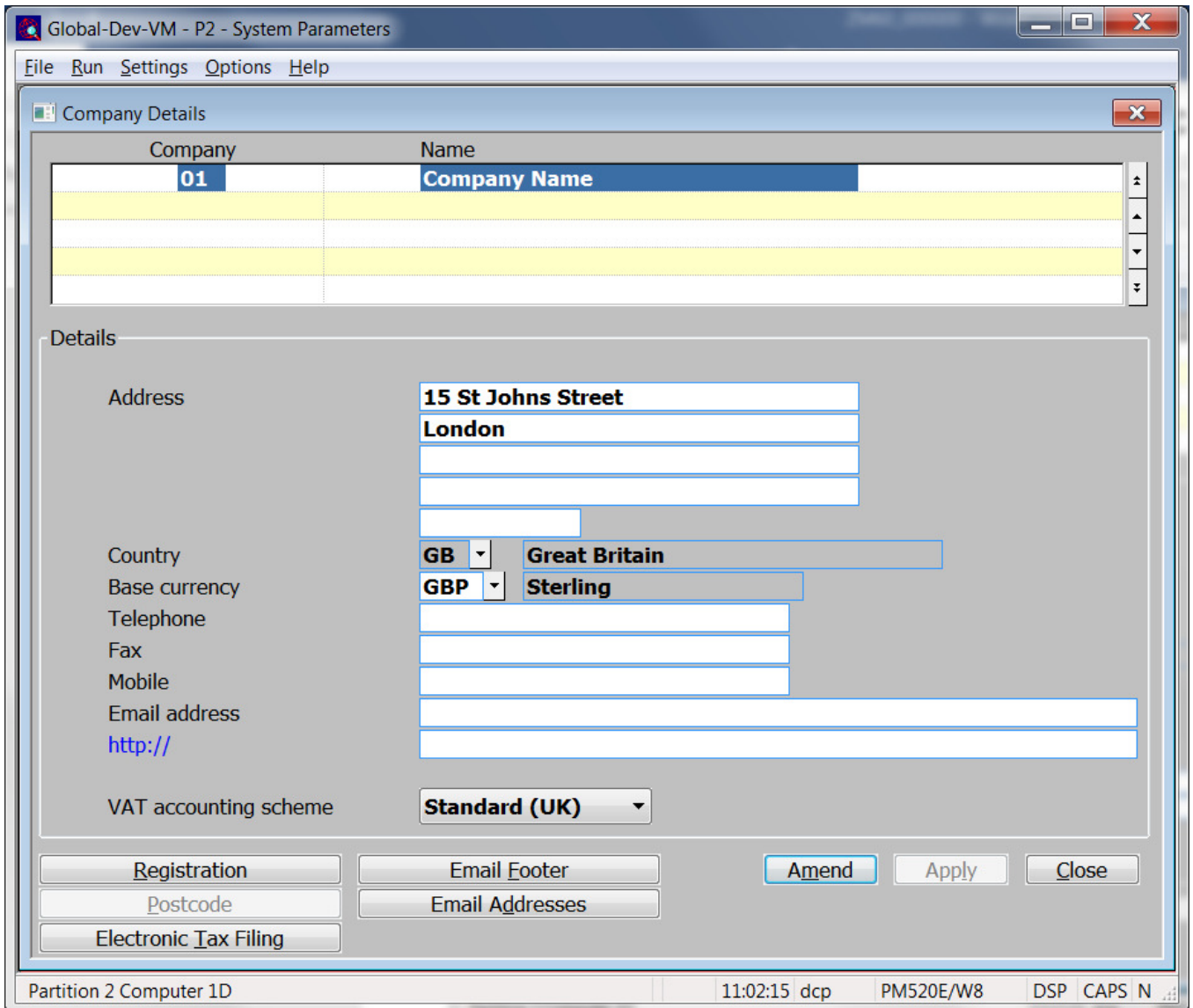
| VAT accounting scheme	The VAT (tax) accounting scheme this company operates:

- Standard (UK).

- Non UK.

Note | This must be set to 'Standard (UK)' in order to electronically submit VAT returns to HMRC.

Electronic Tax Filing — Press this to configure the settings to be used when tax returns are submitted to HMRC (Government Gateway).

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Company Parameters – Electronic Tax Filing Window
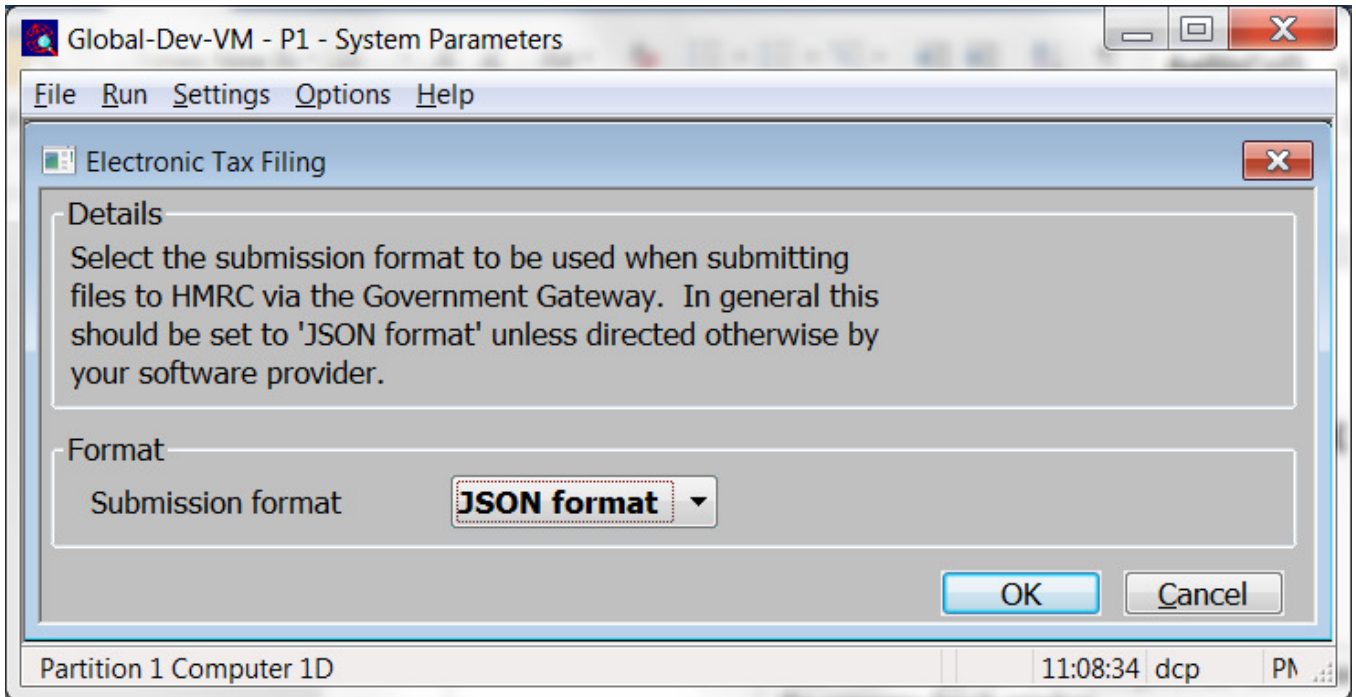
This window appears when you press the 'Electronic Tax Filing' button in the company details window.

Purpose   This window allows you to configure the settings used to submit files (e.g. VAT Returns) to HMRC via the Government Gateway.

The prompts are:

Submission format   HMRC accepts submissions in two formats XML and JSON (however they intend to discontinue XML format submissions from April 2019). Please select the submission format as follows:

- JSON format.

- XML format.

Note   This should be set to JSON format unless specifically directed to use XML format by your software/support provider.

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Tax Reconciliation Report Window

View Returns	Press this to list details of VAT returns that have been submitted to HMRC electronically.

Tax Reconciliation Report – Electronic Filing Window
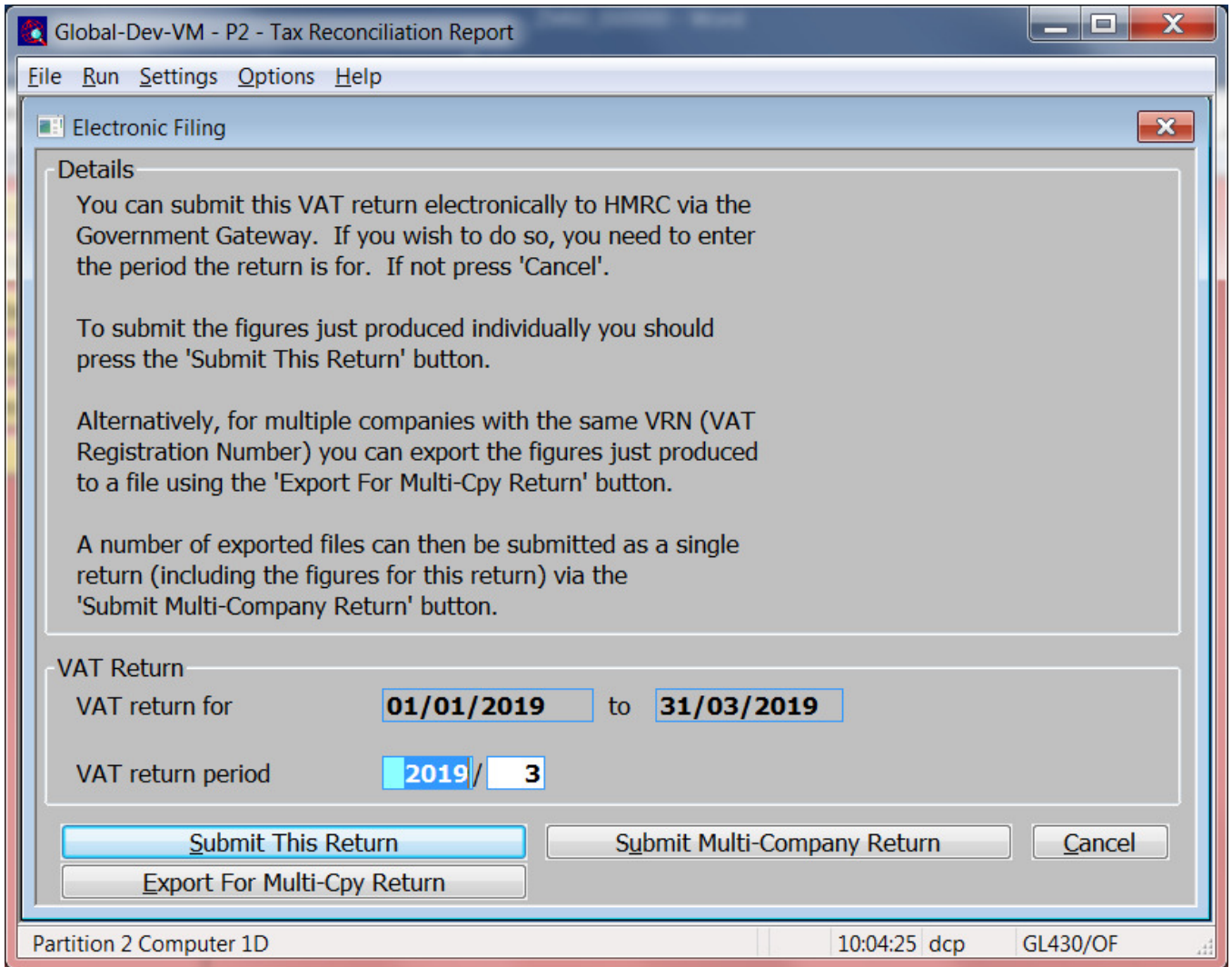
This window appears when you choose to print a final report or reprint previous reports on the Tax Reconciliation Report window.

This window **only** appears if the company has a VAT registration number configured for country code 'GB' (or 'UK') and its VAT accounting scheme is set to 'Standard (UK)'.

Note	This window (and therefore the ability for individual users to submit electronic VAT returns) can be protected by an authorisation point (SUBMIT_VAT).
Purpose	This window allows you to choose to submit the selected VAT return to HMRC via the Government Gateway.
Tip	The ability to submit reprinted reports enables users to print monthly VAT Reconciliation reports and then submit quarterly VAT returns to HMRC.

The Prompts are:

VAT return for…to	*(Display Only)* The date range selected for the VAT return.
VAT return Period	The VAT return period (year and month) you are submitting for. This defaults to the year and month of the end date displayed above.

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Warning	Care must be taken to ensure that the VAT return period is correct. HMRC do not accept multiple declarations for the same period. If you operate multiple companies with the same VAT registration number (VRN) you must use the 'Export For Multi-Cpy Return' and 'Submit Multi-Company Return' buttons in order to produce a single submission that includes the figures for all of the companies.

The buttons are:

|	
Submit This Return	Proceed with the electronic submission of the VAT return just printed/exported.
Export For Multi-Cpy Return	Press this to export the current VAT return figures to an external file, this can then be imported when submitting a 'Multi-Company' VAT return. Before the figures are exported you will be prompted for a description which can be used to identify them (e.g. 'Company A1 – 04/2019').
Note	The exported file contains a digital checksum, this means that any attempt to change the figures will invalidate the file and it cannot then be imported and used as part of a submission.
Submit Multi-Company Return	Press this to submit a multiple company VAT return. This allows you to merge the figures from one or more external files (created using the 'Export For Multi-Cpy Return' option) with the current VAT return figures and submit the totals as a single VAT return.
Example	If you have three companies A1, A2 and A3 (all with the same VAT registration number). When you produce the final VAT reconciliation report for companies A1 and A2 you choose the 'Export For Multi-Cpy Return' option to save the figures in external files. Then when you produce the final VAT reconciliation report for company A3, you press the 'Submit Multi-Company Return' button and import the figures from companies A1 and A2 which are added to the figures for company A3 and submitted to HMRC as a single return.
Cancel	Return without submitting the VAT return

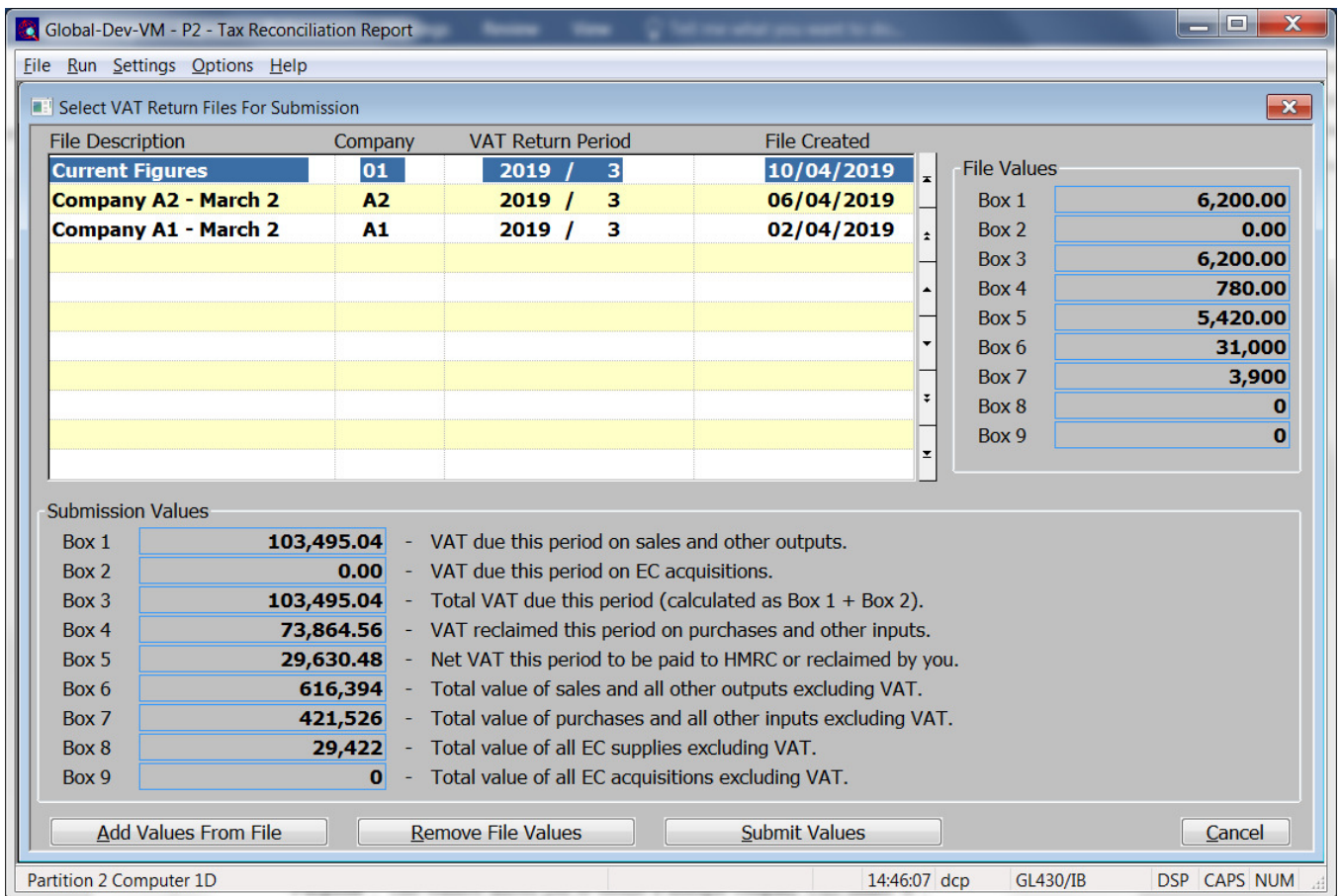# Tax Reconciliation Report – Export Figures
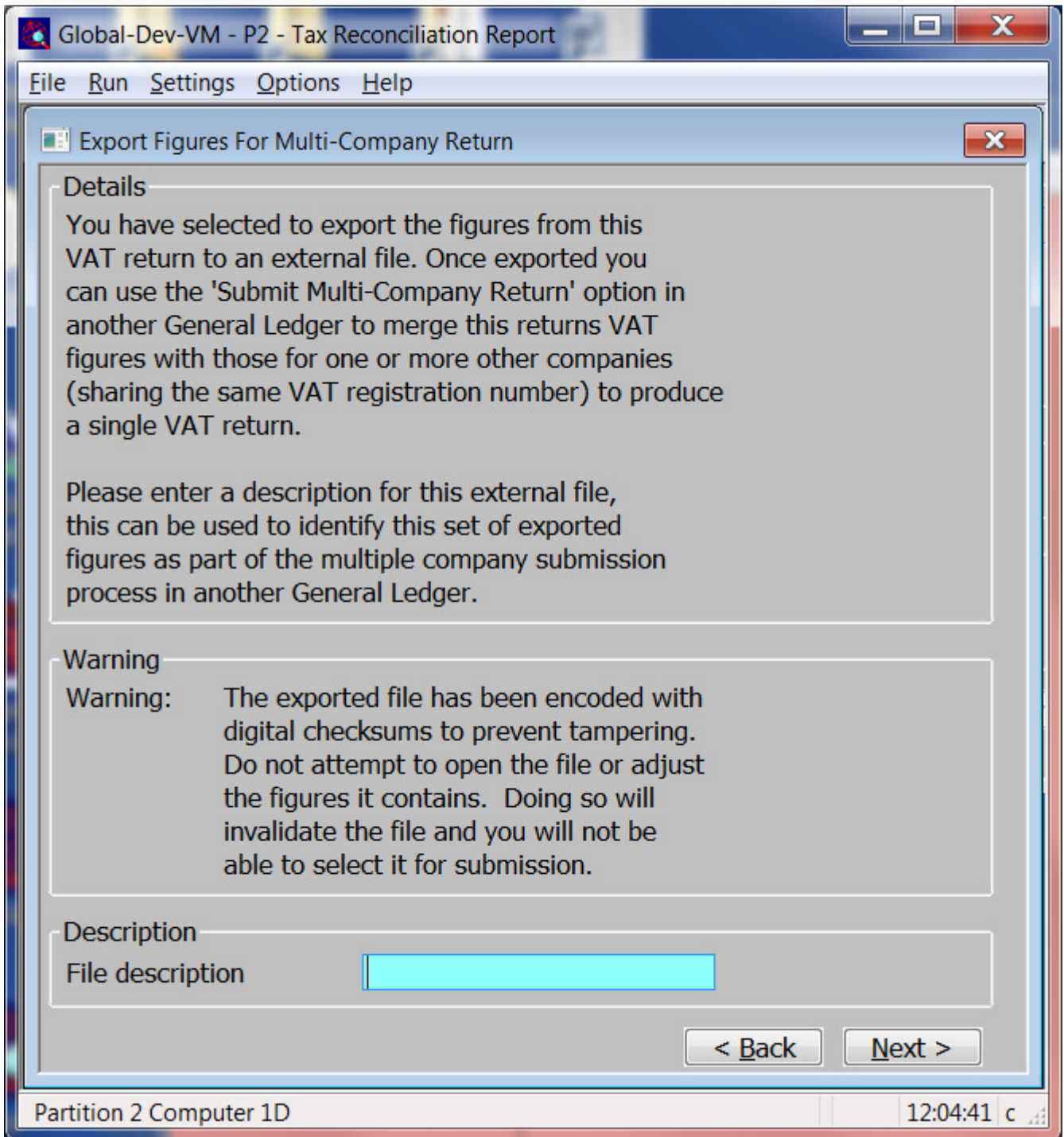
This window appears when you choose to export figures for a multi-company return.

Purpose   This window allows you to enter a description (e.g. 'Company A1 – 04/2019') which can be used to identify the figures when they are used as part of a multi-company return.

Tax Reconciliation Report – Select VAT Return Files For Submission

This window appears when you press the 'Submit Multi-Company Return' button in the Electronic Filing Window.

Purpose   This window allows you to submit a multiple company VAT return. It allows you to merge the figures from one or more external files (created using the 'Export For Multi-Cpy Return' option) with the current VAT return figures and submit the totals as a single VAT return.

Note   A line is automatically created for the current VAT return figures (labelled 'Current Figures'). These cannot be removed from the totals.

The Prompts are:

File Description   *(Display Only)* The description entered when the file was created.

Company   *(Display Only)* The company id the exported figures relate to.

VAT Return Period   *(Display Only)* The VAT return period (year and month) selected when the figures were exported.

File Created   *(Display Only)* The date the file was created.

File Values   *(Display Only – Shown to the right of the list of selected files)* The nine box values included in the currently hi-lighted file.

Submission Values   *(Display Only – Shown below the list of selected files)* The overall (nine box) values to be submitted to HMRC. These are the figures for the current return plus the figures from each selected file.

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The buttons are:

Add Values From File	Press this button to select a file containing previously exported VAT return figures (i.e. from another company). The figures will be added to the current VAT return figures to give the overall total box values to be submitted for the VAT group.
Notes	• Only files for the same VAT Registration number can be selected. • Files contain a digital checksum, this is validated and files where the values have been tampered with cannot be selected.
Remove File Values	Press this to remove the currently selected file and subtract its figures from the overall total box values to be submitted for the VAT group.
Submit Values	Press this to proceed with the electronic submission of the VAT return using the overall total box values show (labelled 'Submission Values').
Cancel	Return without submitting the VAT return

Electronic VAT Return Filing Window

This window appears when you choose to submit a VAT return electronically to HMRC.

Purpose — This window allows you to enter/confirm the information for a VAT return (e.g. form VAT 100) and submit it to HMRC via the Government Gateway.

The prompts are:

Note — If you have arrived at this window from a function that has already determined the information for the VAT return (e.g. via the Global 3000 VAT Reconciliation Report) the majority of items in this window will be display only and as such cannot be amended.

Company Id — A two character code used to identify the company making the submission.

Submission format — HMRC accepts submissions in two formats XML and JSON (however the intention is to discontinue XML format submissions from April 2019). Select one of XML format or JSON format.

User Id — *(Only visible if the submission format is XML).* The user id for your Government Gateway account.

Password — *(Only visible if the submission format is XML).* The password for your Government Gateway account.

VAT return period — The VAT return period for this submission (in year and month format). Followed by the 'from' and 'to' dates the period covers.

VAT registration number — The VAT registration number this VAT return is being made for.

Box 1 - Vat due this period on sales and other outputs. — The figure to be submitted for VAT due this VAT return period on sales and other outputs (Box 1).

Box 2 - VAT due this period on EC acquisitions. — The figure to be submitted for VAT due this VAT return period on EC acquisitions (Box 2).

Box 3 -Total VAT due (calculated as the sum of Box 1 and Box 2). — *(Always Display Only)* The figure to be submitted for Total VAT due this VAT return period (Box 3 calculated as Box 1 + Box 2).

Box 4 - VAT reclaimed this period on purchases and other inputs (including acquisitions from the EC). — The figure to be submitted for VAT reclaimed the VAT return period on purchases and other inputs including EC acquisitions (Box 4).

Box 5 – Net VAT this period to be paid to HM Revenue and Customs or reclaimed by you (subtract Box 4 from Box 3). — *(Always Display Only)* The figure to be submitted for Net VAT to be paid to HMRC or reclaimed by you this VAT return period (Box 5 calculated as Box 3 - Box 4).

Box 6 – Total value of sales and all other outputs excluding any VAT (include your Box 8 — The figure to be submitted for Total sales and all other outputs this VAT return period (Box 6, this should include your box 8 figure).

figure).

Box 7 – Total value of purchases and all other inputs excluding any VAT (include your Box 9 figure).	The figure to be submitted for Total purchases and all other inputs this VAT return period (Box 7, this should include your box 9 figure).
Box 8 – Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states.	The figure to be submitted for Total value of all supplies of goods and related services (excluding VAT) to other EC member states this VAT return period (Box 8).
Box 9 – Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC member states.	The figure to be submitted for Total value of all acquisitions of goods and related services (excluding VAT) from other EC member states this VAT return period (Box 9).
Confirm Details Correct	Tick this to confirm that the details shown are correct and are ok to be submitted to HMRC via the Government Gateway.

The buttons are:

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Submit VAT Return	Press this to submit VAT return (form VAT100) using the details shown to HMRC electronically.
Warning	It is **your responsibility** to ensure the details and figures submitted to HMRC are correct. **When you submit VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.**
Cancel	This returns **without** making the submission.

Authorisation Window
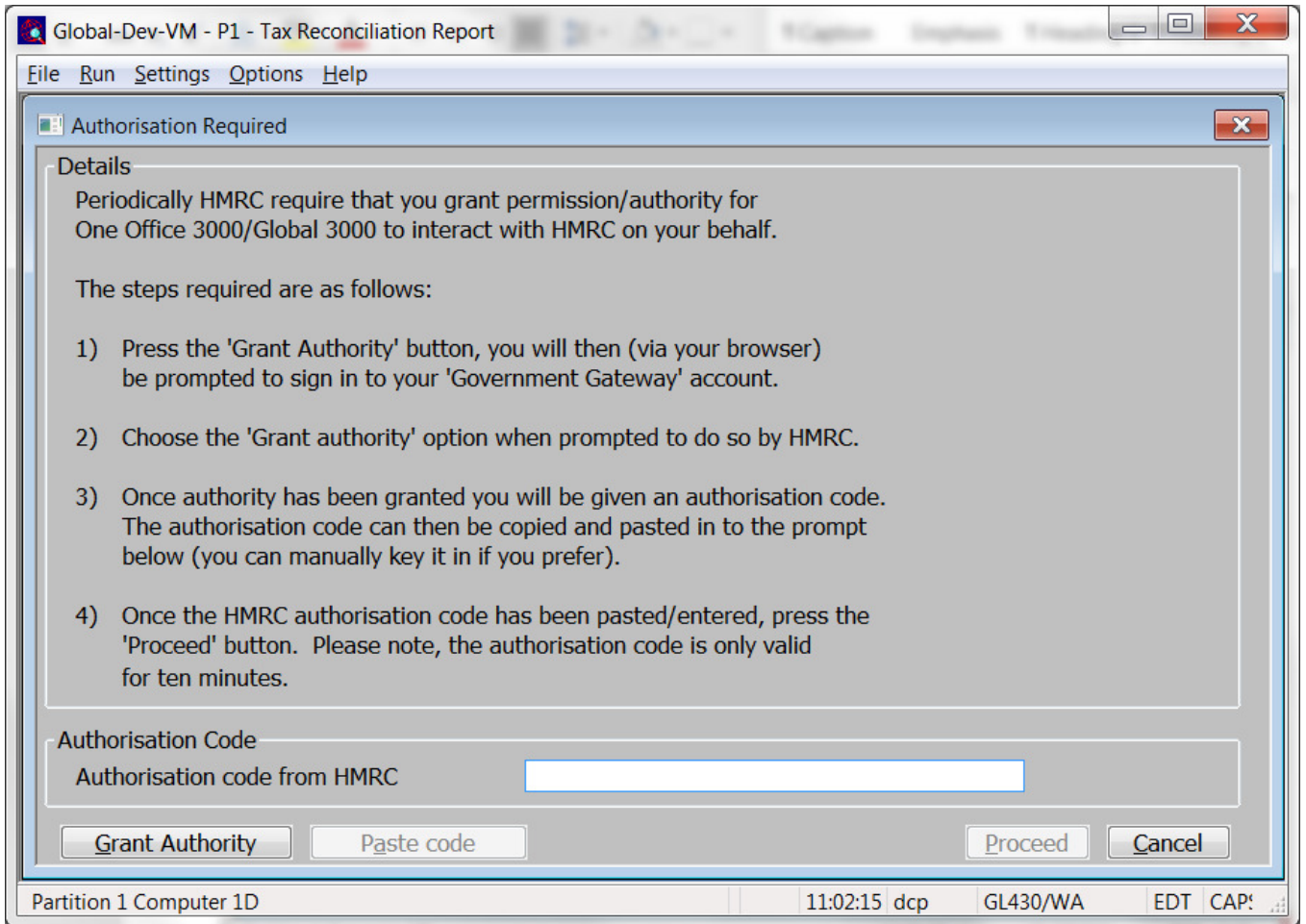
This window appears when you choose to submit a VAT return electronically to HMRC and authorisation is required to process your VAT information.

Purpose This window allows you to grant authorisation (via the HMRC website) for One Office 3000/Global 3000 to view and change your VAT information.

Note Authorisation must be granted periodically (typically every eighteen months) and must be granted for the initial submission.

The prompts are:

Authorisation code from HMRC An authorisation code granted via the HMRC website to allow One Office 3000/Global 3000 to view and change your VAT information.

The buttons are:

Grant Authority Press this to start the authorisation process. This process is formed by the following steps.

1) After pressing this button you will be prompted (via your browser) to sign in to your Government Gateway account and grant authority for One Office 3000/Global 3000 to view and change your VAT information.

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2) An authorisation code will be displayed, copy and paste this code (or manually enter it) in to the 'Authorisation code from HMRC' prompt and press the 'Proceed' button.

Paste Code   Press this to paste the authorisation code from the clipboard. You must have already 'copied' the authorisation code to the clipboard for this to work.

Proceed   Press this once you have an authorisation code from HMRC.

Cancel   Return without submitting the VAT return

Appendix A – Authorisation Process

In order to make VAT submissions One Office 3000/Global 3000 must be periodically (typically every 18 months) granted authority (via the HMRC website) to view or change your VAT information.

The following is a step by step guide to take you through this process.

Step 1. When One Office/Global 3000 detects that authority is required the below window will be displayed. Ensure you have a stable internet connection and press the 'Grant Authority' button.
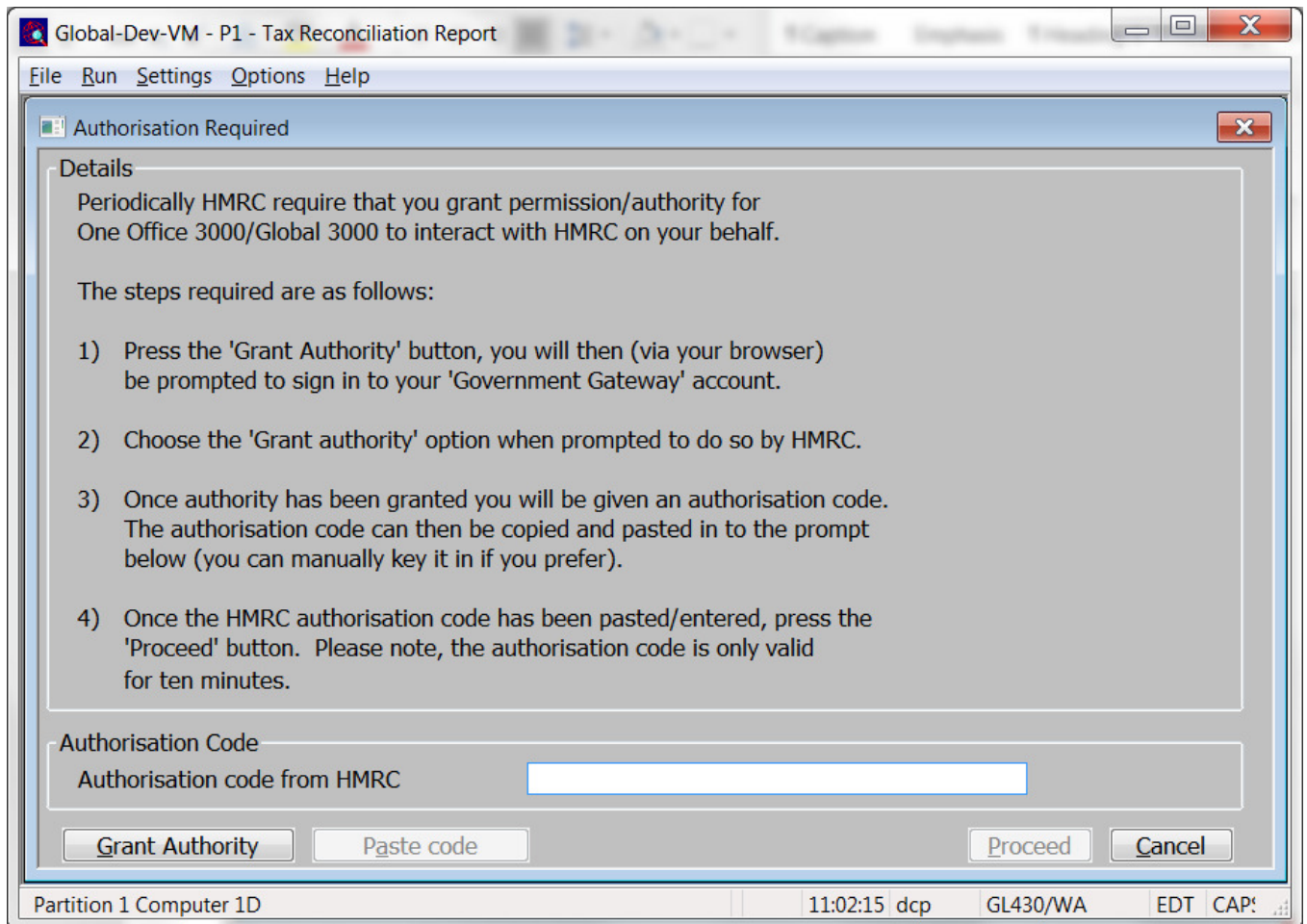
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Step 2. After pressing the 'Grant Authority' button your default web browser will be opened and the following web page displayed. You need to press the continue button which will take you through signing in to your HMRC (Government Gateway) account.
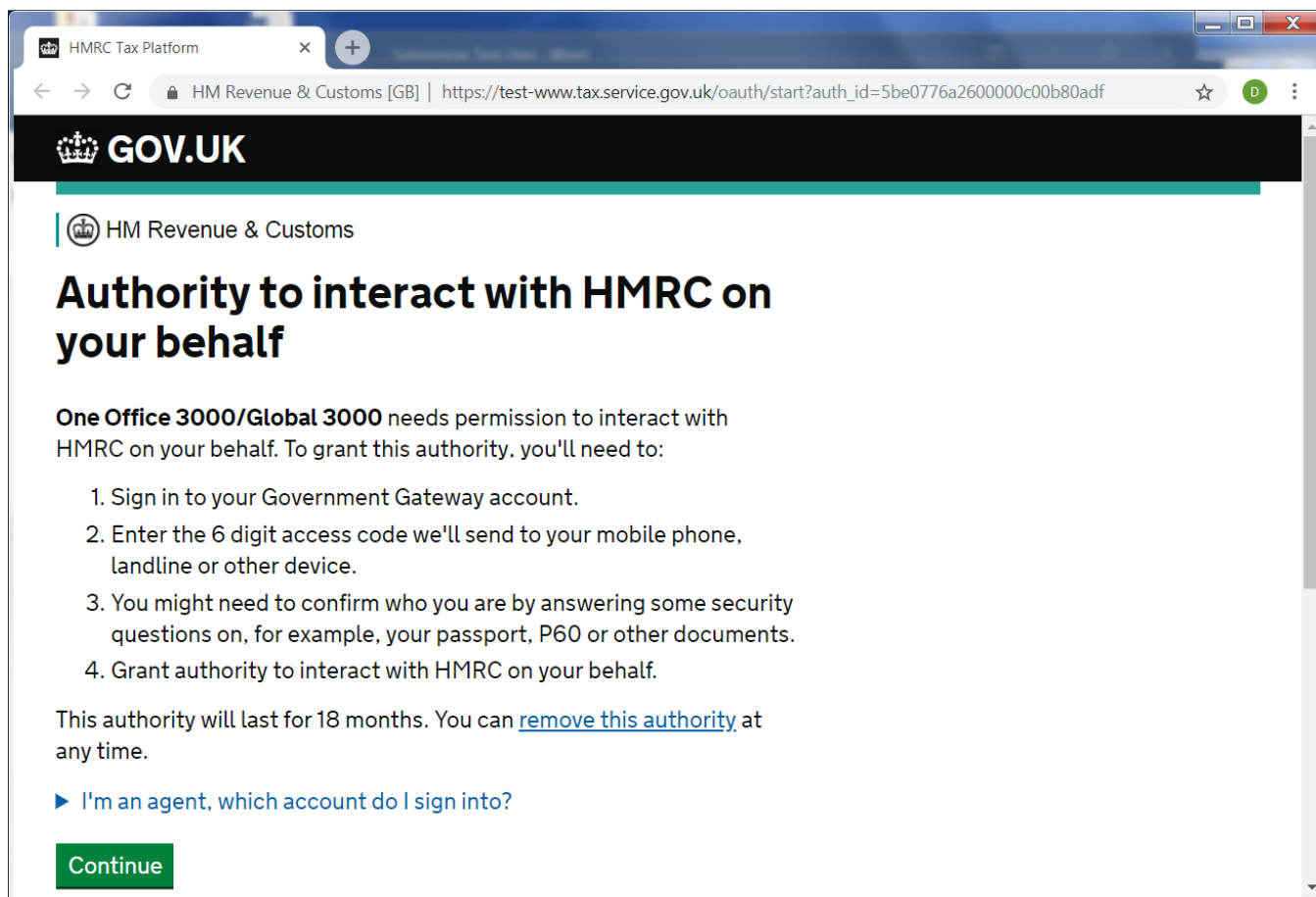
Step 3. After signing in to your Government Gateway account the below page is displayed, press the 'Grant authority' button.
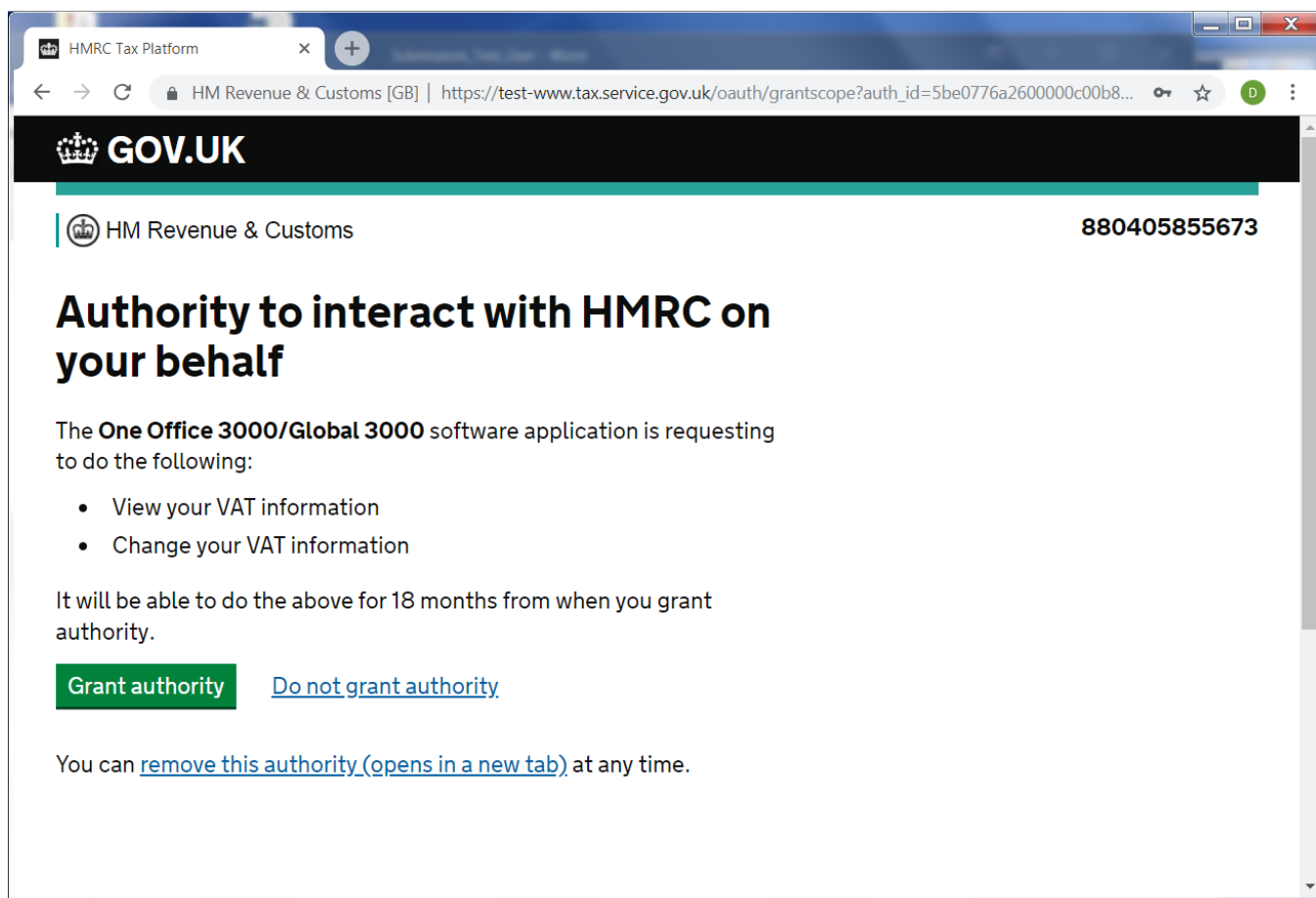
Step 4. The following page will be displayed, as directed copy the authorisation code and paste it in to the 'Authorisation code from HMRC' prompt in Global 3000 (you can manually enter the code if you wish).
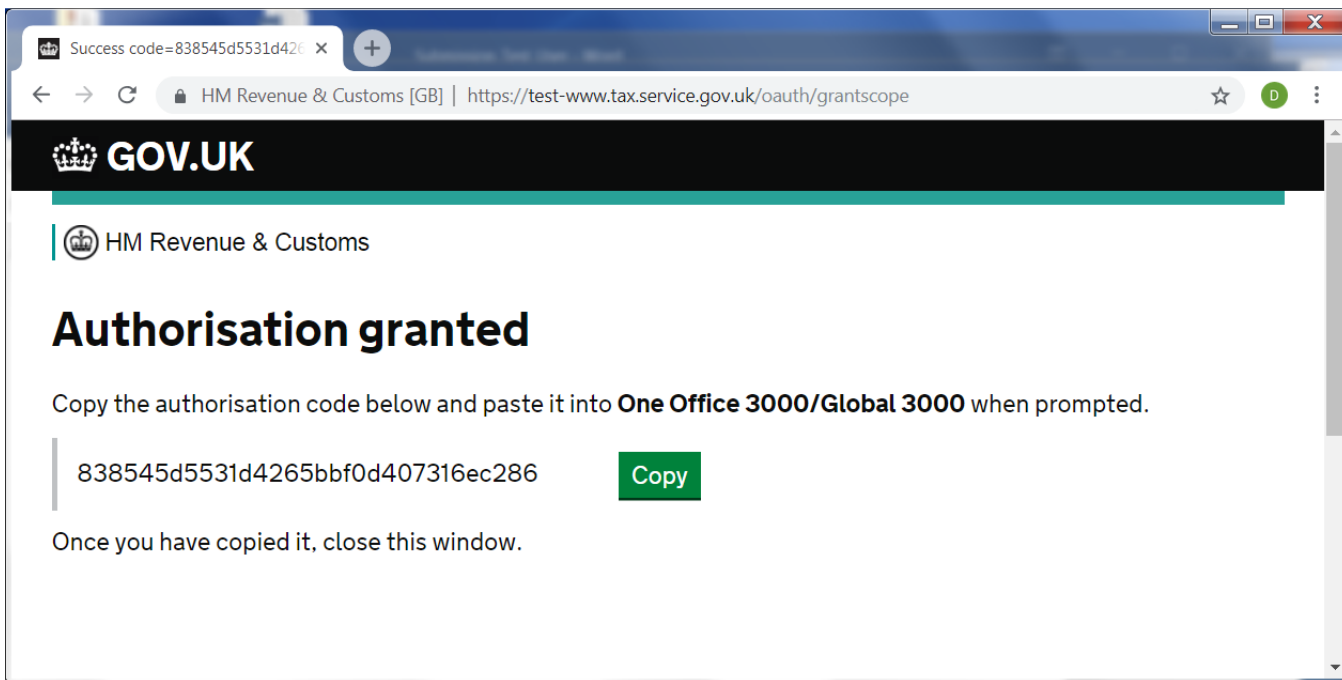
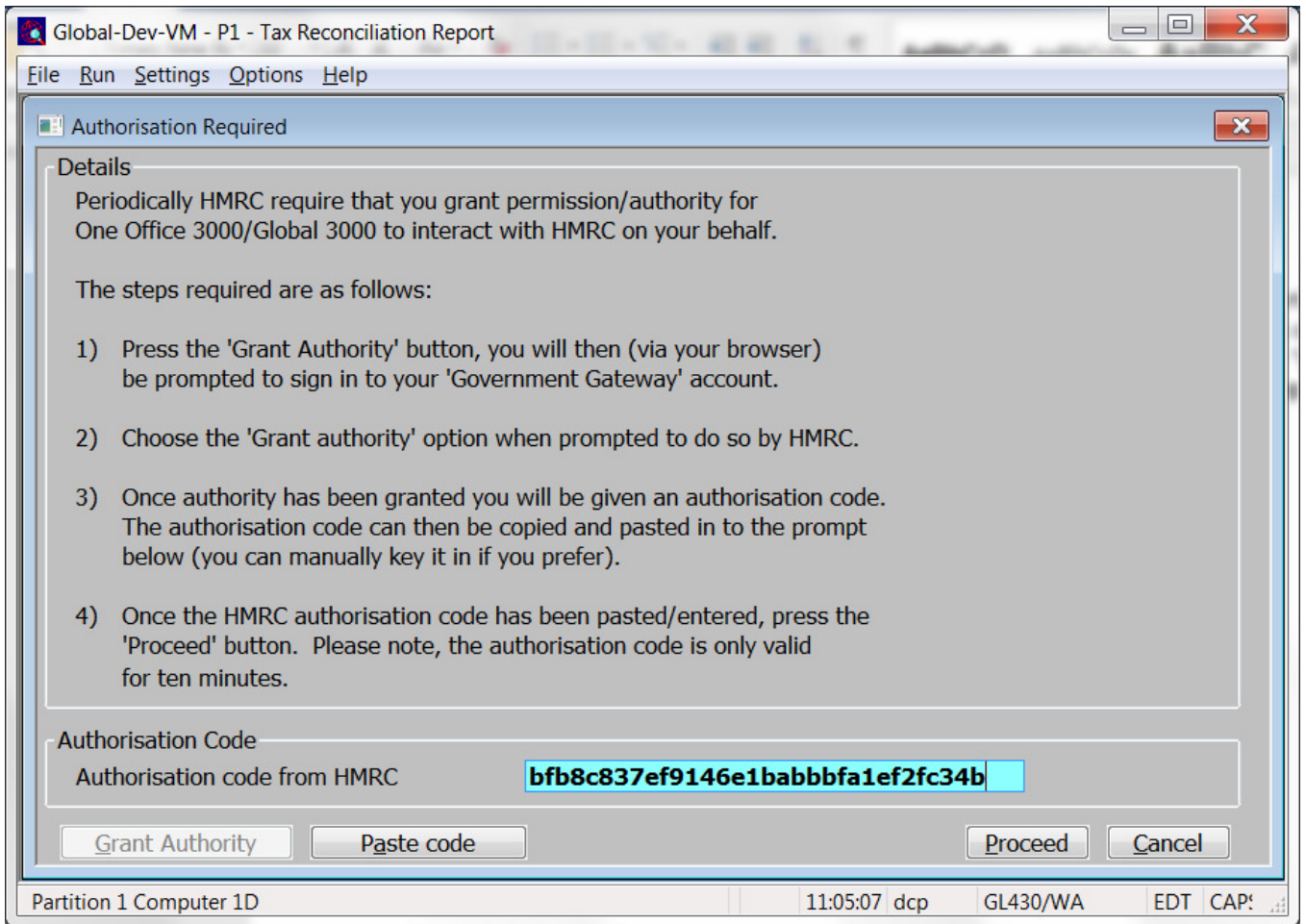Step 5. After pasting or manually entering the authorisation code in to the 'Authorisation code from HMRC' prompt (in the below window), press the 'Proceed' button. This completes the process. Please note, the authorisation code must be entered/pasted and the 'Proceed' button pressed within 10 minutes of pressing the 'Grant authority' button (see step 3) otherwise it will expire and the process must be repeated.

Global-Dev-VM - P1 - Tax Reconciliation Report

File Run Settings Options Help

Authorisation Required

Details

Periodically HMRC require that you grant permission/authority for
One Office 3000/Global 3000 to interact with HMRC on your behalf.

The steps required are as follows:

1) Press the 'Grant Authority' button, you will then (via your browser)
   be prompted to sign in to your 'Government Gateway' account.

2) Choose the 'Grant authority' option when prompted to do so by HMRC.

3) Once authority has been granted you will be given an authorisation code.
   The authorisation code can then be copied and pasted in to the prompt
   below (you can manually key it in if you prefer).

4) Once the HMRC authorisation code has been pasted/entered, press the
   'Proceed' button. Please note, the authorisation code is only valid
   for ten minutes.

Authorisation Code

Authorisation code from HMRC   bfb8c837ef9146e1babbbfa1ef2fc34b

Grant Authority   Paste code   Proceed   Cancel

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