

MTD – How to Generate and Submit VAT Return

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1. GENERATING BAS REPORT

 BAS reports are generated through the BAS Report Generation option in SAP. This option can be found under: Financials > Financial Reports > Accounting > Tax > BAS Report Generation





Procedure

- 1. Specify the VAT Declaration Type
 - **Original:** To save the report for the first time in a given period.
 - **Replacement:** To correct a report that has already been saved.
- 2. Specify the VAT Declaration Name by selecting the appropriate year and month.
- 3. Choose the date category and date range according to which transactions should be included in the report and select OK.
- 4. The BAS Report Generation window will appear. Select the transactions from the lefthand side that you want to include in the report.

Selected Approved Code Name Point V I VAT on sales & other outputs O1 + E1 + O2 vatDu I VAT on sales & other outputs O1 + E1 + O2 vatDu I VAT due on EC acquisitions [D02] + [D04] vatDu I VAT due on EC acquisitions [D02] + [D04] vatDu I VAT reclaimed on purchases & or [D01] + [D03] - [VM] vatRe Image: Solid vatRes & other outpot 1 + [D03] - [VM] vatRe V I Total Value of sales & other outpot 1 + [D02] + [D04] + netVa Image: Solid vatRes & other outpot 1 + [V02] - [VD1] + netVa V I Total Value of EC sales E1 + E3 totalV V I Total Value of EC cales E1 + E3 totalV V V Total Value of EC acquisitions [Y1] + [YY2] - [Z2] totalV V V Total Value of EC acquisitions [Y1] + [YY2] - [Z2] totalV V V Total Value of EC acquisitions [Y1] + [YY2] totalA V VAT recoverable on EC acquisitions : E2 VAC VAT recoverable on EC acquisitic E4 V/V	Immutia Postoch in Report Amount specific Code Value Summary Field + E1 + 02 vatDueSales GBP 465.40 T T 21 + [0:4] vatDueAcquisitions GBP 0.00 S S + [0:02] + [0:4] total/vatDue GBP -465.40 S S + [0:02] + [0:4] ret/vatDue GBP -465.40 S S + [0:02] + [0:4] ret/value GBP -465.40 S S + [0:02] + [0:4] ret/value GBP -455.40 S S + (0:2] + [0:4] ret/value GBP -2,327.00 B B S + 02 + X0 + E1 + total/valueSalesEv/AT GBP -0.00 S S S + E3 total/valueGoodsSupp GBP 0.00 S S + 12 GBP 0.00 T GBP 0.00 T GBP 0.00 T GBP 0.00 T GBP 0.00 T GBP 0.00 GBP 0.00 T GBP 0.00 T GBP 0.00 T	Column 1	Annual Code	[Frank la	Devillan in Devent		Courte Code Maler	Common Field
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5. To save the report, chose Add and OK.



2. RETRIEVING BAS REPORTS

- Once the BAS report has been generated, you can retrieve the report for review and submit to HMRC.
- To open the BAS Report Retrieval, go to Financials > Financial Reports > Accounting > Tax
 > BAS Report Retrieval.

Declara				
	tion Name	Quarter V 2	122 🔻 Ist Quarter 🔻	
Codes Code	Name	Display	N	
1	VAT on sak	~		
2	VAT due or			
3	Total VAT c	~	134	
4	VAT reclain	~	33	
5	Net VAT to	~		
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Procedure

- 1. Select the VAT Declaration Name and the BAS codes you want to display. Then click on OK.
- 2. The BAS Report Retrieval window appears showing the documents included in the report, grouped by BAS code. To display the individual transactions, click the down arrow for a BAS code or select the Expand button.
- 3. To send the report to HMRC, select the Export button. A notification is displayed to confirm the sending of the data.

BAS	Report	t - Retrieval							
BAS	Reporti	ng Period Name 1st_Quarter_202	2 Saved by	manager	Date 26.08.22 13:24				
#	Code	Name	Formula	Position in Report	Amount	Specific Code Value	Summary Field	Remarks	7
1	• 1	VAT on sales & other outputs	O1 + E1 + O2	vatDueSales	GBP -465.40		т		
2	1 2	VAT due on EC acquisitions	[XX2] + [XX4]	vatDueAcquisitions	GBP 0.00		S		
3	▶ 3	Total VAT due	[1] + [XX2] + [XX4]	totalVatDue	GBP -465.40		s		
4	• 4	VAT reclaimed on purchases & o	[XX1] + [XX3] - [YY]	vatReclaimedCurrPer	GBP 0.00		s		
5	▶ 5	Net VAT to pay (reclaimed)	[1] + [XX2] + [XX4] -	netVatDue	GBP -465.40		S		
6	16	Total Value of sales & other outp	O1 + O2 + X0 + E1 +	totalValueSalesExVAT	GBP -2,327.00		В		
7	7	Total Value of purchases & other	[YY1] + [YY2] - [ZZ]	totalValuePurchasesE	GBP 0.00		5		
8	8	Total Value of EC sales	E1 + E3	totalValueGoodsSupp	GBP 0.00		в		
9	• 9	Total Value of EC acquisitions	[YY1] + [YY2]	totalAcquisitionsExVA	GBP 0.00		5		
10	YY	VAT reclaimed on UK purchases	11 + 12		GBP 0.00		Т		
11	XX(1	VAT recoverable on EC acquisiti	E2		GBP 0.00		т		
12	XX(2	VAT payable on EC acquisitions	E2		GBP 0.00		T		
13	XX(3	VAT recoverable on EC acquisiti	E4		GBP 0.00		т		
14	XX(4	VAT payable on EC acquisitions	- E4		GBP 0.00		Т		
15	YY1	Value of EC acquisitions (invoice	E2		GBP 0.00		В		
16	YY2	Value of EC acquisitions (credit n	E4		GBP 0.00		В		
17	ZZ	Total Value of purchases & other	I1 + I2 + X1 + N1 + I		GBP 0.00		В		



3. ELECTRONIC DOCUMENT MONITOR

- The Electronic Document Monitor will show the status of the VAT return submitted to HMRC. This can be accessed via **Reports > Electronic Document Monitor.**
- Set the protocol to Making Tax Digital and blank the from and to dates in the top righthand corner.
- The two types of views you need to check are:
 - **1. VAT Obligations:** this will show the VAT periods due to the paid and those that have already been paid.

The paid obligations will show an obligation status of Fulfilled. The outstanding obligation will show as open.

lec	tronic Document	Monitor)
Pro	stocol	Making Tax Digital	*		From		
Vie	w Туре	VAT Obligations	*		то		
+	From Date	To Date		Obligation Status	Due	Received	Z
#	From Date 01.01.17	To Date 31.03.17		Obligation Status Fulfilled	Due 07.05.17	Received 06.05.17	N A

2. VAT Declarations: this will show the declarations you have submitted via the BAS Retrieval screen.

The status should read 'Authorised'. This means that the return has filed successfully with HMRC. You can log into your HMRC Government Gateway to check if the VAT return has been submitted.

