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 left-hand side that you want to include in the report.

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.**

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.

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 right-hand 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.

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.