



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**

The screenshot shows a dialog box titled "BAS Report Generation - Selection Criteria". It contains the following fields and options:

- VAT Declaration Type: Original
- VAT Declaration Name: 2022
- Date: Posting Date
- From: 01.01.22
- To: 31.03.22

Buttons: OK, Cancel

How To Generate and Submit VAT Return

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.

BAS Report - Generation

BAS Reporting Period Name 1st_Quarter_2022

#	Selected	Approved	Code	Name	Formula	Position in Report	Amount	Specific Code Value	Summary Field
1	<input checked="" type="checkbox"/>		1	VAT on sales & other outputs	O1 + E1 + O2	vatDueSales	GBP -465.40		T
2	<input type="checkbox"/>		2	VAT due on EC acquisitions	[O2] + [O4]	vatDueAcquisitions	GBP 0.00		S
3	<input type="checkbox"/>		3	Total VAT due	[1] + [O2] + [O4]	totalVatDue	GBP -465.40		S
4	<input type="checkbox"/>		4	VAT reclaimed on purchases & other	[O1] + [O3] - [YY]	vatReclaimedCurrPeri	GBP 0.00		S
5	<input type="checkbox"/>		5	Net VAT to pay (reclaimed)	[1] + [O2] + [O4]	netVatDue	GBP -465.40		S
6	<input checked="" type="checkbox"/>		6	Total Value of sales & other outputs	O1 + O2 + X0 + E1 +	totalValueSalesExVAT	GBP -2,327.00		B
7	<input type="checkbox"/>		7	Total Value of purchases & other	[YY1] + [YY2] - [ZZ]	totalValuePurchasesEx	GBP 0.00		S
8	<input checked="" type="checkbox"/>		8	Total Value of EC sales	E1 + E3	totalValueGoodsSuppl	GBP 0.00		B
9	<input type="checkbox"/>		9	Total Value of EC acquisitions	[YY1] + [YY2]	totalAcquisitionsExVA	GBP 0.00		S
10	<input checked="" type="checkbox"/>		YY	VAT reclaimed on UK purchases	I1 + I2		GBP 0.00		T
11	<input checked="" type="checkbox"/>		XX1	VAT recoverable on EC acquisitions	E2		GBP 0.00		T
12	<input checked="" type="checkbox"/>		XX2	VAT payable on EC acquisitions	E2		GBP 0.00		T
13	<input checked="" type="checkbox"/>		XX3	VAT recoverable on EC acquisitions	E4		GBP 0.00		T
14	<input checked="" type="checkbox"/>		XX4	VAT payable on EC acquisitions	E4		GBP 0.00		T
15	<input checked="" type="checkbox"/>		YY1	Value of EC acquisitions (invoices)	E2		GBP 0.00		B
16	<input checked="" type="checkbox"/>		YY2	Value of EC acquisitions (credit n)	E4		GBP 0.00		B
17	<input checked="" type="checkbox"/>		ZZ	Total Value of purchases & other	I1 + I2 + X1 + N1 + E		GBP 0.00		B

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**.

BAS Report Retrieval - Selection Criteria

Selection Criteria Name

VAT Declaration Name: Quarter, 2022, 1st Quarter

BAS Codes

#	Code	Name	Display
1	1	VAT on sale	<input checked="" type="checkbox"/>
2	2	VAT due on	<input checked="" type="checkbox"/>
3	3	Total VAT c	<input checked="" type="checkbox"/>
4	4	VAT reclaim	<input checked="" type="checkbox"/>
5	5	Net VAT to	<input checked="" type="checkbox"/>
6	6	Total Value	<input checked="" type="checkbox"/>
7	7	Total Value	<input checked="" type="checkbox"/>
8	8	Total Value	<input checked="" type="checkbox"/>
9	9	Total Value	<input checked="" type="checkbox"/>

Output Mode

Hide BAS Codes Without Transactions

OK Cancel Save

How To Generate and Submit VAT Return

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 - Retrieval

BAS Reporting Period Name: 1st_Quarter_2022 Saved by: manager Date: 26.08.22 13:24

#	Code	Name	Formula	Position in Report	Amount	Specific Code Value	Summary Field	Remarks
1	▶ 1	VAT on sales & other outputs	O1 + E1 + O2	vatDueSales	GBP -465.40		T	
2	▶ 2	VAT due on EC acquisitions	[OX2] + [OX4]	vatDueAcquisitions	GBP 0.00		S	
3	▶ 3	Total VAT due	[1] + [OX2] + [OX4]	totalVatDue	GBP -465.40		S	
4	▶ 4	VAT reclaimed on purchases & other	[OX1] + [OX3] - [YY]	vatReclaimedCurrPeri	GBP 0.00		S	
5	▶ 5	Net VAT to pay (reclaimed)	[1] + [OX2] + [OX4]	netVatDue	GBP -465.40		S	
6	▶ 6	Total Value of sales & other outputs	O1 + O2 + X0 + E1 +	totalValueSalesExVAT	GBP -2,327.00		B	
7	▶ 7	Total Value of purchases & other	[YY1] + [YY2] - [ZZ]	totalValuePurchasesEx	GBP 0.00		S	
8	8	Total Value of EC sales	E1 + E3	totalValueGoodsSuppl	GBP 0.00		B	
9	▶ 9	Total Value of EC acquisitions	[YY1] + [YY2]	totalAcquisitionsExVA	GBP 0.00		S	
10	YY	VAT reclaimed on UK purchases	I1 + I2		GBP 0.00		T	
11	XX1	VAT recoverable on EC acquisitions	E2		GBP 0.00		T	
12	XX2	VAT payable on EC acquisitions	E2		GBP 0.00		T	
13	XX3	VAT recoverable on EC acquisitions	E4		GBP 0.00		T	
14	XX4	VAT payable on EC acquisitions	E4		GBP 0.00		T	
15	YY1	Value of EC acquisitions (invoices)	E2		GBP 0.00		B	
16	YY2	Value of EC acquisitions (credit notes)	E4		GBP 0.00		B	
17	ZZ	Total Value of purchases & other	I1 + I2 + X1 + N1 + E		GBP 0.00		B	

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.



The screenshot shows the 'Electronic Document Monitor' window. At the top, there are dropdown menus for 'Protocol' (set to 'Making Tax Digital') and 'View Type' (set to 'VAT Obligations'). To the right, there are 'From' and 'To' date input fields. Below this is a table with the following data:

#	From Date	To Date	Obligation Status	Due	Received
1	01.01.17	31.03.17	Fulfilled	07.05.17	06.05.17
2	01.04.17	30.06.17	Open	07.06.17	

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.