



TAX SYSTEMS



# MTD Compliance Portal VAT Return Submission Guide

Version 4.3



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# 1. Introduction

## About this Guide

This document guides you through how to use the MTD Compliance Portal to finalise and submit your entity VAT Returns and includes:

- Finalising your VAT Return
- The legal declaration
- Submitting your VAT Return
- Viewing and printing your receipt

## Technical Support

We provide a technical support help desk for users requiring assistance. The help desk can be contacted by telephone between the hours of 9.00 am and 5.30 pm, Monday to Friday excluding public holidays.

If you require help or further information, please contact the support team on:		
UK:	Tel: +44(0) 1784 777 666	Email: <a href="mailto:support@taxsystems.com">support@taxsystems.com</a>
Ireland:	Tel: +353 (0) 1661 9976	Email: <a href="mailto:support@taxsystems.ie">support@taxsystems.ie</a>

## 2. Finalising your VAT Return

Once you have prepared your VAT Return using either AlphaVAT or AlphaBridge, you will need to complete the steps required to submit your VAT Return to HMRC.

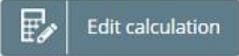
If you select your entity from the **Entity management** screen you will be taken to the **Entity details** screen where you will be able to review a summary of your entity's prepared VAT Return.

Your VAT Return has now been calculated based on the data provided in AlphaVAT.

You can continue to edit and amend your calculation, or if the VAT Return calculation below is accurate then you can mark this calculation as finalised, it will then be ready to send to HMRC.

 Finalise

Calculation by: John Malone  
Last updated: 01/08/2019 14:25:59  
Return method: AlphaVAT ([change method](#))

 Edit calculation

1	VAT due in this period on sales and other outputs:	£	168,352.31
2	VAT due in this period on acquisitions from other EC Member States:	£	0.00
3	Total VAT due (the sum of boxes 1 and 2):	£	168,352.31
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):	£	22,502.14
5	<b>Net VAT to pay to HMRC:</b>	<b>£</b>	<b>145,850.17</b>
6	Total value of sales and all other outputs excluding any VAT:	£	3,214,426.00
7	Total value of purchases and all other inputs excluding any VAT:	£	151,653.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:	£	0.00
9	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:	£	0.00

Should you need to change/amend your VAT Return, there are options available that allow you to do this.

AlphaVAT Customers, can change their **Return method** from AlphaVAT to AlphaBridge (and visa versa).

If you have chosen to prepare your VAT return via AlphaBridge, you can switch between using the **AlphaBridge template** or **uploading your own VAT calculation file**.

If you need to make changes to your VAT Return you can:

- Edit your AlphaVAT calculation, or
- Edit your VAT calculation spreadsheet and upload it again, or
- Download a new template or edit your AlphaBridge template and upload it again

The option you see will depend on the method you originally chose to prepare your VAT Return.

Once you are happy that your VAT Return figures are correct and no further changes need to be made, click on the **Finalise** button.

### 3. Submitting your VAT Return

#### The legal declaration

Once you have finalised your VAT Return, the system will display the **legal declaration**.

**Your VAT Return has been finalised, you can now submit this VAT Return to HMRC.**

When you submit the information below you are making a legal declaration that it is true and complete. A false declaration can result in prosecution.

[Undo finalise](#) [Submit to HMRC](#)

[Edit calculation](#)

Calculation by	John Malone
Last updated	18/02/2020 14:29:32
Return method	AlphaVAT (change method)

This legal declaration is required by HMRC, so they have a record stating that the information you have provided is true and complete. It should be noted that a false declaration can result in prosecution.

In order to submit your VAT Return, you must check the **declaration tick box**.

#### Submit your VAT Return

Once the declaration tick box has been checked, the **Submit to HMRC** button will be enabled. If you are happy that your VAT Return is correct, click on the **Submit to HMRC** button.

If you need to make further changes before you submit your VAT Return, you can select **Undo finalise**, which will allow you to go back and edit your calculation.

**Your VAT Return has been finalised, you can now submit this VAT Return to HMRC.**

When you submit the information below you are making a legal declaration that it is true and complete. A false declaration can result in prosecution.

[Undo finalise](#) [Submit to HMRC](#)

[Edit calculation](#)

Calculation by	John Malone
Last updated	18/02/2020 14:29:32
Return method	AlphaVAT (change method)

## 4. Review and print your receipt

Once you have submitted your VAT Return to HMRC, the system will display the submission receipt which provides you with:

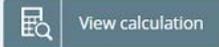
- The receipt id
- The receipt timestamp.
- The name of the user who finalised the VAT Return
- The name of the user who submitted the VAT Return
- The date and time of the submission
- The return method that was used to prepare the VAT Return
- The payment type
- The VAT liability amount

**Your VAT Return has been successfully submitted to HMRC**

HMRC have acknowledged receipt of this VAT Return. The status will be updated from 'pending' to 'fulfilled' shortly, however this can take HMRC up to a few days, please check back in the near future.

**Receipt ID:** 59c51744-c694-4954-b8c0-52eb13b68604  
**Receipt timestamp:** 08/08/2019 15:00:56

**Finalised by** John Malone  
**Submitted by** John Malone  
**Submission** 08/08/2019 15:00:55  
**Return method** AlphaVAT  
**Payment** BANK  
**VAT liability** £ 145,850.17

This receipt will be saved on the portal, along with a summary of the VAT Return for the entity's obligation so that you may review it at a later date.

### View calculation (AlphaVAT Only)

If you have prepared your VAT return using AlphaVAT, you will have the option to view the calculation in more detail by clicking on the **View calculation** button.

This will take you to the **Preview and Analysis** tab within your calculation. From here you will be able to see your VAT Return calculation summary and drill down into the various reports available for your calculation. As you drill down into the calculation details, the **Export to Excel** button will appear where appropriate.

To go back to your receipt summary, select the **Ready to submit** button. If you previously chose not to save your calculation as a template, the system will now give you the option to save it.

For more information, see the **AlphaVAT Preview and Analysis** guide.

## Print your receipt

If you want to print your receipt, select the **Print receipt** button and your browser will launch its printing panel, allowing you to select your print options before printing.

### Joe Test 5

VAT Return for Qtr to Jun 2017

**Your VAT Return has been successfully submitted to HMRC**

HMRC have acknowledged receipt of this VAT Return. The status will be updated from 'pending' to 'fulfilled' shortly, however this can take HMRC up to a few days, please check back in the near future.

**Receipt ID:** 59c51744-c694-4954-b8c0-52eb13b68604

**Receipt timestamp:** 08/08/2019 15:00:56

**Alert!** Don't forget to set up your payment with your bank

<b>Finalised by</b>	John Malone
<b>Submitted by</b>	John Malone
<b>Submission Method</b>	AlphaVAT
<b>Payment</b>	BANK
<b>VAT liability</b>	£ 145,850.17

### Return Summary

1 VAT due in this period on sales and other outputs:	£ 168,352.31
2 VAT due in this period on acquisitions from other EC Member States:	£ 0.00
3 Total VAT due (the sum of boxes 1 and 2):	£ 168,352.31
4 VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):	£ 22,502.14
5 Net VAT to pay to HMRC:	£ 145,850.17
6 Total value of sales and all other outputs excluding any VAT:	£ 3,214,426.00
7 Total value of purchases and all other inputs excluding any VAT:	£ 151,653.00
8 Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:	£ 0.00
9 Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:	£ 0.00



TAX SYSTEMS



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