

Vat2Go

Version 1.0

User Manual

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About Vat2Go



Vat2Go was designed from the ground up to provide users with the simplest of bridging solutions for users.

Rather than having to change your entire accountancy procedure or updating all of your software, you can simply use your existing systems and then import the data automatically into our bridging software.

How it all fits together

The **HMRC** wants all data uploaded to them to be more accurate, lots of mistakes are made by companies by simply typing the wrong numbers into the wrong boxes.

Combine this with the hassle of having to run online VAT returns individually through the governments servers, remembering all those gateway details, settings and passwords its become somewhat a nightmare.

But equally upgrading all of your accounts systems, methods and procedures is also a nightmare - just so you can automatically send the VAT returns in.

So what's the answer ?

Well we have it - **Vat2Go** is simplifying both requirements by acting as a bridging application.

Vat2Go will simply allow you to export data from your existing system and then automatically import / upload directly to **HMRC** in compliance with there new **Making Tax Digital** requirements.

Your Subscription Fees

Due to the very nature of the system, it will require a subscription.

This is because the system has to be kept secure, data kept encrypted, secure connections to **HMRC** and constant compliance.

As new requirements are issued by **HMRC** we will be required as the software provider to implement these on your behalf, all of these requirements are paid for by your subscription.

We allow two types of subscriptions, a simple monthly subscription payable via direct debit or a single yearly fee payable in advanced but offers you 12 months for the price of 10 months - so you get a discount of 2 months subscription.

Getting Support

We pride ourselves on the support we offer.

There are several ways of contacting us, these are as follows:

By Email - **Support@hestor.com**

or

By Telephone - **0151 909 5695**
0161 660 1366

We understand that when you need help you need it there and then, we try to answer all calls within 30 seconds of it first ringing.

However during excessive busy times this may not be possible in which case you might be better to Email. We always look to contact within the hour.

Phone support is offered between the hours of **9:00 AM - 5.30 PM Monday - Friday (UK Times)**.

Contacting Support

If there is a question that isn't urgent, but you would like clarification, then why not email us;

By Email - **Support@hestor.com**

or

By Telephone - **0151 909 5695**
0161 660 1366

NOTE:

We operate a normal support service, Monday to Friday, only those sites who pay for 24/7 support can ring and contact us at the weekends.

You will be given a different number to contact us on for the weekend and you must quote your support contract number.

Bespoke Modifications

As we are the **Developers** we are able to offer more than the average company.

if you have a bespoke requirement be it a feature or function we are able to add bespoke modifications.

We have written software utilising Barcode Scanners, Receipt Printers, Bio-Metric Readers, Digital Signage,

PDA Devices, Symbol Readers and much more.

We have a well diverse group of Developers, Engineers and Support Staff.

Our development languages range from Windows PC to the very latest Iphone / I pads and Android devices.

With the ability to mix and match both hardware and development languages we are sure that we can resolve any issues / requirements that you may have.

Legal Licence Agreements (EULA)

You must accept and be duty bound by our **End User Licence Agreement** policy document which can be found online.

<http://www.vat2go.com/eula.html>

The use of **Vat2Go** and its associated services require a VALID monthly payment subscription.

You are only licensed to use this software when such VALID licence exists.

All coding, applications, windows coding, web coding and all other digital material belongs and is copyrighted to **HESTOR LTD**

Terminating Your Subscription Contract

You can cancel your subscription at any time, you do however have to give 30 days notice.

NOTE:

Once your cancellation request has been accepted by us, you **MUST** ensure that all your data is backed up. You will still be able to access all previous information via the **Windows** application but you will **NOT** be able to access any **HMRC** documents including but not limited to; **Vat Returns, Vat Obligations, Vat Liabilities**

All coding is copyrighted to **HESTOR LTD** and will NOT be made available to you.

You have a licence to use the coding for the purpose of providing you with a service only whilst you have an active and paid subscription.

Registration Required

Registration Required

Name:

Company:

Address:

Postcode: Tel:

Email:

Licence:

Password: **Agent** (Managing Multiple Accounts)

Retype: Limited Company / Organisation

Personal (Single Account / User)

You Must Enter
 Name, Address, Postcode, Tel, Email & Licence before you can proceed to register. Leave both the 'Password & Retype' fields blank to configure the system without a password - NOT RECOMMENDED !

Before you can begin you will need to enter in your registration details.

NOTE:

If you are an agent or the member of staff responsible for submitting vat returns for multiple businesses, the information you enter here is **NOT** your clients / customers - it is **YOUR** information, or the lead companies information !

So fill in all the required information into the relevant boxes, select the type of user you are and then click the **Register** Button.

WARNING:

You need to select the correct type of user from the options (Agent, Limited Company / Organisation, Personal)

Refer to each of the topic pages for a more detailed explanation if your are unsure which one you should tick.

Agent

Agent (Managing Multiple Accounts)

You use **AGENT** if you are exactly that, you prepare accounts for your customers, you do work on their behalf and you submit the likes of the **Vat Returns** for them.

So, pick this option if you **DO NOT WORK** for them directly but are acting on their behalf as their **AGENT**.

HMRC have said that they will be implementing the true requirements for **AGENTS**, so rather than you having to have all your customers gateway details and passwords, the system will be set up that you simply **Request Agent Authorisation** on behalf of the third party.

So your own **HMRC** credentials will be automatically linked to those companies / etc that you can act on behalf off.

NOTE:

Do not use this option if you are employed as an accountant and are responsible for submitting multiple returns for numerous companies within a group as it were.

If you are unsure please ring support on **0161 660 1366** or **0151 905 5695**

Limited Company / Organisation

Limited Company / Organisation

You would select this option if you worked for a single limited company / organisation and only submit a **SINGLE VAT RETURN**.

NOTE:

The one exception to this rule, if you are employed as the accountant for multiple limited companies within the same group, so you are not actually an **AGENT** you just have authority from each of the companies to act and submit on their behalf, then you would select this option !

Again, if you are unsure please ring support on **0161 660 1366** or **0151 909 5695**

Personal (Single Account / User)

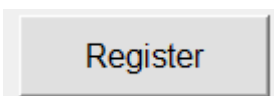
Personal (Single Account / User)

This option is only used if you are say a sole trader but have to provide **Vat Returns**.

NOTE

Do Not use this option if you are a limited company !

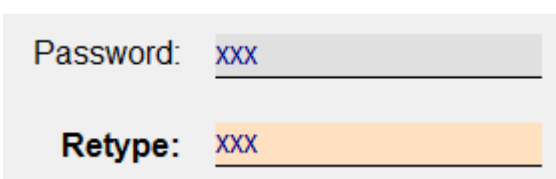
Register Button



When this button becomes enabled, the system believes you have filled in all the information that is required.

So, click the **Register** button to register and launch the application.

Password



If you would like to restrict access to the **Windows** application you can do so by specifying a **Password** from the word go.

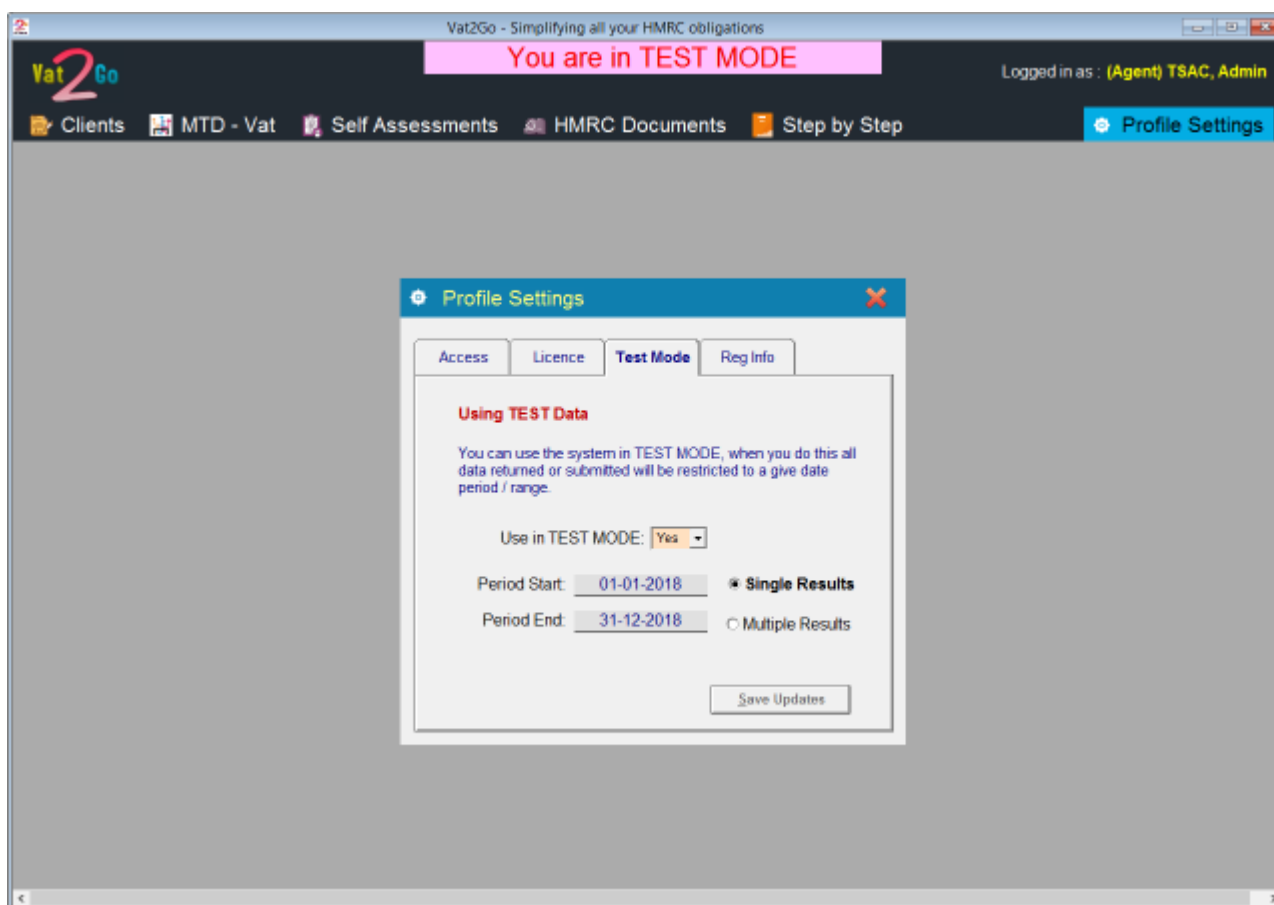
You will need to re-type the password to confirm what it is.

When ready click onto the **Register** button when it becomes enabled.

NOTE:

You can switch off the password required later on or change the password at a later time.

The Screen Explained

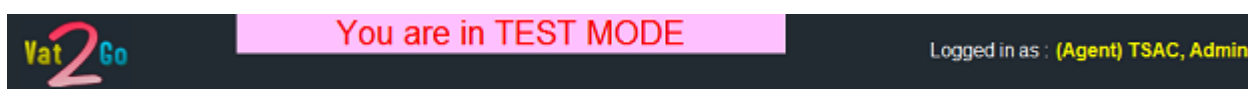


The screen is really split into three areas, the **Header**, the **Menu** and the **Working Area**.

As you can see from the example screen above, the **Header** will show alerts, the current user logged on, etc.

The **Menu** is exactly that and the **Working Area** is where all other screens will be displayed / shown.

Header



The **Header** is the very top part of the screen, as you can see from the above image any **Warnings / Alerts** or even **Update Messages** are shown in the middle of the **Header** area.

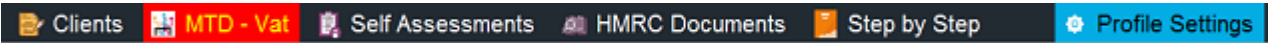
By default, the currently logged on user is shown on the right hand side of the screen,

NOTE:

We believe it is important to show you at all times your current status, so if you are an **AGENT** this will be shown.

Additionally there is a bespoke **Networked** version of **Vat2Go**, this will work on multiple computers, it is not generally released - however should you require information on this version please contact support.

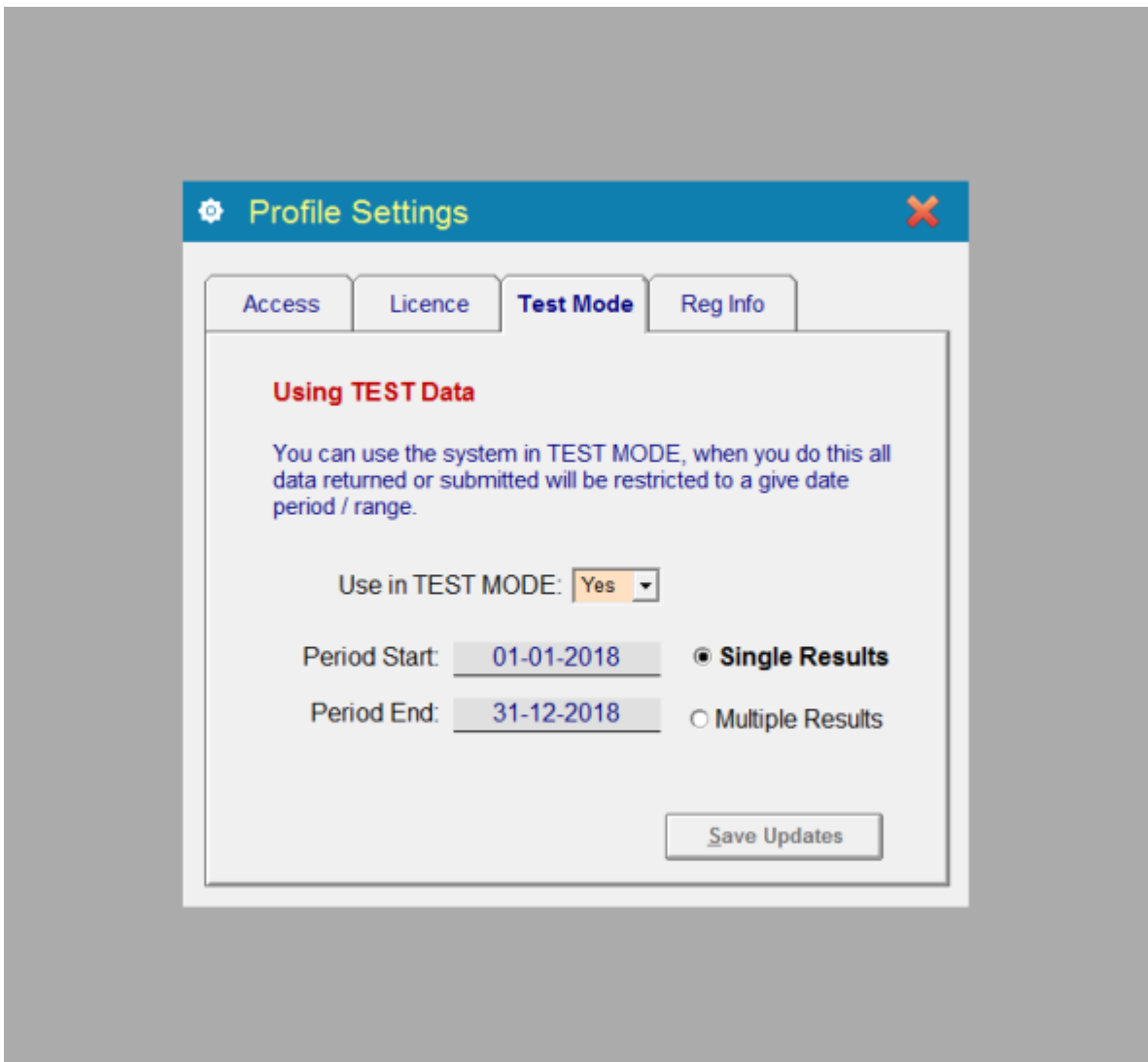
Menu



The **Menu** area is shown above, as you move your mouse over an option it will turn RED, any option shown in BLUE is the current or last used option.

To use the option just click the image or caption / wording.

Working Area



The **Working Area** is shown in Grey, with the appropriate option / panel being shown in the centre of the **Working Area**.

As a rule, when an additional panel is being shown the **Menu** and **Header** options are disabled.

To exit any of these panels simply click the **Red Cross** (top right hand side of the panel).

Clients

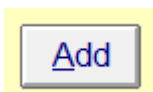
Everything will revolve around the **Clients** part of the system, even if you are a single user or single limited company.

Here you can create your **Client's** account, attach the governments **HMRC** gateway information, create the required security tokens and then go on to **Authorise** and submit the likes of your **Vat Returns**.

NOTE

If you are an **AGENT** then you will add in (x) number of clients that you are acting on behalf of. You will need to be licensed for the correct number of clients !

Add Client



To begin the process click the **Add** button.

You now need to follow three simple steps;

- 1) Create the clients ledger,
- 2) Attach the **HMRC** gateway details,
- 3) **Authorise** with **HMRC** on behalf of the client.

Once you have done the three simple stages you are good to go.

NOTE: (Non Editable Fields)



The screenshot shows a form with two input fields. The first field is labeled 'GUID:' and is highlighted in light purple. The second field is labeled 'Id:' and is also highlighted in light purple. To the right of the 'Id:' field, there is a blue text warning: '(Fields in this colour can not be changed !)'. The entire form area has a light grey background.

Any fields with this colouring (see above) can not be changed by you !

Step 1 – Enter Basic Details

Step 1 - Entering Basic Client Details

Client Details | Hmrc Access

GUID: 678ccd79-784e-4dbd-9122-5783c735328d CB: 0

Id: -1 (Fields in this colour can not be changed !)

Name: ???

Company: _____

Comp. Reg: _____ Vat No: _____

Address: _____

Postcode: _____ Mobile: _____

Tel: _____ Fax: _____

Email: _____

Cancel **Save**

So, just fill in the boxes, making sure that you specify both the **Company Registration & Vat Numbers**

Your current cursor position is shown by the colour being different (see above - Name)

Press the **Enter** key and the focus will automatically move from one field to the next one.

Fill in as much information as possible.

Once you have done this click onto the **Save** button.

Step 2 – Enter HMRC User Id

Step 2 - HMRC gateway access details

Client Details

Hmrc Access

HMRC Notifications:

Before you can use 'Making Tax Digital' services provided by HMRC you will need to authorise each Client. A Client will need authorising once every 18 months, internally the system is automatically validated every three to four hours.

HMRC will record various information for FRAUD prevention, additionally they collect information about your computer, internet connection and various other system stats.

User ID:

Password: Tick to Reveal Password (if allowed)

PV: (Fields in this colour can not be changed !)

HMRC Authorised	Date:
<input style="background-color: #e0e0ff;" type="text"/>	<input style="background-color: #e0e0ff;" type="text"/>
Mtd Key:	Mtd Date:
<input style="background-color: #e0e0ff;" type="text"/>	<input style="background-color: #e0e0ff;" type="text"/>
Refresh Key:	Refresh Date:
<input style="background-color: #e0e0ff;" type="text"/>	<input style="background-color: #e0e0ff;" type="text"/>

Cancel

Save

So for step 2, simply type in (better still copy & paste if available) both the **User ID & Password** as given by the government gateway system.

When your ready click the **Save** button.

TIP:

We would recommend that if you are an agent acting on behalf of clients, that you have a signed document from the client saying that you are allowed this information !

Step 3 – Validate Authorisation

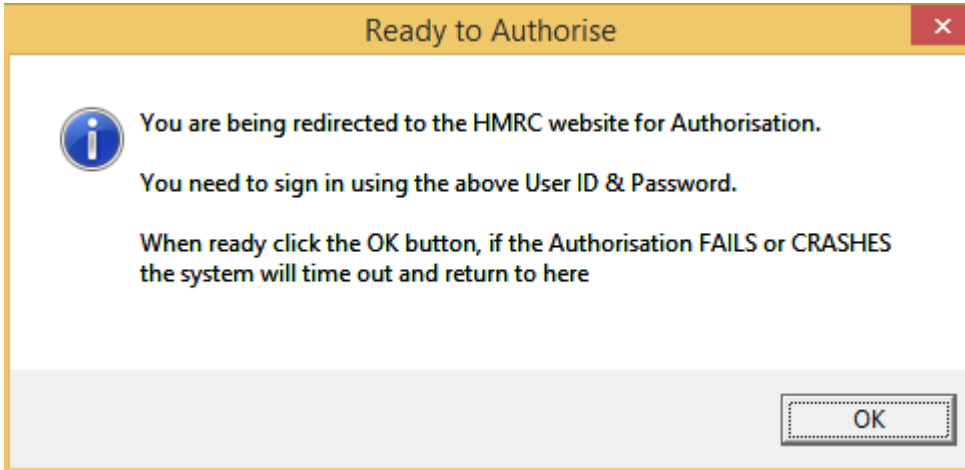
Step 3 is the longest process, this is where we have to validate and obtain your security tokens from the **HMRC** servers.

We have spent considerable time and effort to ensure that this step is performed as easily as possible, we believe we have achieved this.

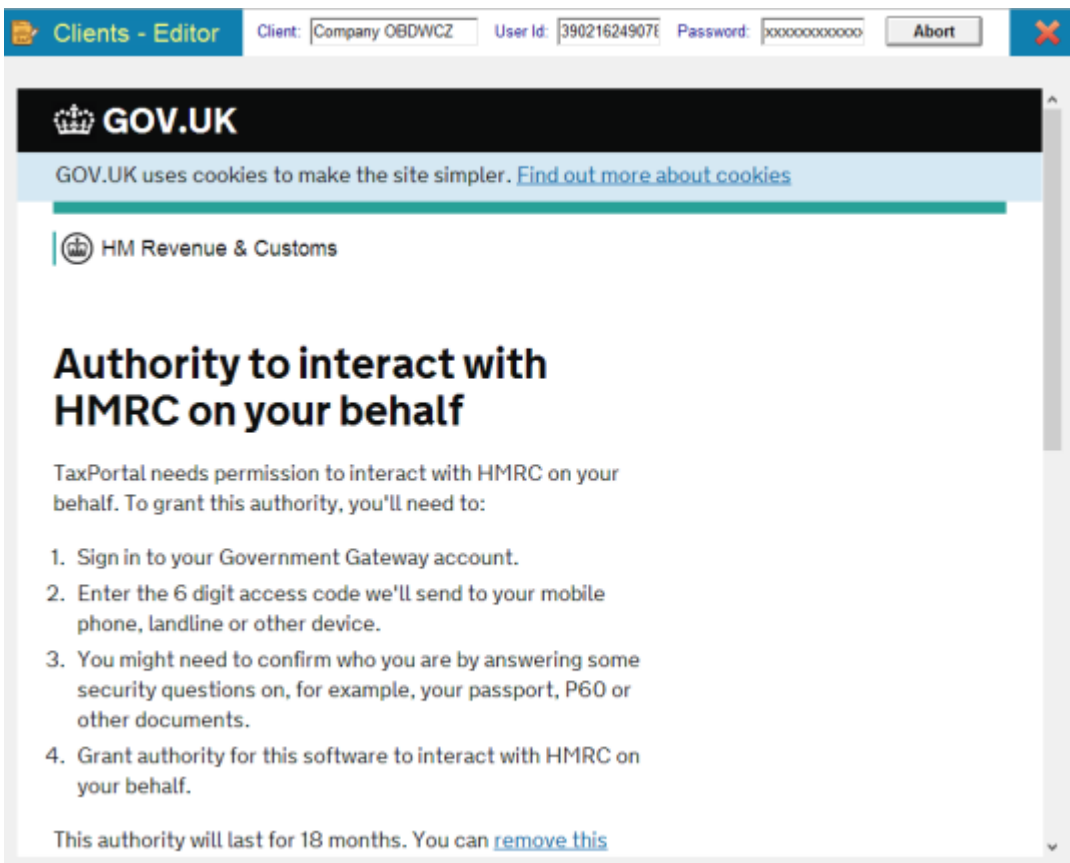
So, click onto the **Authorise HMRC** button.

Authorise with HMRC

When you do this, you will be asked to confirm that this is what you want to do.



When you are ready click the **OK** button.

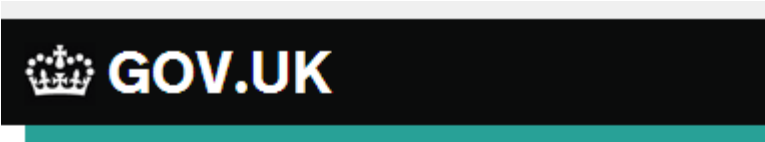


The screen will now change, the above should appear, if it doesn't click the **Abort** button and try again.

You will see that a scroll bar has appeared on the right hand side, move the bar down and you will see the **Continue** button.

Continue

Click this button to begin the process of **Authorising** your clients account.



HM Revenue & Customs

Sign in

Enter your Test User credentials to sign in.

User ID

Password

Sign in

You now need to enter in the **Clients** gateway information, here's a little trick for you !

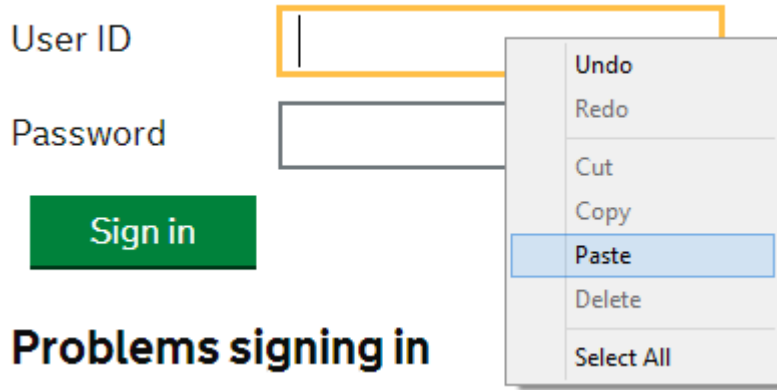
Look at the top part of the panel, you can see **Client, User Id & Password** (see below)



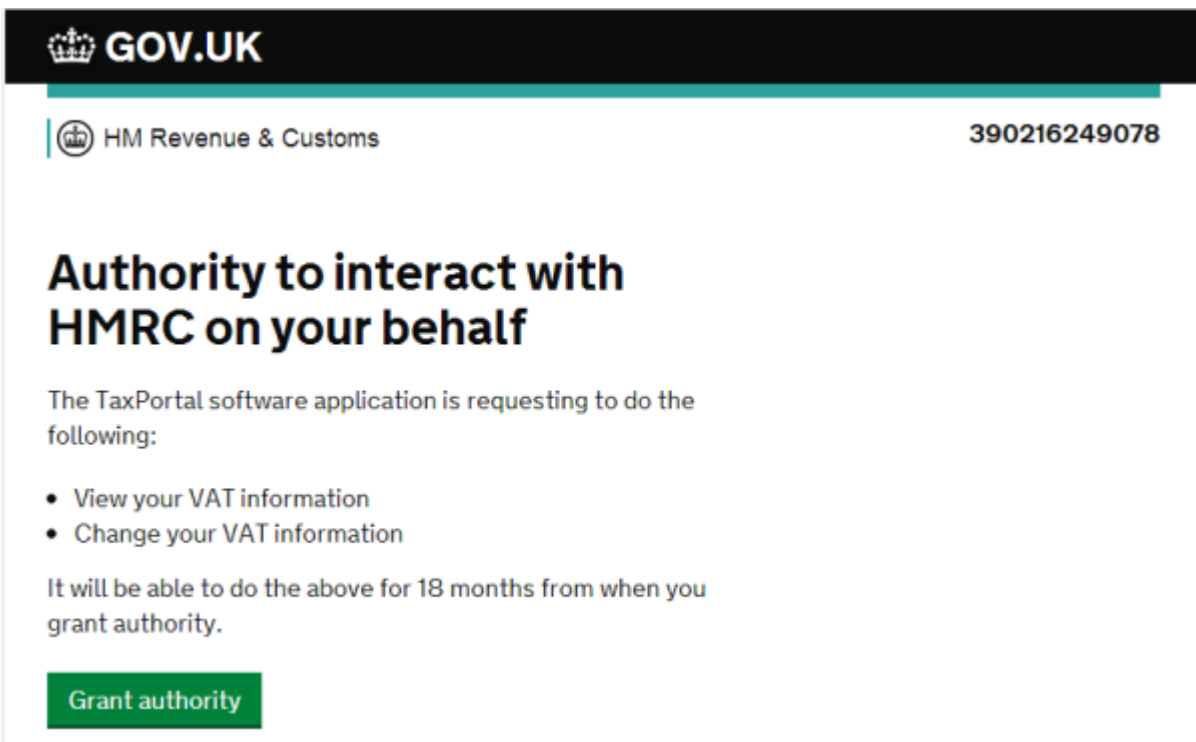
Double click the **User Id** box at the top, it will turn blue, now simply paste it into the **User ID** box the government website shows.

User Id:

And now click onto the government's **User ID** box, right hand mouse button, click **Paste**



Repeat the same process for the **Password** box and then click **Sign In**



And lastly click the **Grant Authority** button.

And as if by magic, the screen will disappear and all your security tokens and validation keys will automatically appear within **Vat2Go**

Client Details
Hmrc Access

HMRC Notifications:

Before you can use 'Making Tax Digital' services provided by HMRC you will need to authorise each Client. A Client will need authorising once every 18 months, internally the system is automatically validated every three to four hours.

HMRC will record various information for FRAUD prevention, additionally they collect information about your computer, internet connection and various other system stats.

User ID:

Password:
 Tick to Reveal Password (if allowed)

PV: (Fields in this colour can not be changed !)

HMRC Authorised	Date:
<input style="width: 100%;" type="text" value="14560cd13c2b7ecdc8f1748b1b3bc"/>	<input style="width: 100%;" type="text" value="12/03/2019 11:38:33"/>
Mtd Key:	Mtd Date:
<input style="width: 100%;" type="text" value="14560cd13c2b7ecdc8f1748b1b3bc"/>	<input style="width: 100%;" type="text" value="12/03/2019 11:38:33"/>
Refresh Key:	Refresh Date:
<input style="width: 100%;" type="text" value="8558b398ce3bdd31e931e68bfa4a3c8"/>	<input style="width: 100%;" type="text" value="12/03/2019 15:38:33"/>

Cancel
Save

Click the **Save** button when ready.

NOTE:

Again this information is in fields you can not change, by default the rolling keys change every four hours, **Vat2Go** will automatically re-authorise itself as and when you will not need to do anything else.

Currently for the purpose of security the government has decided that you will have to repeat the manual **Grant Authority** every 18 months.

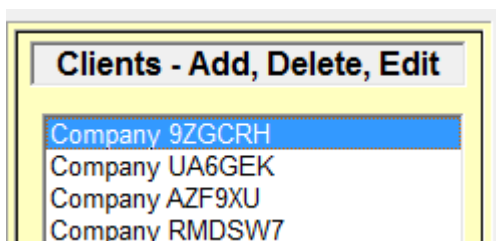
Abort Button

Abort

If you can not sign into the **HMRC** portal or there servers are down or offline, you can click the **Abort** button shown at the top of the panel.

This will return you back from their portal to the system, you can then try again later.

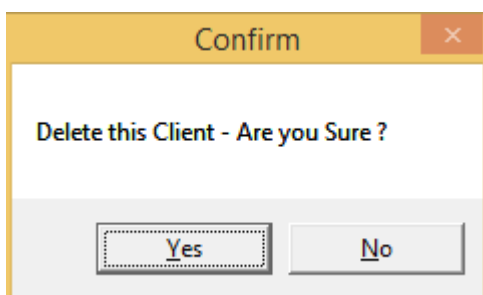
Delete Client



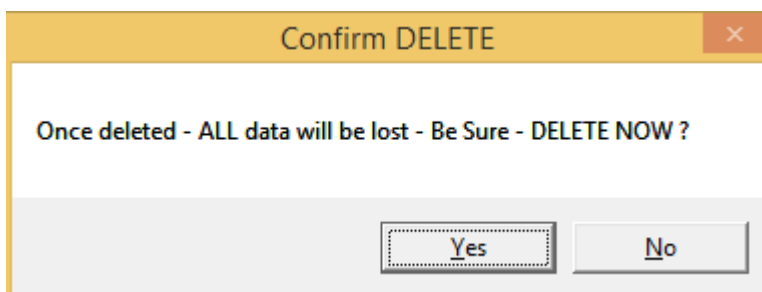
To delete an existing client simply click onto the **Client** within the listing.

There details are automatically shown opposite.

Now click the **Delete** button.



You must confirm that you do indeed wish to **DELETE** the currently selected client.



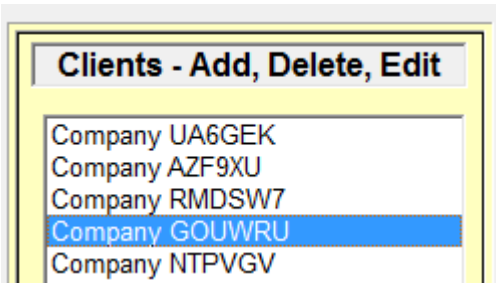
You will be asked to confirm once more that this is what you want to do.

Click **Yes** and the **Client** will be **DELETED**.

WARNING !

You can not recover the client once you have deleted them, all their data is destroyed - use with caution !

Edit Client



To **Edit** an existing client or to carry on with Steps 2 & 3, simply click onto the client and then click the **Edit** button.

the Tabs (Explained)



The **Tags** are really just grouping methods.

So as in the above example, all of the **Clients** details are grouped under this tab.

Likewise everything to do with the **HMRC** access is grouped together under this tab.

Client Details

Under the **Clients** Tab, the following information is recorded

Name:	Gale Vardy		
Company:	Company GCFHUU		
Comp. Reg:		Vat No:	688476955
Address:	9 Islington High Street Edinburgh		
Postcode:	TS1 1PA	Mobile:	
Tel:		Fax:	
Email:			

Please try and fill in as much information as possible, you must ensure that you have entered the correct **Company Registration & Vat Number** where applicable.

If these are wrong, you will not be able to get information from **HMRC** !

HMRC Access

Under the **HMRC Access** tab

HMRC Notifications:

Before you can use 'Making Tax Digital' services provided by HMRC you will need to authorise each Client. A Client will need authorising once every 18 months, internally the system is automatically validated every three to four hours.

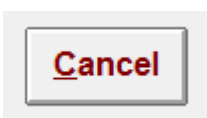
HMRC will record various information for FRAUD prevention, additionally they collect information about your computer, internet connection and various other system stats.

User ID:

Password: Tick to Reveal Password (if allowed)

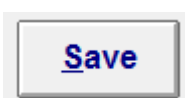
Other fields shown on this tab are reserved and locked by the system, you can not override these or change them !

Cancel Button



If you wish to abort your current operation at any time click onto the **Cancel** button as shown.

Save Button



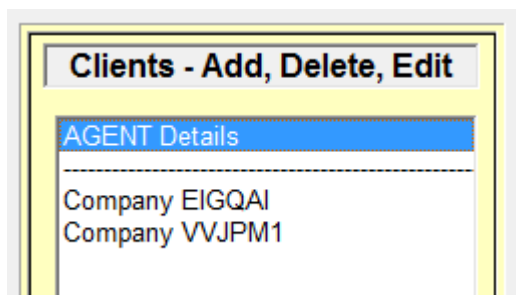
Click the **Save** button to update any of the details you have changed.

Close Button



To close the entire panel, click onto the **Red** cross button at the top right hand side of the panel.

AGENT Details



If you are an **AGENT** when you go into the **Clients** listings, you will see on top of the list - **AGENT Details**

This allows you to configure all your personal details as the acting agent and provide the system with your personal **HMRC Access** details.

In the future you will be using your credentials to access the government gateway and NOT that of your **Clients**.

Please refer to the topic - **Future HMRC Plans**

Future HMRC Plans

The **HMRC** have already indicated the direction they would like to go, this includes the new software being able to automatically send out invite requests to new clients to automatically grant authorisations, etc

To this end, it is expected that when the **AGENT** connects, transmits or receives information from the government gateway that your personal credentials are used and not that of the **Clients**.

We have already included this feature into the system, and as soon as the **HMRC** request that it is implemented it will work.

MTD – VAT

Making Tax Digital

Its now time for everyone who has to submit **VAT Returns** to go digital.

Sounds a lot more complicated than it actually is.

In a nutshell, you need to transmit the data (boxes 1-9) electronically to the **HMRC** servers without the users having to duplicate the figures.

Instead of going online and typing the information into the old government web portal, its done directly via either your accountancy software or via the likes of **Vat2Go's** bridging software.

As with all our software applications, it takes the hassle, the grief, the pressure out off you.

Vat2Go will support **Microsoft Excel**, **SAGE** and virtually all other exported **CSV/TXT** files.

What Services You Can Use

Vat2Go currently offers the following services via the **HMRC** automation;

- | | |
|------------------------|--|
| Get Obligations | <ul style="list-style-type: none"> - Get list of Vat Returns due - View Previous Vat Return - Submit a New Vat Return |
| Get Liabilities | <ul style="list-style-type: none"> - Get list of all Clients liabilities due to HMRC |
| Get Payments | <ul style="list-style-type: none"> - Get list of all Payments made by the Client |
| HMRC Documents | <ul style="list-style-type: none"> - Direct access to the governments document portal services |
| Step by Step | <ul style="list-style-type: none"> - Direct access to HMRC Step by Step guides - Direct access to Vat2Go Step by Step guides |

NOTE:

We intend to add all **MTD** services made available to all via the **HMRC MTD** services.

It is always worth asking if certain forms / uploads have been released as we may be in BETA testing stages.

Select a Client

Select Client:
 Company EIGQAI
 Company VVJPM1

To begin with you will need to select the **Client** you are dealing with, this is in any case, regardless of you being a single user or agent.

When you do select a **Client**, you will be requested to select from the list of **Service Required**.

Vat Number (shown)

Select Client: **Service Required:**
Vat No: **From:**

After selecting the **Client** from the drop down list, you will see that the **Client' VAT** number is automatically shown, this allows you to reference that you are working with the right **Client**.

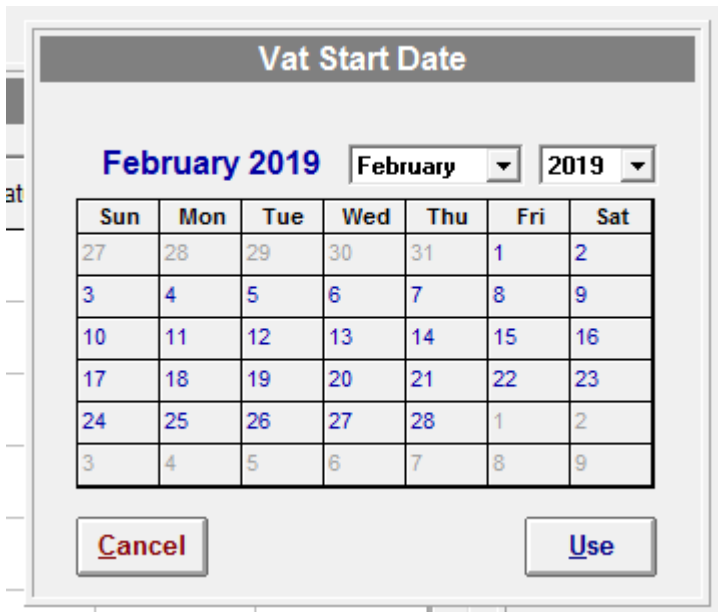
Select a Service Required

Service Required:
From: Obligations
 Liabilities
 Payments

Now you need to select the **MTD Service Required** from the drop down list.

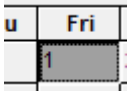
After doing this you will automatically be asked to confirm a period date (only if you haven't already set a date)

Set from / to Dates



You need to specify the vat start period and the vat end period.

You can do this by simply clicking onto the start period date via the calendar.



Either double click on the date you want to use or click it once, and then click the **Use** button.

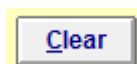
To abort click the **Cancel** button.

TIP

By default the system will automatically set the end period to 3 months after the start period, although you can change this yourself.

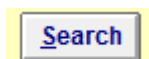
Also be aware, if **'You are in TEST MODE'** then the dates will be changed to the predefined dates, regardless of the date you pick.

Clear Button



To clear the entire form and start over click onto the **Clear** button.

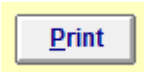
Search Button



Click onto the **Search** button, to force the system to scan for **Obligations, Liabilities & Payments**.



The results are automatically shown in the results grid.

Print Button



To print out the grid shown on your current screen click the **Print** button.

Obligations

Vat Obligations					
Period Start	Period End	Due By	Status	Received	
01-01-2017	31-03-2017	07-05-2017	Fulfilled	06-05-2017	 View
01-04-2017	30-06-2017	07-08-2017	Open	--	 Submit


Please Note:
 You can only search as 12 month period, this is a limitation set by the HMRC and not the system. Please ensure that you check all periods for any outstanding VAT obligations.

After clicking the **Search** button, the system will securely contact the live **HMRC** servers and retrieval all **Vat Obligations**.

As you can see from the above example, the system will return information from **HMRC** and display it in an easy to follow grid.


As a rule, anything that says '**Open**' needs to be looked at and anything that says '**Fulfilled**' has been completed - this does not mean that you have paid **VAT** that may be due, only that the forms have been filled and received by the **HMRC** correctly.

View Obligation

01-04-2017	30-06-2017	07-08-2017	Open	--	
------------	------------	------------	------	----	--


To review a previously submitted **Vat Obligation** simply click the grid, it will turn yellow and then double click onto the **View** button as shown above.

Submit VAT Return

Period Start	Period End	Due By	Status	Received	
01-01-2017	31-03-2017	07-05-2017	Fulfilled	06-05-2017	

To begin the process of **Submitting** a new **Vat Return**, again click onto the grid - it will turn yellow. Then double click the **Submit** button.

Import Electronic File



Import Electronic Data Figures

Import File: ...

Accounts Application:

Sage Accounts 50
Microsoft Excel
Raw Text File

Format:

File Read:

Quick Help

- 1) Chose your import file, set your file format and choose the accounts application.
- 2) Click TEST button, when testing is successful click the IMPORT button.

DON'T PANIC

This looks far more worrying than it actually is, in fact once you have done this a couple of times it will become very easy.

HMRC no longer allow you to type up the figures manually to be submitted, therefore you have to export your figures from your current accountancy system and then import them to be submitted automatically via **Vat2Go's** bridging software.

Four Steps;

- 1) Select your accounts application that you use.
- 2) Select the file you want to import
- 3) Click the **Test** button to check all is well
- 4) Click the **Import** button to actually import the data

From there you can simply **Submit** the data to the **HMRC** live servers.

NOTE:

Because we write software, day in and day out, we are able to create bespoke import routines which can handle virtually any type of exported data file.

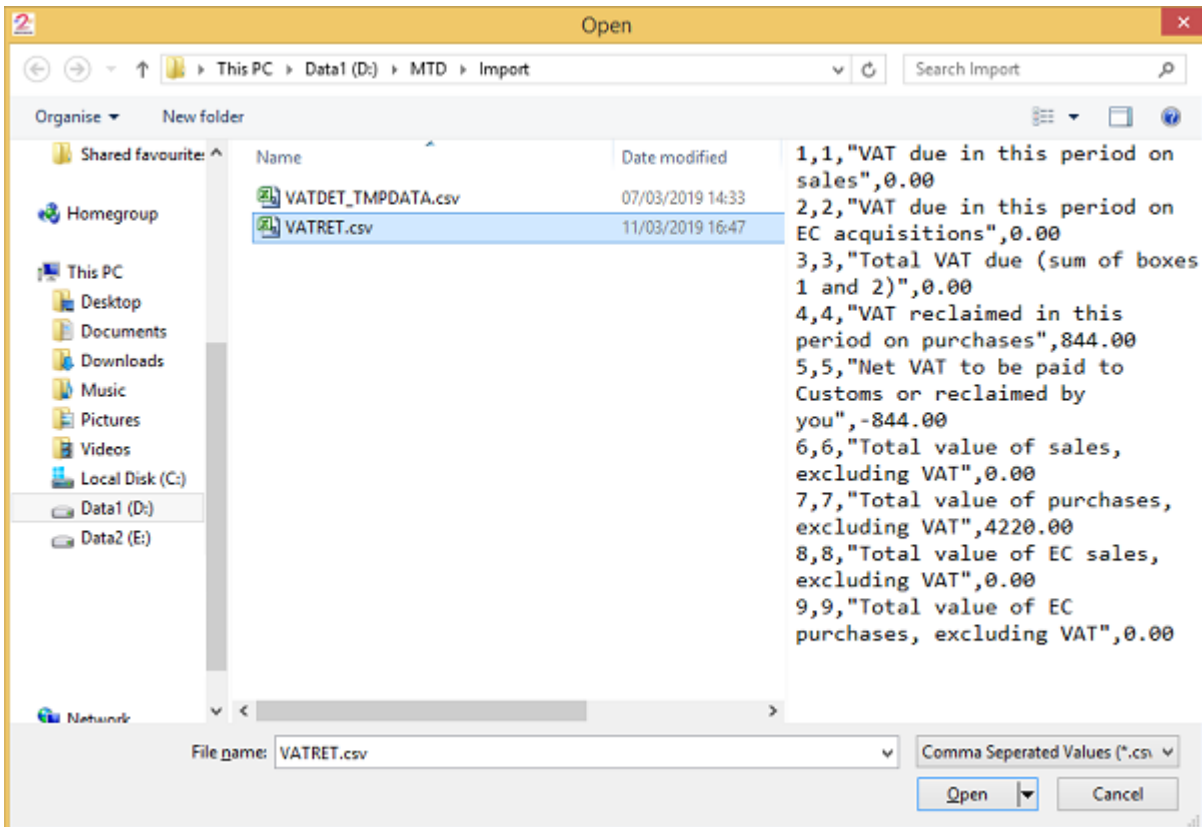
Virtually all systems will export a basic **CSV**, **Text** or **Excel** file but even if your existing system cant generate these files there are still things we can do to help.

Call support on **0161 660 1366** or **0151 909 5695**

(...) Open / Locate Export File



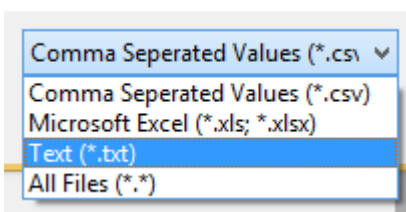
To locate your exported file click the above button (...), the following screen will now appear.



As you click onto the file, its contents are shown on the right hand side of the form. You can change the file type by clicking the drop down box (see topic **File Formats**) for further information on this topic.

When ready click the **Open** button, or click the **Cancel** button to abort.

File Formats (supported)



More and more file formats are likely to be added during the roll out over the next 3-5 years.

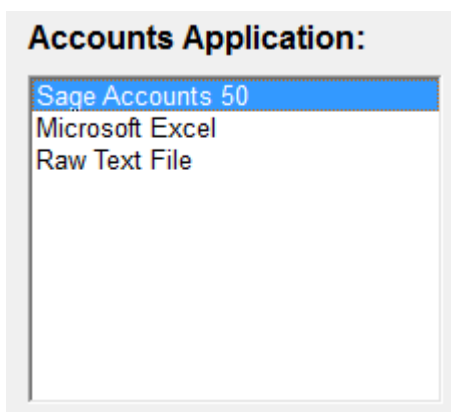
To begin with the most common and most likely to be available in all applications as export routines are as follows;

- Csv** - Comma Separated Values
- Xls** - Microsoft Excel (including the newer format of Xlsx)
- Txt** - Standard text output files

NOTE:

If you have another file extension that is simply text based then you can click the (*.*) format and the system will attempt to read the file as it would any exported txt file.

Accounts Applications



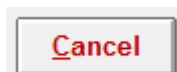
You need to specify what accounts application you are using, do this by simply clicking on the name of your application in the list.

NOTE:

This list will be increasing as new accountancy systems are verified as being compatible with **Vat2Go's** bridging software.

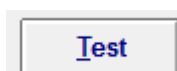
If you have a different piece of system that you need instantly checking please call support on **0161 660 1366** or **0151 909 5695**

Cancel Button



If you want to cancel your current operation click the **Cancel** button

Test Button



Once you have selected your **Accounts Application** and have specified your **Import File**, you can then click the **Test** button.

Format:		CSV File (csv)	File Read:	Ok
1	1	VAT due in this period on sales	0.00	
2	2	VAT due in this period on EC acquisitions	0.00	
3	3	Total VAT due (sum of boxes 1 and 2)	0.00	
4	4	VAT reclaimed in this period on purchases	844.00	
5	5	Net VAT to be paid to Customs or reclaimed by you	-844.00	
6	6	Total value of sales, excluding VAT	0.00	
7	7	Total value of purchases, excluding VAT	4220.00	
8	8	Total value of EC sales, excluding VAT	0.00	
9	9	Total value of EC purchases, excluding VAT	0.00	

As you can see from the above example, the system has read the exported file, it contains four columns of data but only three are used by the system - these are highlighted in yellow.

Anything highlighted in red has been spotted as an error by the internal checking systems and will prevent you from **Importing** the data and **Submitting** it to the **HMRC**.

NOTE:

Different import routines will have different number of columns, etc, so your screen may look slightly different to the one shown above. But in a nutshell you should find that boxes 1 - 9 are automatically shown.

Import Button



Once the exported file has been tested ok, and the **File Read:** states that it is **Ok** you can click the **Import** button.

Review the Return

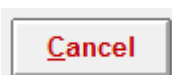
Vat Return - Details		
VAT Return for the period: 01-01-2017 to 31-03-2017		
VAT due on sales and other outputs	1	0.00
VAT due on acquisitions from other EC Member States	2	0.00
Total VAT due (the sum of boxes 1 and 2)	3	0.00
Vat reclaimed on purchases and other inputs (including acquisitions from the EC)	4	844.00
Net VAT to be paid to Customs or reclaimed by you (difference between boxes 3 and 4)	5	-844.00
Total value of sales and all other outputs excluding any VAT.	6	0.00
Total value of purchases and all other inputs excluding any VAT.	7	4220.00
Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states.	8	0.00
Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states.	9	0.00

Before you **Submit** the **Vat Return** you can review the information, it is at this point **HMRC** do not want you to be able to retype or change the information being submitted.

With that in mind, should you find an error or need to make an adjustment you will need to do this in your original accountancy system and then export the file again.

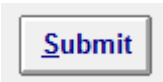
When ready you can click either the **Cancel** button or the **Submit** button.

Cancel Button



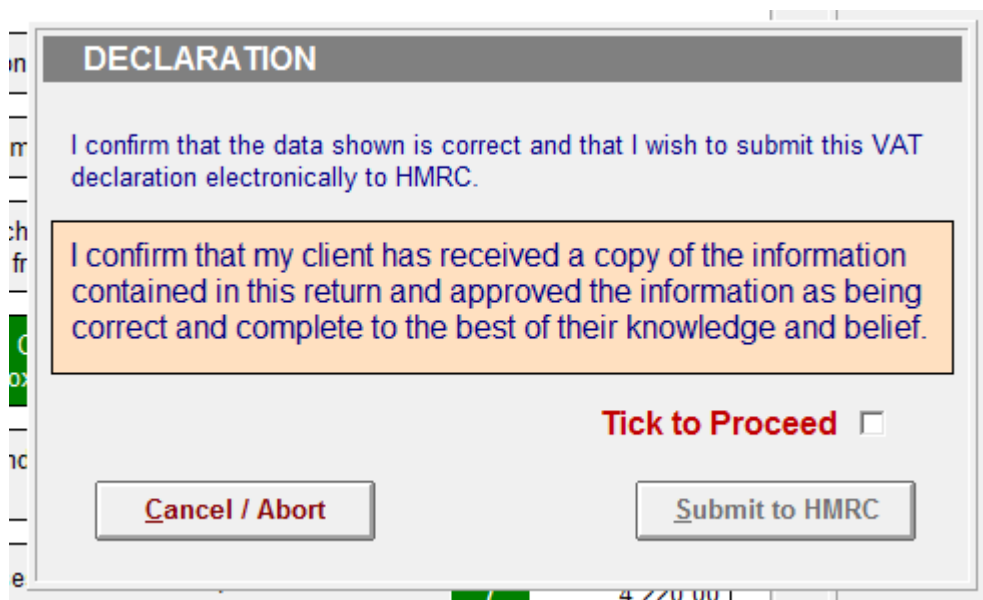
If you want to cancel your current operation click the **Cancel** button

Submit VAT Return



When ready click the **Submit** button and the **Vat2Go** application will begin the process of submitting your **Vat Return**.

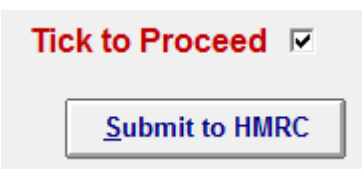
DECLARATION Statement

A dialog box titled "DECLARATION" with a grey header. The main content area has a light blue background and contains two paragraphs of text. The first paragraph is in blue text: "I confirm that the data shown is correct and that I wish to submit this VAT declaration electronically to HMRC." The second paragraph is in blue text and is enclosed in a yellow box: "I confirm that my client has received a copy of the information contained in this return and approved the information as being correct and complete to the best of their knowledge and belief." Below the text is a red label "Tick to Proceed" followed by an unchecked checkbox. At the bottom are two buttons: "Cancel / Abort" and "Submit to HMRC".

Before you can proceed to **Submit to HMRC** you must confirm that you have read and accepted the confirmation statement (see above).

To abort click **Cancel** otherwise click the **Tick to Proceed** tick box and then click **Submit to HMRC**.

Tick to Proceed

A dialog box with a light blue background. It features a red label "Tick to Proceed" followed by a checked checkbox. Below this is a button labeled "Submit to HMRC" in blue text.

Once you have read the statement and agreed by its terms, you should place the tick in the box (**Tick to Proceed**).


Upon doing this the **Submit to HMRC** button will become available to use.

Cancel / Abort Button

A rectangular button with a light gray border and a white background. The text "Cancel / Abort" is centered in a red, sans-serif font. The letter 'C' in "Cancel" is underlined.

If you are unsure or don't want to **Submit** the **Vat Return** click the **Cancel / Abort** button.

Submit to HMRC Button

A rectangular button with a light gray border and a white background. The text "Submit to HMRC" is centered in a blue, sans-serif font. The letter 'S' in "Submit" is underlined.

When you are good to go, simply click the **Submit to HMRC** button and **Vat2Go** will begin the secure connection to the live **HMRC** servers.

Outcome / Results

In reality there are only two outcomes from a live transmission to **HMRC**.

The first is **Success** - your **Vat Return** submission has been accepted, this is confirmed by you being able to print out a hard copy of the **Vat Return** showing the date / time stamp accepted by the live **HMRC** servers along with uniquely identifiable markers.

Secondly, **FAILED** - your request for whatever reason failed, it will need to be redone, this could be various reasons such as;

Wrong Vat Number

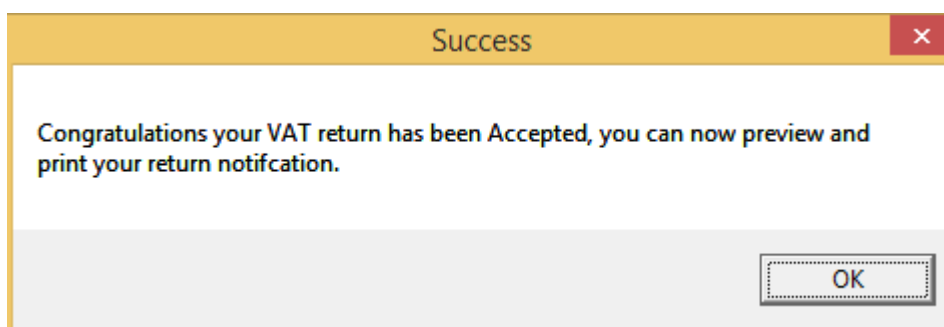
No Client Authority

Data Details are incorrect

HMRC servers are too busy

If you receive the last error, simply give it 20 minutes and try again, sometimes coming to the last few days before the expiry date millions of people are trying to submit their returns and the servers are just too busy !

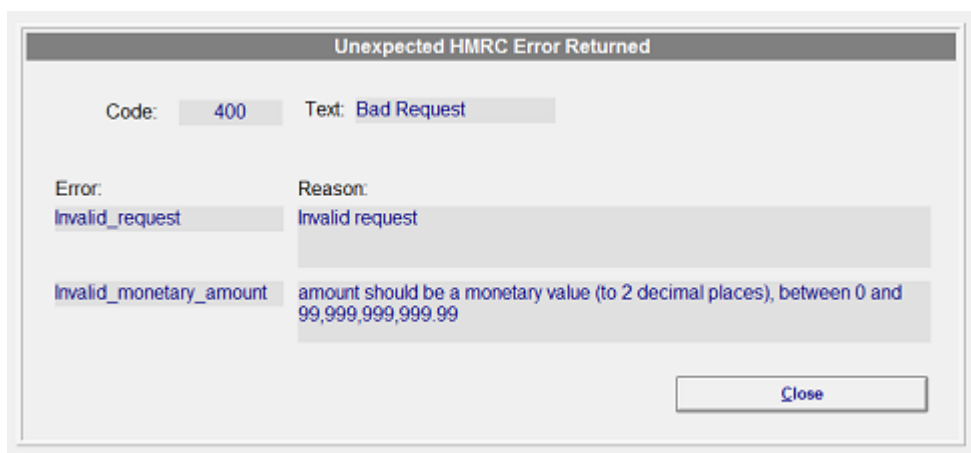
Successful Transmit – Print Report



The above message box shows you that **HMRC** has received and accepted your submission, it does not mean that the return is correct, only that they accepted the data you sent them !

After clicking the **OK** button, you will be able to print out your **Submitted Vat Return**, for details on this see the topic - **Printing Options**

Unexpected HMRC Error - Close

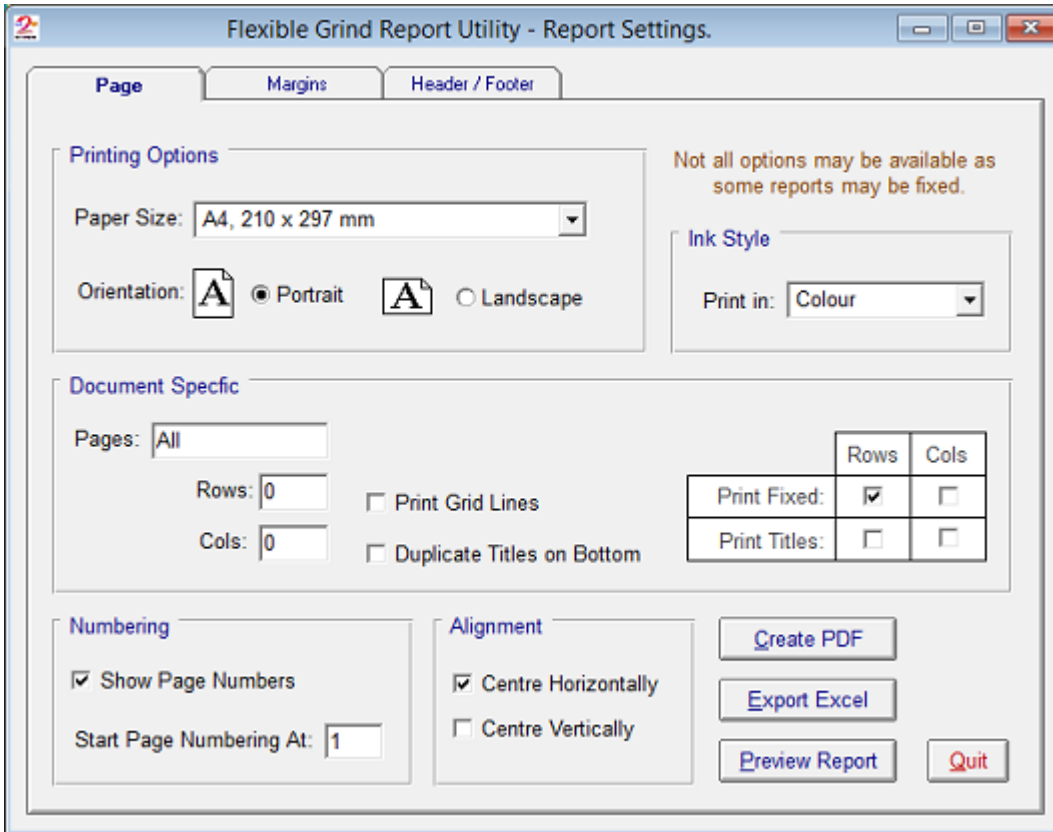


If you get the following screen back, in a nut shell the **HMRC** servers were not happy, and as such simply refused to accept your **Vat Submission**.

Depending on the actual error message shown, depends on if you should try again in 20 minutes.

If you believe your data to be correct and cant get the submission to go through please ring support on **0151 909 5695** or **0161 660 1366**.

Printing Options

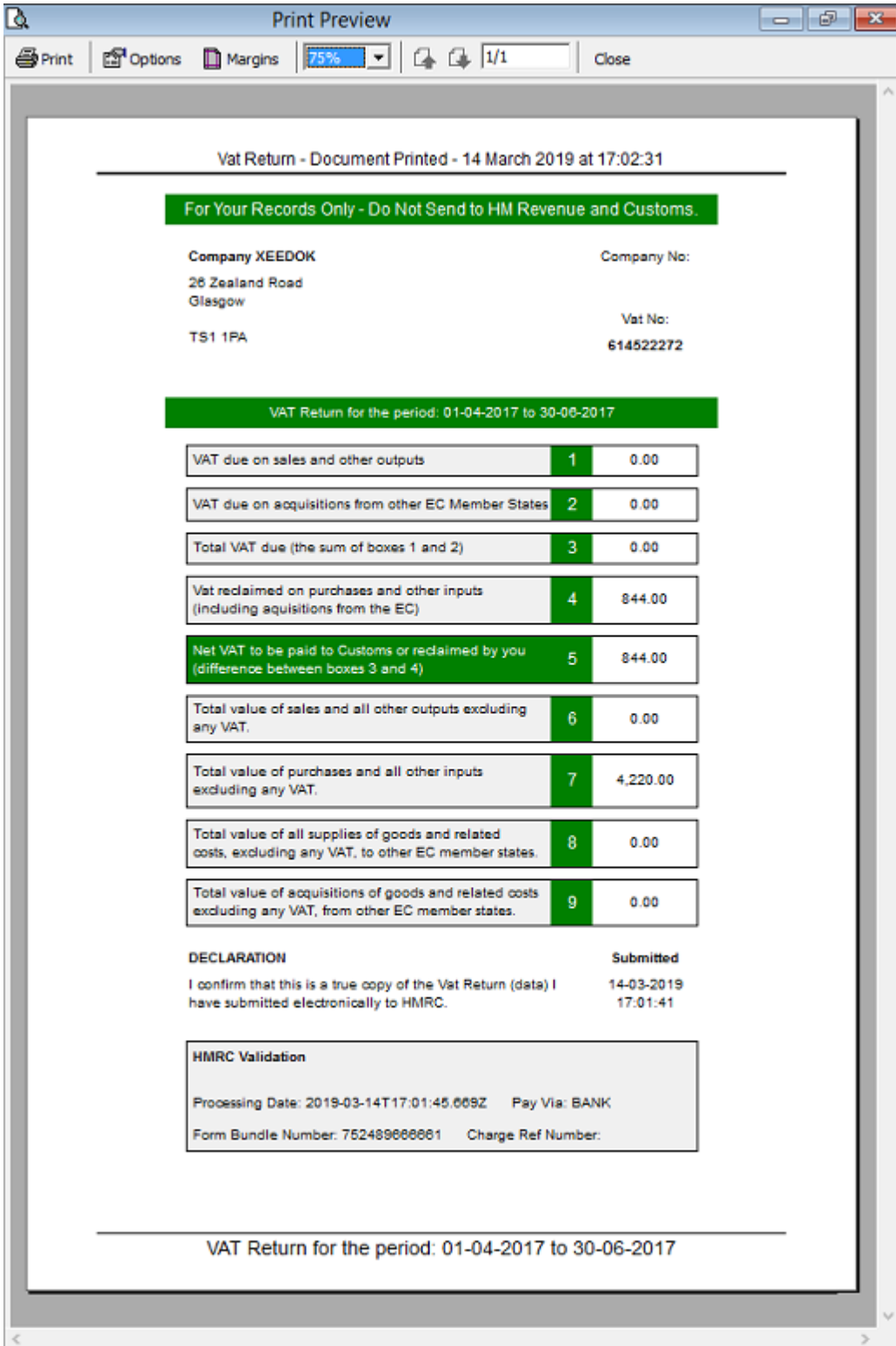


You can change various settings from here prior to printing, but in reality you just need to click the **Preview Report** button and then click the **Print** Icon once the report is shown.

NOTE:

It is possible for you to create a PDF of the report from here, this you could email to your client should you be working as an agent for others.

Print Preview



Once you are happy with your **Print Preview** click the **Print Icon**.

NOTE:

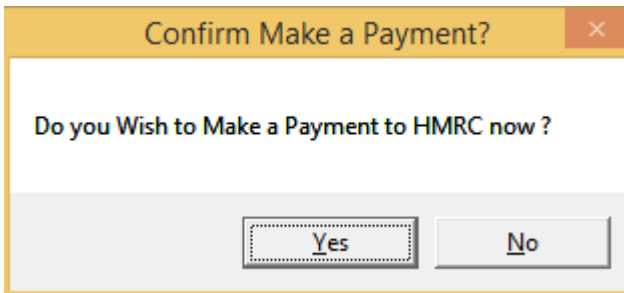
You can see at the bottom of the report, the **HMRC** validation details, these include;

- Processing Date,
- Form Bundle No,
- Payment Via Notification,
- Charge Ref Number

Not all fields are returned by the **HMRC** live servers, the important two are the **Processing Date & Form Bundle No.**

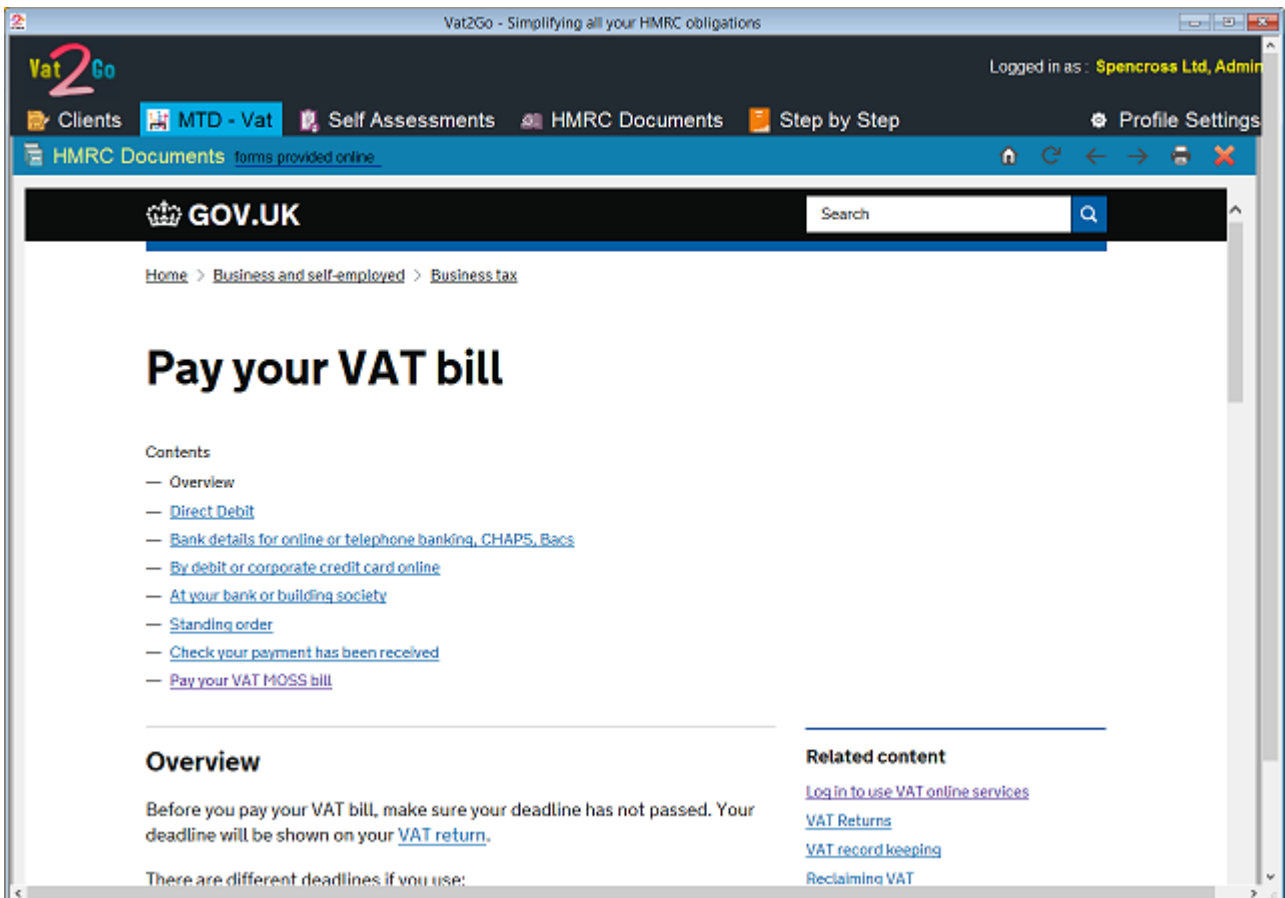
Having those two pieces of information mean you can be sure that the **HMRC** have you **Vat Return**.

Make Payment to HMRC Now ?



HMRC would like to get all payments as fast as they can, to this end, after successful acceptance of a **Vat Return** you will be asked if you would like to make a payment to the **HMRC** now, either confirm **Yes** or **No**.

Clicking **Yes** will take you to the governments payment website (see below)



NOTE:

During the life cycle of **Vat2Go** we do expect that more and more functions will become embedded into the system such as that of making a payment or setting up direct debits through **Vat2Go**.

Liabilities

Service Required:

From:

Select **Liabilities** from the drop down box and then click the **Search** button.

Remember that if nothing appears, check that you have specified both your start and end periods correctly.

Overview

Vat Liabilities					
Period Start	Period End	Type	Amount £	Outstanding £	Due By
01-01-2017	05-04-2017	VAT Return Debit Charge	63,872.00	63,872.00	12-05-2017
01-04-2017	30-04-2017	VAT Return Debit Charge	5.00		09-06-2017
01-08-2017	31-08-2017	VAT CA Charge	493.38	493.38	07-10-2017
01-10-2017	01-12-2017	VAT OA Debit Charge	0.00	845.00	31-12-2017

Any matching results are automatically shown (see above).

You can print this report out, but there is no further actions possible.

Payments

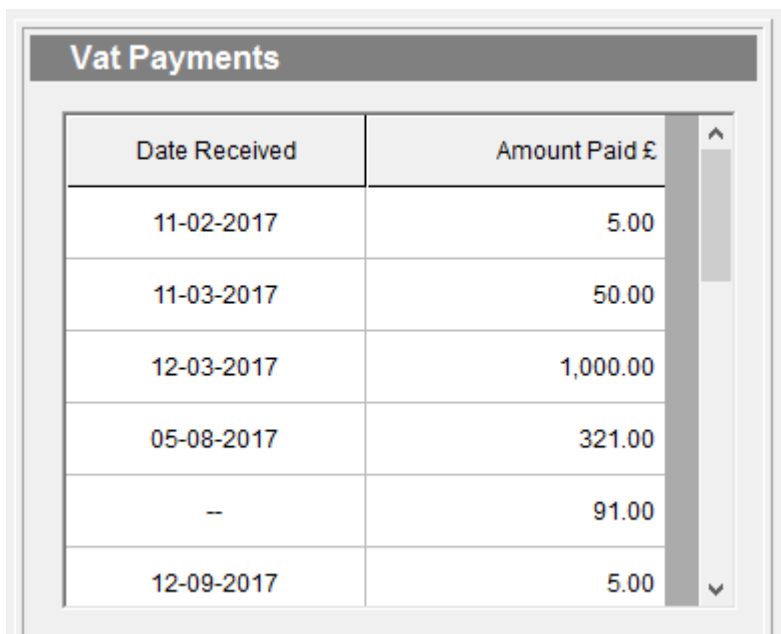
Service Required:

From:

Select **Payments** from the drop down list and then click the **Search** button.

Any payments made within the given period will then be displayed.

Overview



The screenshot shows a window titled "Vat Payments" containing a table with two columns: "Date Received" and "Amount Paid £". The table lists several payment entries with their respective dates and amounts. A vertical scrollbar is visible on the right side of the table, indicating that there are more rows than are currently visible.

Date Received	Amount Paid £
11-02-2017	5.00
11-03-2017	50.00
12-03-2017	1,000.00
05-08-2017	321.00
--	91.00
12-09-2017	5.00

As you can see from the above image, any matching **Payments** received by **HMRC** are displayed.

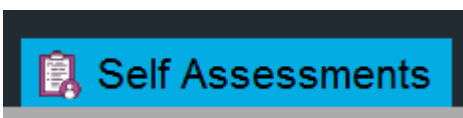
Whilst you can **Print** the above report out, you can not change or alter any of the information contained within.

Self Assessments

Vat2Go will be adding in many new features, we intend to add all **MTD** options, this includes **Self Assessments**.

To access all options pertaining to submitting **Self Assessments** click onto the menu option.

RESERVED for future development



Unless you are a registered **BETA** tester for both the **HMRC** and **Vat2Go** you will not current have access to any of the **Self Assessments** features.

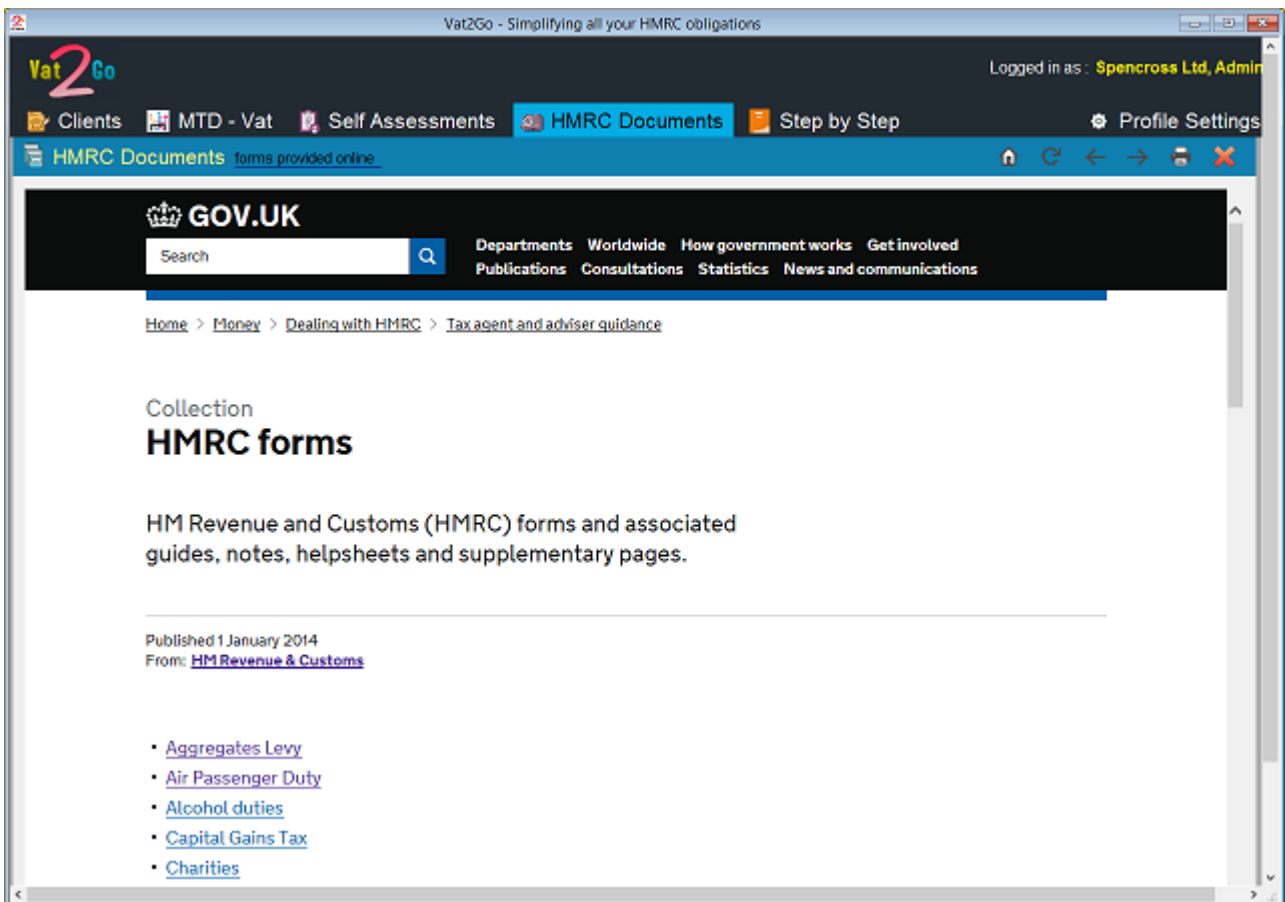
Please contact support for further information - ring **0161 660 1366** or **0151 909 5695**

HMRC Documents

Vat2Go has embedded a direct link into its system, this allows you to instantly access documents held and offered by **HMRC**

By clicking this link, you can speed up access to vitally important documents, without having to waste time trying to find the relevant pages.

Overview



Think of this as a web browser inside the **Vat2Go** application. But it allows you to print correctly, search the **HMRC** website for given documents, etc

To close the panel click the **RED CROSS** shown on the top right hand side of the form panel.

Step by Step

Two sets of guides are available online, the first is compiled directly by **HMRC** and cover there topics (such as agent sign ups) and the second set of guides are intended as quick reference guides on using **Vat2Go**.

To close the panel click the **Red Cross**.

HMRC – Step by step guides

Step by Step Guides

[HMRC - Agent Step by Step](#)

[HMRC - Business Step by Step](#)

As the **HMRC** notify us of additional step by step guides we will automatically added them to the internal system, making it easier for you to find helping guides.

Vat2Go – Step by step guides

Step by Step Guides

[Vat2Go - Which One am I ?](#)

[Vat2Go - Creating a Client](#)

[Vat2Go - Submitting a Vat Return](#)

Published 7 March 2019

We will be adding both more **step by step guides** and normal **user guides** over the next couple of months.

Anything you need right now please feel free to ring us on **0161 660 1366** or **0151 909 5695**.

Profile

Each user of the system will have their own **Profile Settings**.

From here you will be able to configure various options, including;

Passwords, Password On Start Up

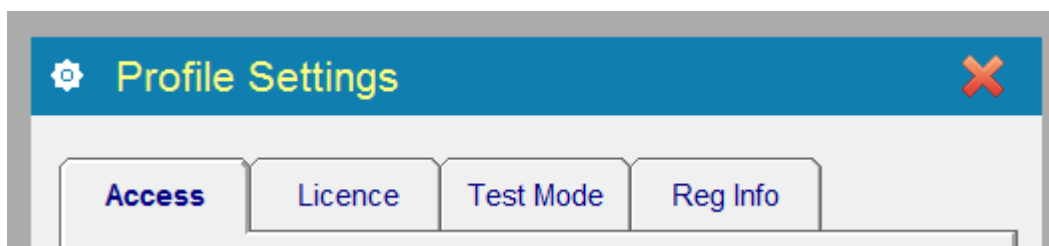
Licence, Subscription Code, User Type, Number of Clients

Test Mode, Period Start / End, Single / Multiple Results

Registration Information

Once configured, other than changing your password or switching into **TEST** mode you are unlikely to revisit this section.

the Tabs



You can access the different parts of your **Profile Settings** by clicking onto the **Tab Name**.

Each **Tab** groups together various pieces of profile information. Refer to the individual topic chapters for more information.

Access

Vat2Go can be set to use passwords, this is where by the user will have to type in their user name followed by their current password before being allowed to access the system.

Require Password on StartUp

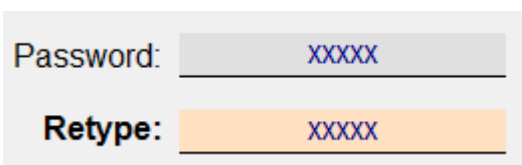
You can restrict access to the **Vat2Go** application by forcing a user login.

To do this simply set a **Password** and then set **Require Password on Startup** to **Yes**.

NOTE:

To disable user login, set this to **No**

Changing your Password

A screenshot of a password change form. It features two input fields. The first field is labeled "Password:" and contains the text "XXXXX". The second field is labeled "Retype:" and also contains the text "XXXXX". Both fields have a light blue border and a light blue background.

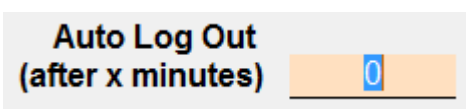
If you want to change your password, simply type in your new password into the first field. Now retype your password for a second time,

When you click the **Save Updates** button, your new **Password** will be saved and required from thereon.

NOTE:

If your new passwords don't match - the new password will NOT become active !

Auto Log Out (x)

A screenshot of the "Auto Log Out" setting. The text "Auto Log Out (after x minutes)" is displayed in a bold, dark blue font. To the right of this text is a numeric input field with a light blue background and a dark blue border, containing the number "0".


You can configure the system to automatically log you out after (x) minutes.

NOTE:

This only works if you have selected **Require Password on Startup**, have an actual **Password** and have the timer set to more than **0**.

Setting this to **0** will switch the **Auto Log Out** off.

Save Button

A screenshot of a button labeled "Save Updates". The text is in a bold, dark blue font and is centered within a rectangular button with a light blue background and a dark blue border.

When you have made all you alterations, click the **Save Updates** button.

Licence

Access	Licence	Test Mode	Reg Info
NOTICE:			
Without a VALID licence you will not be able to view, download or submit any new information to the HMRC.			
Licence:			
213-2237-ca56e7362cdd2a49c944d8940c581e17-11554			
Subscription Code:		6C-31-2583D5:4FA	
User Type:		Company / Ltd / Organisations	
Number of Clients:		49	
Save Updates			

Within the **Licence** tab you can update your **Licence & Subscription Code**.

NOTE:

Your **Subscription Code** is automatically renewed by the **Vat2Go** application, the only time you would need to change this manually is if your account falls into arrears and the system locked due to non payment.

Additionally you can not change the contents of either of the other fields !

Subscription Code

Licence:
321-2237-ca56e7362cdd2a49c944d8940c581e17-55411

You should always use **copy & paste** to insert these code into there relevant fields as typing it will usually result in a typo-error !

Subscription Code:	16C-31-2583D5:FA4
--------------------	-------------------

Licence Codes are unique and must not be shared with anyone else otherwise they may corrupt your data !

Subscription Code will automatically renew after each monthly subscription payment has been made via the **Vat2Go** application.

Increasing / Decreasing Clients


Should you want to add more clients to **Vat2Go** simply ring up the support line.

They can adjust your subscription and update your **Subscription Code**.

The true in reverse, should you loose a number of clients you can ask us to reduce your level of subscription.

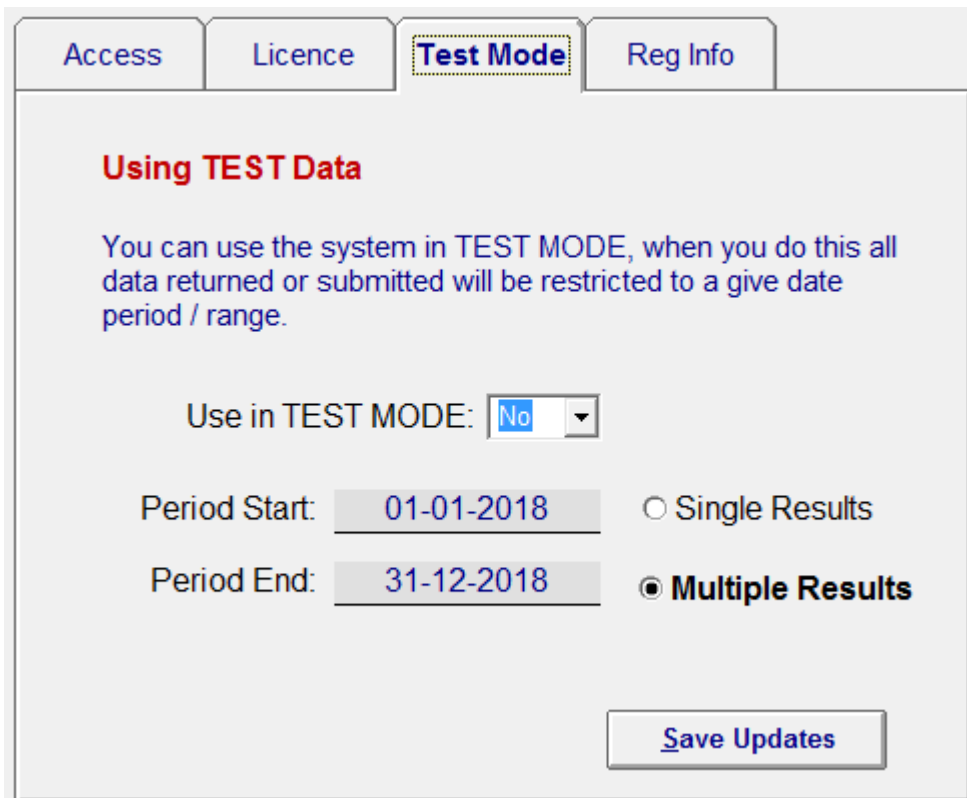
Please refer to our online guide on pricing / charges.

Save Button

A rectangular button with a light blue border and a white background. The text "Save Updates" is written in a blue, sans-serif font.

When you have made all you alterations, click the **Save Updates** button.

Test Mode

A screenshot of a web application interface. At the top, there are four tabs: "Access", "Licence", "Test Mode", and "Reg Info". The "Test Mode" tab is selected and highlighted with a dashed border. Below the tabs, the text "Using TEST Data" is displayed in red. Underneath, a blue paragraph explains that data returned or submitted will be restricted to a given date period. There are two input fields: "Use in TEST MODE:" with a dropdown menu set to "No", and "Period Start:" with a date field containing "01-01-2018". To the right of the date field is a radio button labeled "Single Results". Below the date field is another radio button labeled "Multiple Results", which is selected. The "Period End:" field contains "31-12-2018". At the bottom right of the form is a "Save Updates" button.

To allow you to get to grips with new features / functions **Vat2Go** allows you to switch into **TEST Mode**.

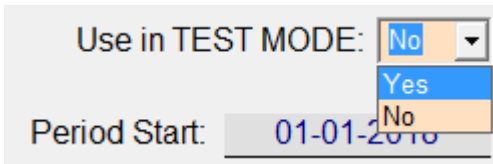
When in **Test Mode** and data transmitted to **HMRC** will be automatically verified, and then dumped.

Existing test data is also provide by **HMRC** so you can view what results you can expect to see.

NOTE:

You must switch off **Test Mode** before trying to process any true and live data for your clients !

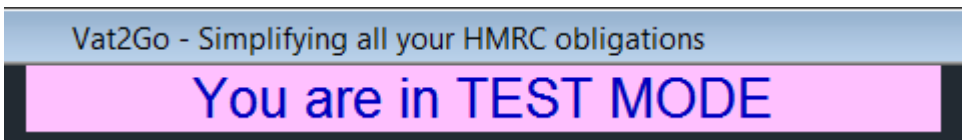
Use in TEST MODE



The screenshot shows a form field labeled 'Use in TEST MODE:' with a dropdown menu. The dropdown menu is open, showing three options: 'No' (highlighted in blue), 'Yes' (highlighted in orange), and 'No' (highlighted in blue). Below the dropdown is a text input field labeled 'Period Start:' with the value '01-01-2018'.

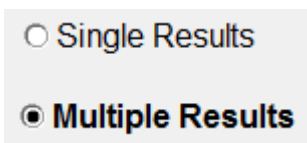
To active the system in **Test Mode** set the drop down box to **Yes**.

Within a few seconds of clicking **Save Updates**, your screen will change and show a flashing message.



Before submitting any live client data you must turn off **Test Mode**.

Single / Multiple Results

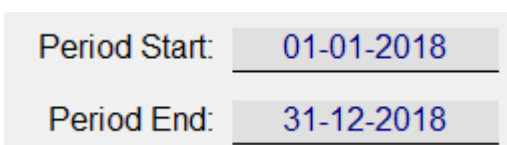


The screenshot shows two radio button options. The first option is 'Single Results' with an unselected radio button. The second option is 'Multiple Results' with a selected radio button.

When in **Test Mode** it is possible to return either a single result or multiple results from **HMRC**.

Set this value here, its useful when searching for **Liabilities & Payments**.

Period Start / End



The screenshot shows two text input fields. The first field is labeled 'Period Start:' and contains the value '01-01-2018'. The second field is labeled 'Period End:' and contains the value '31-12-2018'.


By default the system will automatically create the above **Period Start & End** dates,

Although you can change these to suit your own purpose.

NOTE:

These dates will override any date you pick prior to **Searching !**

Save Button

A rectangular button with a light grey background and a thin border. The text "Save Updates" is written in a blue, sans-serif font.

When you have made all you alterations, click the **Save Updates** button.

Reg Info

A screenshot of a web application interface showing a "Reg Info" tab. The tab is selected and highlighted in blue. Below the tab are several input fields for registration information. The "Name" field contains "David Smith", "Company" contains "Hestor Ltd", "Address" contains "46 Fountain Street Manchester", "Postcode" contains "M2 2BE", "Tel" contains "0161 660 1366", and "Email" contains "dave@hestor.com". A "Save Updates" button is located at the bottom right of the form.

Access	Licence	Test Mode	Reg Info
Name:	David Smith		
Company:	Hestor Ltd		
Address:	46 Fountain Street Manchester		
Postcode:	M2 2BE	Tel:	0161 660 1366
Email:	dave@hestor.com		
<input type="button" value="Save Updates"/>			

The **Reg Info** tab allows you to correct your original setup **Registration Information**.

This may be because you have moved offices, changed your telephone number or just changed your email address.

Name, Company

Name:

Company:

Simply type in your **Name** and **Company** name if one exists.

NOTE:

You do not need to enter in a **Company Name** but that will take preference over the persons **Name**.

Postal Address

Address:

Postcode:

Type in your postal address, this can be shown on any printed documents or service letters (future use)

Telephone

Tel:

Type in your **Telephone** number here.

Email

Email:

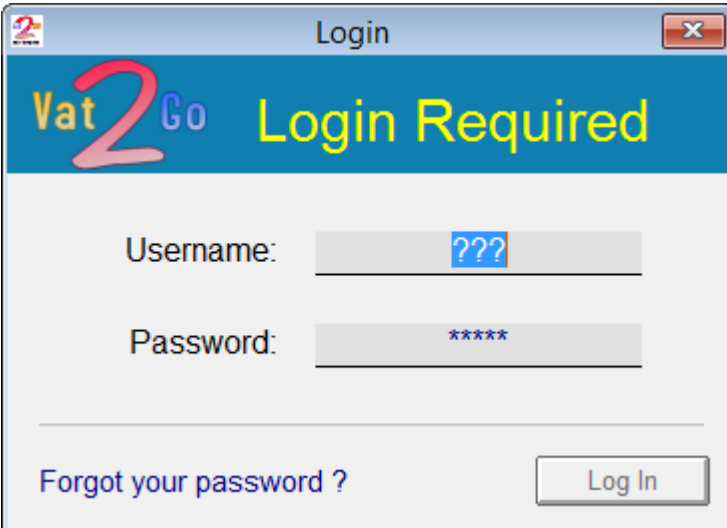
Type in your **Email** address here, make sure you type it in correctly as support will use this email address for notifications.

Save Button

A rectangular button with a light gray background and a thin black border. The text "Save Updates" is centered on the button in a blue, sans-serif font. The word "Save" is underlined.


When you have made all you alterations, click the **Save Updates** button.

Login Required

A screenshot of a Windows-style dialog box titled "Login". The dialog has a blue header bar with the "Vat2Go" logo on the left and the text "Login Required" in yellow on the right. Below the header, there are two input fields: "Username:" followed by a text box containing "???", and "Password:" followed by a text box containing "*****". At the bottom left, there is a blue link that says "Forgot your password ?". At the bottom right, there is a button labeled "Log In".

If activated you will need to login by providing both your user name and your password.

Username

A close-up screenshot of the "Username:" label and the text input field. The text "Admin" is entered into the field and is highlighted with a blue selection box.

By default and if you are not using a bespoke network version of **Vat2Go** your username will always be **Admin**

Type this in and then press the **Enter** Key to continue.

Password

A close-up screenshot of the "Password:" label and the text input field. The field contains six asterisks "*****" and is highlighted with a blue selection box.

Now type in your password and press **Enter**.

The **Log In** button will now become available to use.

Forgot your password ?

[Forgot your password ?](#)

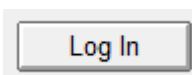
If you have done so, you will need to ring support, they and only they can remotely access your computer and reset your password.

Ring support on **0161 660 1366** or **0151 909 5695**

NOTE:

We do not keep copies of your passwords, all we can do is remove the password and get you to create a new password.

Log In Button



When you have entered both your **Username & Password** click onto the **Log In** button.

So long as the details are correct, the main screen will now appear.
