

# FAP NEWSLETTER

Newsletter for Focus Advanced Publishing Software



## MTD for VAT Send Tax Digitally button

### Welcome

Welcome to Focus Advanced Publishing Software®, a Complete Accounting and Management Software Solution for managing a publishing or a book distribution business.

### Meet us at:

Ghana Book Fair, ACCRA, 30 August – 2 September 2019

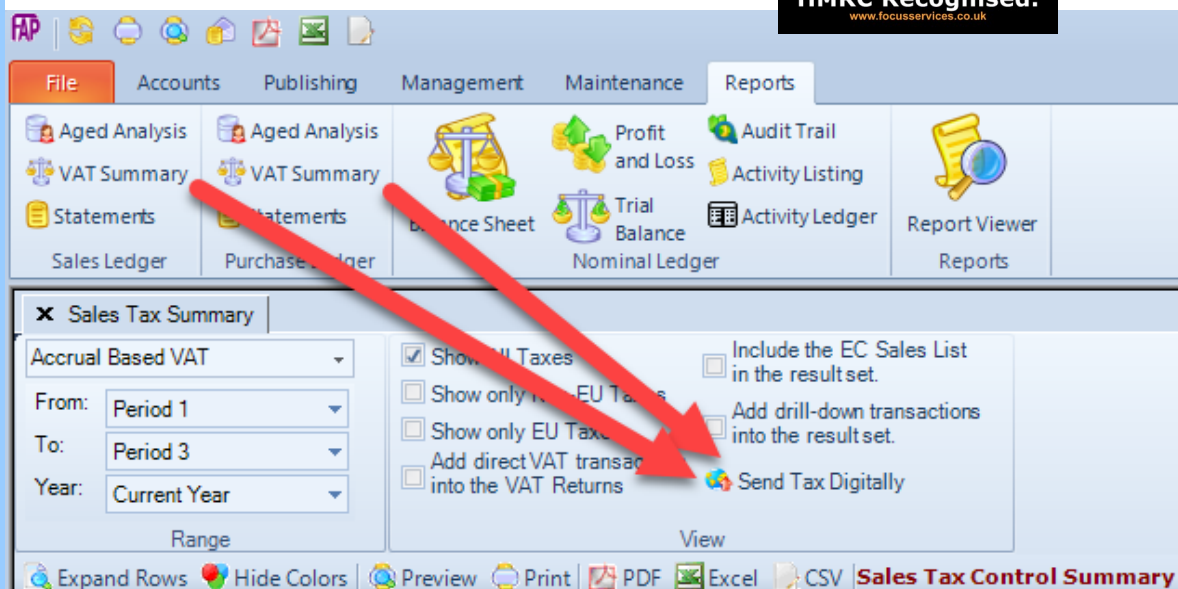
Frankfurt Book Fair, Messe, FRANKFURT, 16 - 20 October 2019

London Book Fair, at Olympia, LONDON, 10-12 April 2020



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If you are a VAT-registered business with a taxable turnover above the VAT threshold, then you are now required by HMRC to use the Making Tax Digital service to keep records digitally and use software to submit your VAT returns for VAT periods that started on or after 1 April 2019.

First you must register with HMRC for Making Tax Digital (MTD) for VAT.

To this effect, we have introduced a new button called “Send Tax Digitally”, in the VAT Summary windows, as shown above.

You do need to activate FAP for Live-Submission of VAT Returns to HMRC.

The **Send Tax Digitally** button, in the VAT Summary windows activates a wizard that will guide you through the submission process;

1. It will start by asking you to confirm that you are happy with the reported VAT Summary Report.
2. Next, it will request your HMRC login details, followed by random 6-digit number sent to you directly to you by HMRC, each time you go through this process.
3. Next, it will ask you to grant permission to FAP software in order to access your HMRC VAT Obligations.

4. Next, FAP will retrieve your HMRC VAT Obligations, made up of previously-filled obligations from the last 365 days and all OPEN obligations.
5. Selecting an OPEN obligation and clicking next will allow the submission process to post the VAT Return to the HMRC server.
6. HMRC’s server will return a receipt to confirm a successful submission.
7. Finally, save the receipt as an Excel or PDF document, or email it to yourself or send to a printer.

## Register with HMRC for Making Tax Digital (MTD) for VAT

1. To start, you need to have your “Government Gateway user ID” and Password to hand, otherwise click here to Create sign in details (<https://www.access.tax.service.gov.uk/registration/email>)
2. Next, click on this link: <https://www.tax.service.gov.uk/vat-through-software/sign-up/have-software>
3. Next, click “Yes, I have accounting Software”, and then click “Continue”.

### Do you have accounting software for managing your VAT records?

- Yes, I have accounting software
- No, I do not have accounting software

Continue

4. Next, click “Yes, my software submits through Making Tax Digital for VAT”, and then click “Continue”

### Is your software ready to submit your Making Tax Digital for VAT Returns directly to HMRC?

Your software must work with Making Tax Digital for VAT.

You must check with your provider that your accounting software is ready to submit your VAT Returns directly to HMRC.

Yes, my software submits through Making Tax Digital for VAT

No, my software does not submit through Making Tax Digital for VAT

Continue

5. Next, sign in using Government Gateway, and then complete the rest of the setup.

### Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

#### Problems signing in

[I have forgotten my password](#)  
[I have forgotten my Government Gateway user ID](#)

## Activate FAP for Live-Submission of VAT Returns

## Submit VAT Returns to HMRC Digitally

There are main 2 stages to processing your VAT Returns digitally:

Submitting the approved VAT Returns to HMRC, using the “Send Tax Digitally” button.

Once you are happy with the amounts reported in the VAT Return,

1. Click on the “Send Tax Digitally” button to begin the on-line delivery process.

2. The 10-boxes from the VAT Returns summary are presented again for your approval.

3. click continue, to indicate your approval.

4. click “Yes” to continue.

5. scroll down to the bottom to click “Continue”
6. enter your Government Gateway User ID and Password, then click Next to continue.

7. Click OK to grant Focus Advanced Publishing Software the right to retrieve your obligations from the HMRC server

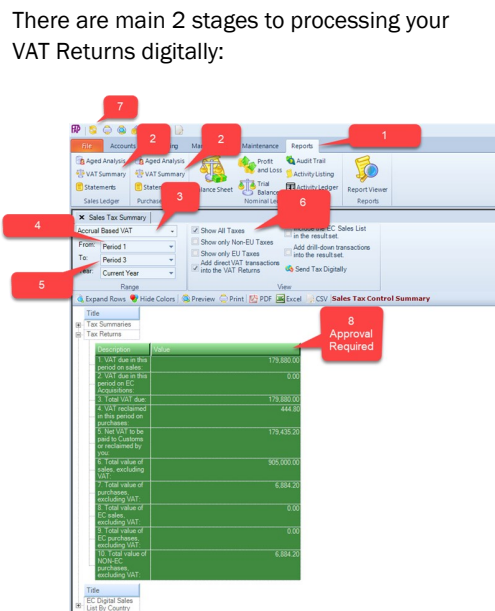
8. Next, for security reasons, HMRC will send you a 6-digit code, usually to your mobile form. When received, please enter here, and then click Continue.

9. Next, click “Grant authority” to continue.

10. Next, the window will reveal any already fulfilled from under 365 days ago, and Open obligations. Select a row that is marked as Status = Open, and then click Next to continue.

11. Finally, please click OK to submit the VAT return to HMRC. NOTE: clicking this button is irreversible.

12. Next, here is the “VAT Returns – Submitted” receipt. Please print to a printer, or save as PDF, Excel or CSV file.



### Print and approve the VAT Returns, as you did before.

1. Click on the Report Menu.
2. Click on either of the VAT Return options, under the Sales or Purchase Ledger.
3. By default the system selects the “Accrual Based VAT” method, please click on the dropdown arrow, if you require the “Cash Based VAT” method.
4. Set the VAT Period start month.
5. Set the VAT Period End month.
6. Set the Taxes types required.
7. Execute the query.
8. Please approved the result

1. Click on the Maintenance Menu.
2. Next, click on Preferences option.
3. Next, click on Company Settings tab, if not already open.
4. Next click on the Company sub-tab, if not already open.
5. Enter the VAT Registration Number (VRN), without spaces.
6. Next, tick the option “Is Registered for MTD (VAT)”
7. Finally, click the Save button to finish.