



# Making Tax Digital

## IRIS GP Accounts

April 2019



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## Making Tax Digital

Making Tax Digital (MTD) is a government objective to transform the tax system. The aim is to make tax administration more effective, more efficient and easier for taxpayers, and for individuals and businesses to get their tax right and keep on top of their affairs. IRIS wants to make MTD as seamless as possible for you. You can find useful information about MTD on the GOV.UK website [here](#).

Making tax digital will mean:

- Tax calculated in real time, avoiding mistakes
- No need to wait to the end of the year to see if your tax is correct
- Easier Mid-year corrections
- Linking directly to HMRC - your data goes straight to the right place, every time
- By 2020, taxpayers will be able to see their complete financial picture in their digital account

To prepare for Making Tax Digital you will need to:

- Keep digital records
- Digitally preserve these records
- Create a VAT return from the digital records
- Provide VAT data to HMRC on a voluntary basis
- Receive information (nudges) from HMRC via API platforms

**VAT Returns are compulsory from April 2019 for companies above the VAT Threshold**

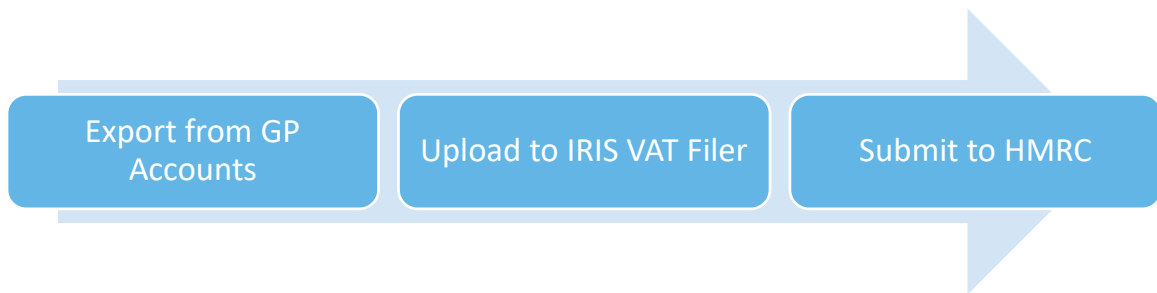
## Making Tax Digital functionality – GP Accounts & IRIS VAT Filer

IRIS VAT Filer enables you to make VAT submissions to HMRC with ease and helps you to comply with the Making Tax Digital rules. IRIS VAT Filer automatically connects to HMRC and retrieves client data such as previous submissions made under MTD, current VAT obligations, liabilities due and payments already made, making it much easier for you to keep track of your/your clients' submissions, payments and any amounts outstanding.

With the IRIS VAT Filer, you can:

- Quickly and easily import the required VAT values for submitting to HMRC, maintaining compliance with MTD
- Save time by eliminating the need for data entry

## IRIS GP Accounts



To make submissions from GP Accounts, you need to create a csv file to import the data into VAT Filer.

### To Export from GP Accounts (Generate VAT Return – HMRC Report)

1. From the **Reports | Cashbook Reports | VAT Reports** section, select the **VAT Return – HMRC report**
2. Click **Next**
3. From the **Choose the Period to be covered by this report** screen, select the report period and click **Next**
4. Choose the accounts to be included in this report and again click **Next**
5. If you have **Vat facilities** set to **Vat On – Partial Exemption**, the **Enter the Partial Exemption “Recoverable percentage of residual input tax”** screen is displayed. Complete the fields as necessary then click **Next**
6. If necessary, enter **VAT adjustment for Exempt (PA) Pharmaceuticals originally recorded as Taxable** then click **Next**
7. From the **Current Report: VAT Return – HMRC Report** screen, choose the settings required
8. Select the output **Export to File**
9. Click **Next**
10. On the **Add a VAT Receipt of Payment entry to the Cashbook** screen, the **Create a Cashbook entry to record this VAT receipt or payment** will be selected by default. If this is not required, you can choose the **Skip this option – do not create a Cashbook entry at this point** option
11. Click **Finish**

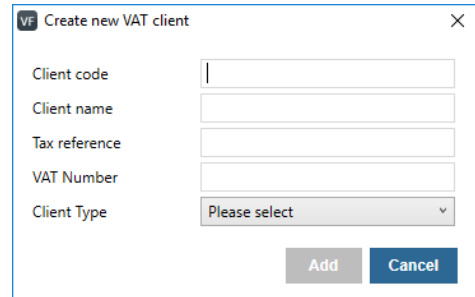
## To Upload to IRIS VAT Filer

### How to create a VAT client in the IRIS VAT Filer

Before you can import data into the VAT Filer, you need to create a client.

To create a new VAT client:

1. Log into IRIS VAT Filer
2. From the **Client** drop-down menu click **New**
3. Complete the fields and click **Add**

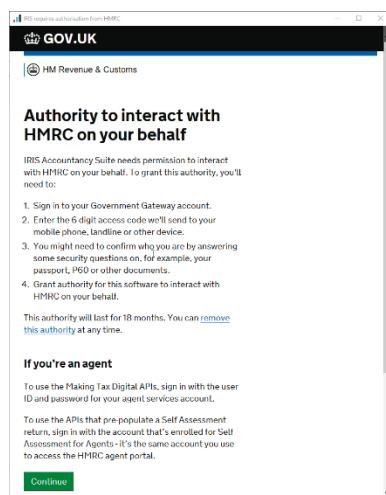


**Please Note: this will add the client to the IRIS VAT Filer only. If you act in any other capacity, the client should be setup in the appropriate IRIS product first**

### Registering with HMRC for Making Tax Digital (MTD)

You are required to register with HMRC for Making Tax Digital (MTD). These are the steps you will need to take the first time you log into IRIS VAT Filer and select a client:

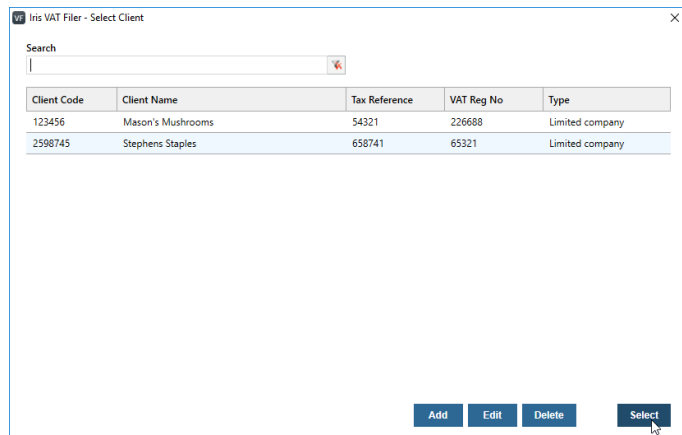
1. The first screen displayed advises that the software requires authority to interact with HMRC on your behalf. Click **Continue**
2. Sign into the Government Gateway by entering your **Government Gateway user ID** and **Password**
3. Sign up for **Making Tax Digital for VAT** – for further information click [here](#)
4. Click **Grant Authority** to allow IRIS VAT Filer to interact with HMRC on your behalf



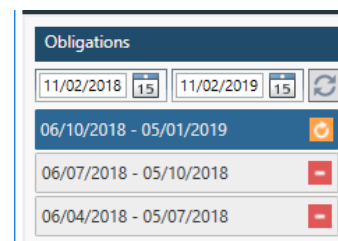
## How to import data in the IRIS VAT Filer

To import the **VAT Return – HMRC report** csv file generated in IRIS GP Accounts:

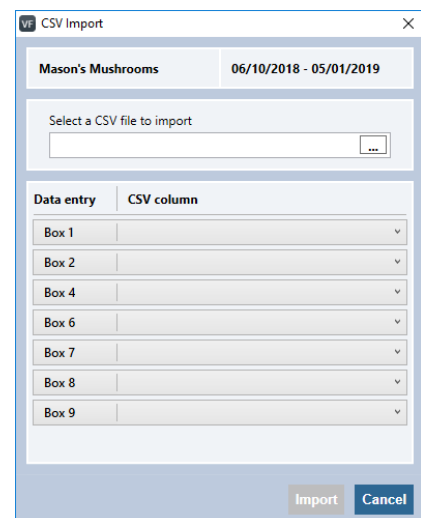
1. Log into IRIS VAT Filer
2. From the **Client** drop-down menu click **Select**
3. Highlight the **Client Name** and click **Select**



4. From the **Obligations** section, click on the relevant period




5. Next to the **Amount** column, click on the arrow icon and choose **Import from CSV file**
6. From the **Select a CSV file to import** section click on the ellipsis (...) and browse to the relevant csv file
7. Ensure the **Data entry** column **Box** numbers match the CSV columns
8. As the settings are remembered, after the first import, please ensure these are correct
9. Click **Import**



- Boxes 3 and 5 are automatically calculated
- Check the imported values to ensure they are correct and then click **Finalise** to Finalise the VAT period
- Then click **Submit**

06/10/2018 - 05/01/2019

Status  Not Started: Submission due by 12/02/2019 Data Entry: User Values

Box	Description	Amount	
1	VAT due in this period on sales and other outputs	<input type="text"/>	
2	VAT due in this period on acquisitions from other EC Member States	<input type="text"/>	
3	Total VAT due (the sum of boxes 1 and 2)		
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	<input type="text"/>	
5	Net VAT to be paid to HMRC or reclaimed by you (difference between boxes 3 and 4)		
6	Total value of sales and all other outputs excluding any VAT (include your box 8 figure)	<input type="text"/>	
7	Total value of purchase and all other inputs excluding any VAT (include your box 9 figure)	<input type="text"/>	
8	Total value of supplies of goods and related costs excluding VAT, to other EC Member States	<input type="text"/>	
9	Total value of all acquisitions of goods and related costs excluding any VAT, from other EC member states	<input type="text"/>	

**Declaration**

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

When you submit the information, you are making a legal declaration that the information is true and complete. Ensure you are happy with the values before submitting

## Additional Software and Services Available

### IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider\* and generate the necessary employee communications.

### IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

### IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

### Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: helpdesk@ir-efile.gov.uk	

### Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0344 815 5700	Tel: 0344 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

### Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0344 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk