Dimensions VAT Return via Excel Export with Access Connect

COMMERCIAL STATEMENT

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INTRODUCTION

HMRC introduced a new initiative 'Making Tax Digital' (MTD) for VAT returns back in April 2019. The initiative aims to make tax administration more effective, efficient and easier through the implementation of a fully digital tax system. The following government link provides more information on this:

https://www.gov.uk/government/publications/making-tax-digital/overview-of-making-tax-digital

The initial requirement is to deliver the summary VAT return via the HMRC gateway, and this can only be done via software, not through manual data entry as is currently available. Future HMRC VAT return requirements will then include delivering all the VAT transactions via the same method.

Consequently, Access are introducing a new facility to enable customers to comply with the new and any future related legislation. To this end, Access has enhanced their existing **Access Workspace** solution, which is a generic web portal that Access currently provide for user access to all their cloud-based solutions. This now supports user login to upload the VAT Returns.

Access Workspace has been developed to retrieve the values directly from the Dimensions VAT Register. This requires the additional installation of **Access Connect** in order to link with your Dimensions and allow the data to pull through automatically.

PRE-REQUISITES

The following pre-requisites is required in order install Access Connect to retrieve VAT figures automatically from Access Dimensions:

1. Dimensions must be on v2.51a or above.
2. Logon as a user with admin credentials for installation.
3. The server will need at least .NET Framework 4.6.2 or later.
4. The Access Connect windows service under an account with admin credentials, which has access rights to the SQL server

USING VAT RETURN EXPORT (EXCEL) WITH ACCESS DIGITAL TAX

Please see below a summary of the steps for using Access Dimensions directly linked with Access Digital Tax for MTD returns:

- Access Digital Tax automatically pulls VAT Data (the 9 fields) from Dimensions

- It uses the dates from HMRC to run the normal calculation within Dimensions

- If Dimensions is set to calculate VAT by periods, the calculation will include all transactions up to the period that relates to the end date from HMRC

- ***IMPORTANT if calculating VAT by periods, your period dates in Dimensions must match the dates set on your HMRC VAT Account***

- At the point of submitting, a final check is done to see if any changes have happened in Dimensions. If the VAT figures have changed, the user is warned and submission paused

- Once VAT data is successfully submitted to HMRC, Access Digital Tax will automatically mark transactions as submitted within Dimensions

- No need to mark transactions as submitted within Dimensions - the ability to do this is removed when Access Connect is installed

Dimensions VAT Return

1. Click on the *VAT Return* option available from the *System* menu:
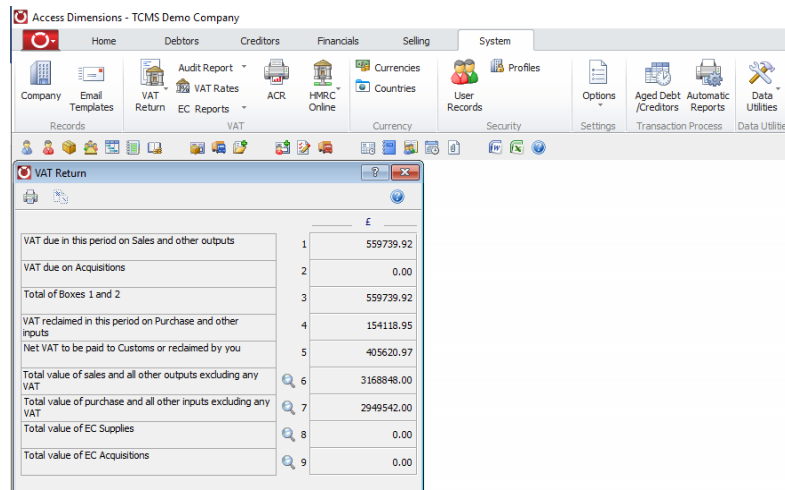
2. The above window displays the VAT figures as per the last update of the VAT return. To print the VAT Return, click the Print icon at the top of the screen.
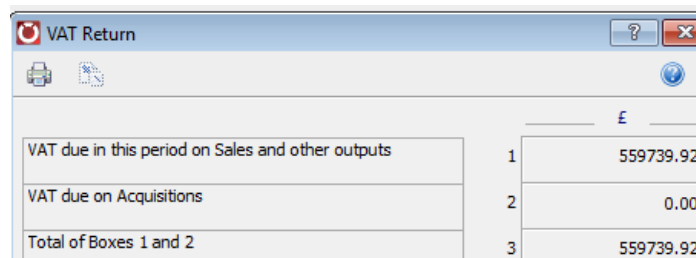

3. The following screen is displayed – select the output for the VAT Return (i.e. pring to screen or send to printer or file) and click on the Green tick
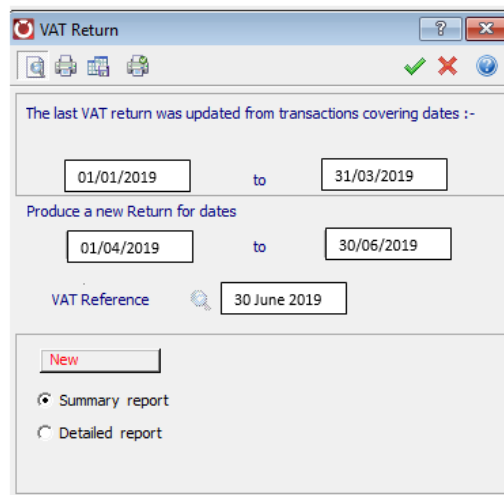

- Change the VAT Reference to look like this: ***ADT-310519*** or whatever the date was previously as only numeric characters, no spaces. Print this off and it will be able to update the return, if this VAT Reference format is not used it will not be possible to update the VAT return.
- Once the VAT return has been printed mark transactions as submitted (as per the current process).
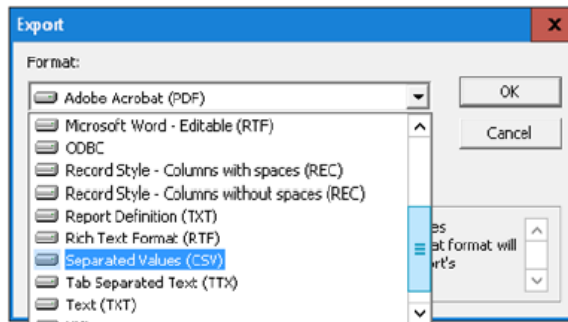
Export the VAT Return from Dimensions

1. From the System > VAT > ACR reports option find the 'VATReturnExportHv5' report:
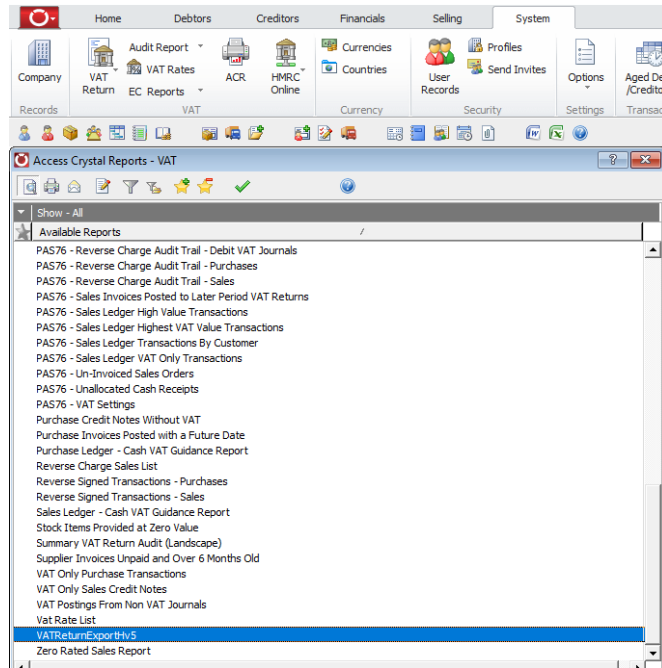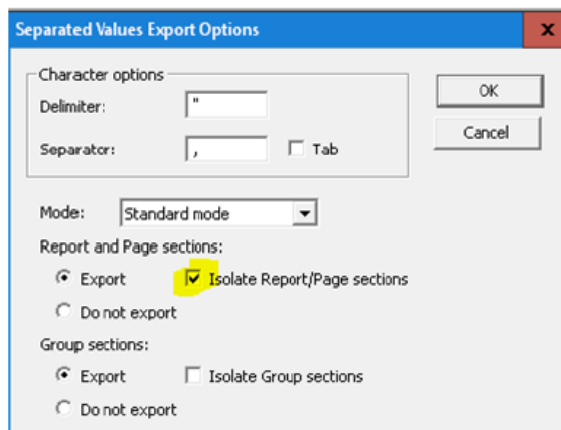

2. Run this report to extract the VAT data for the right date or period range.
3. Click on the 'Export' button:
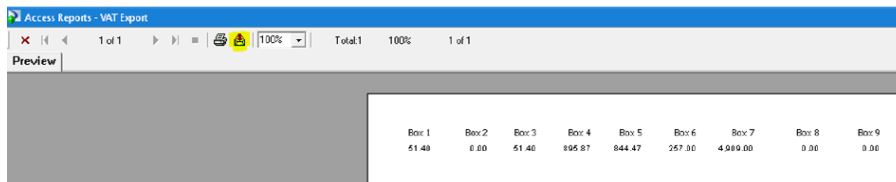

4. Select CSV file or Excel (Data Only):

5. If choosing CSV tick the option so that the headers appear separately from the data:

# Submitting VAT Return from the Access Workspace

1. Log on to the Access Workspace with the user credentials provided: go.accesscloud.com
2. From the Products grid select the *Digital Tax* option. If more than one company exist in Access Dimensions they will be available for selection from a drop-down menu from the 'Digital Tax' option.
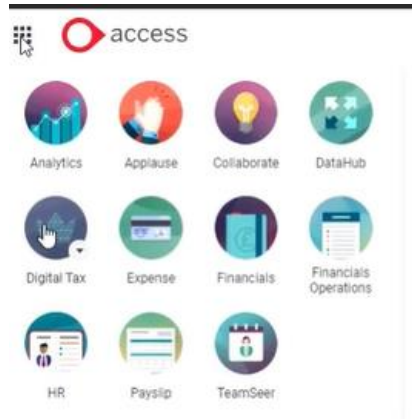
3. Ensure Access Digital Tax is set for 'Upload file'
4. From the below screen you will be presented with which VAT Returns need to be submitted on the left-hand side. The middle section will display the figures for the VAT return due and on the right payments, liabilities and previous VAT returns are displayed
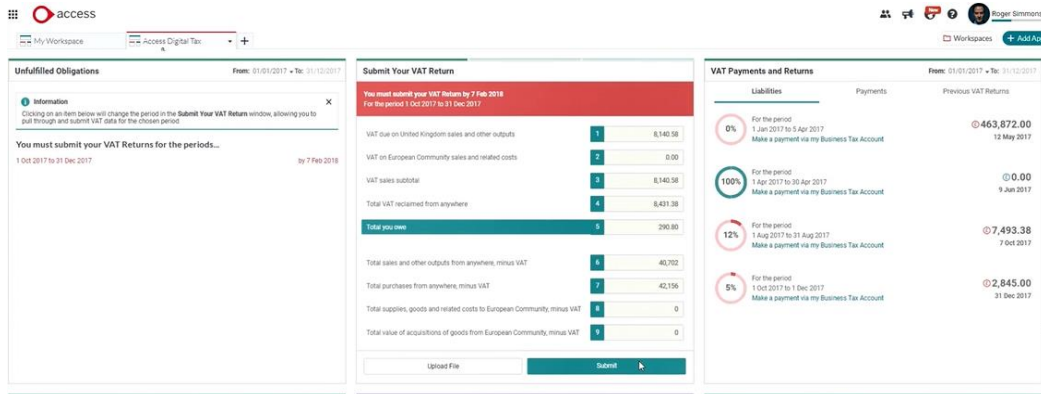
5. Upload the file within Access Digital Tax and select which cells contain the VAT data
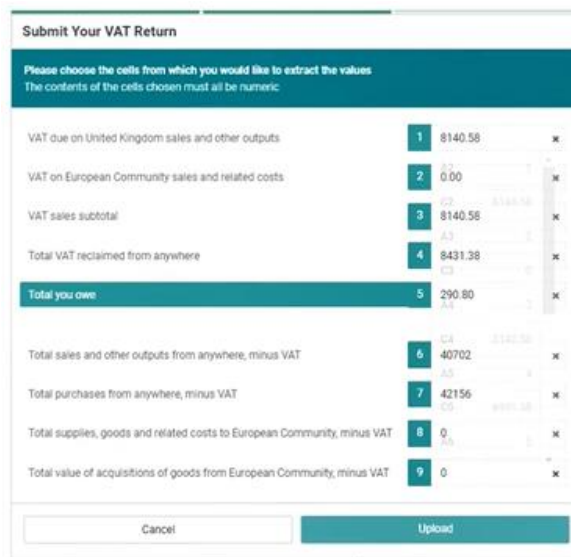
6. Click on *Submit* to send the data to HMRC. You will be presented with the following message:

Tick the declaration box and then on *Submit* to continue.

7. Once submitted successfully the following message from HMRC will be displayed:

TROUBLESHOOTING

Access Digital Tax runs the same calculation/code as when using Dimensions. The following are the only reasons the figures can be different:

- Changes have been made in Dimensions since the last time the VAT Data was refreshed in Access Digital Tax.
- A different date or period range is being used within Dimensions to the date range sent by HMRC. If Dimensions set to calculate VAT by dates, please check that the dates being entered within Dimensions match those requested by HMRC. Access Digital Tax will always use the correct dates. If Dimensions set to calculate VAT by periods, please check that the Periods in Dimensions match the setup on your HMRC VAT Account and you have entered the correct period range in Dimensions

The data you are viewing in Dimensions is for different legal entities (VAT Groups and Sub Ledgers), to those selected in Access Digital Tax

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