

Submitting Your VAT Return to HMRC

Last updated: March 24, 2022

Setting up a New Entity

An **Entity** is a legal body required to pay VAT to HMRC. An **Entity** can contain multiple companies and will be given a **HMRC VAT Registration Number** informing you of its obligation to pay VAT.

To create a New Entity within Nolan Cloud Services, start by selecting VAT Submission on the NCS Home Page.



VAT Submission

License: 1 VAT Entities

Manage your VAT data and submit VAT Returns to HMRC through MTD gateway

Now select **VAT Entities** on the left of the screen.

VAT Submission					
Home					
VAT Entities					
Financial Companies					
Financial VAT Data					

You will now be presented with the screen below which details all your current **Entities** registered with NCS.

To create a **New Entity**, click **New**. You will now be faced with the below instructions detailing how to create your **New Entity**.

Create a new VAT Entity

Create	
(i) You must have MTD er	nabled in your HMRC Account to submit VAT through this service.
 Enter the details for your netails ✓ Valid 1234567 X Invalid GB 123 4 X Invalid GB 12345 X Invalid GB 12345 X Invalid GB12345 	ew VAT Entity. VAT Registration Number is the 9 numeric digits without any spaces. E.g. 89 56 789 56789 16789
2. Click the 'Create' button.	
3. You will be redirected to HM	IRC's website where you will be required to login using your HMRC credentials.
4. You will be asked to grant a	ccess to Nolan Cloud Services to be able to read and update your VAT details.
5. Once access has been gran	ed you will be redirected back to Nolan Cloud Services and your new VAT Entity.
Name:	
VAT Registration Number:	

Once you have completed the above instructions and granted NCS **Authority** to access your VAT details your **New Entity** will be ready and should look like the below.

VAT Entities > VAT Entity								
Save Delete	Disable							
Details					Financial Software Data			
Name					Fabrikam, Inc.			
VAT Reg Number								
Data Source	Financial Software Data			\sim				
HMRC Authentication Expiry Date	17/08/2023							
					(+) (-)			
Obligations: 22/02/	2021 - 17/02/2022							
Period	Due Date	Status	Received		Company Data, VAT Period ID			<u> </u>
01/01/2017 - 31/03/2017	07/05/2017	Fulfilled	06/05/2017		1. VAT Due Sales			0.00
01/04/2017 - 30/06/2017	07/08/2017	Open		>	2. VAT Due Acquisitions			0.00
					4 VAT Reclaimed Current Reviod			0.00
					E NET VAT Due			0.00
					5. NET VAT DUE			0.00
					6. Total Value Sales Ex VAT			0
					8. Total Value Goods Supplier Fx VAT			0
					9. Total Acquisitions Ex VAT			0
					Submit to HMRC			
Liabilities: 22/02/20	21 - 17/02/2022							
Period No items to show			Туре	Due Date		Original Amount	Outstanding	
Payments: 22/02/20)21 - 17/02/2022							
Received No items to show						Amount		

Here you can see all the details of your **New Entity**. These include your **Obligations** which detail VAT yet to be **Paid** to HMRC.

Also included are your **Payments** detailing VAT Returns you have **Fully Paid** to HMRC.

To access this screen for an already existing **Entity**, simply select the **Entity** from the list on the **VAT Entities** page shown previously.

This concludes this section.

Your Companies

Nolan Cloud Services keeps a record of each **Company** used to run a **VAT Report**. These can be viewed under the **Financial Companies** option on the left of the screen.

VAT Submission					
Home					
VAT Entities					
Financial Companies					
Financial VAT Data					

This will bring you to the following page listing all your companies which have run a **VAT Report**.

Fina	ncial Compa	anies			
Sear	ch Delete	Enable Sub VAT Entities			
	Company Name*		Company Identifier	Used on VAT Entity	Sub-VAT Entities Enabled
	Fabrikam, Inc.		TWO	Yes	No
Resul	ts per page 10	Nefresh 😋			K < Viewing

You will notice that there are options to **Search** for and **Delete** companies from this list should you so wish. There is not however, an option to **Add** new companies to this list. This is because this is done **Automatically** by **GP** each time a **VAT Report** is run.

This completes this section.

Your VAT Data

Nolan Cloud Services allows you to access and analyse all your **VAT Reports**. Firstly, select the **Financial VAT Data** option on the left of the screen.

VAT Submission						
Home						
VAT Entities						
Financial Companies						
Financial VAT Data						

You can inspect these reports further by **Selecting** them.

This will open the report with further details such as the example below.

Details

Company Identifier	TWO
Company Name	Fabrikam, Inc.
Period Id	2017-Period 3
Date From	01/10/2017
Date To	31/12/2017
Uploaded By	sa
Uploaded Reference	GBVATRET
Upload Date	14/06/2021

VAT Return Amounts

1. VAT Due Sales	0.00
2. VAT Due Acquisitions	0.00
3. Total VAT Due	0.00
4. VAT Reclaimed Current Period	20.00
5. NET VAT Due	20.00
6. Total Value Sales Ex VAT	0.00
7. Total Value Purchases Ex VAT	100.00
8. Total Value Goods Supplier Ex VAT	0.00
9. Total Acquisitions Ex VAT	0.00

Here you can see details such as the **Period** of the report, when it was **Uploaded** to NCS, and how much VAT was **Due**.

This concludes this section.

Submitting your VAT Return

To **Submit** your **VAT Return**, select the **VAT Entities** option on the left of the screen.

VAT Submission	
Home	
VAT Entities	
Financial Companies	
Financial VAT Data	

This will open the below page listing all your currently registered **Entities** with NCS.

VAT Entities			
Search New			Filter Select
Name▼		VAT Reg Number	Authentication Expiry Date
···			
··· <u>Test Company 2</u>		541797518	20/08/2021 10:33:00
Results per page 10	V Refresh 😋 🔣		$ \zeta \rangle$ Viewing:

From here, select the Entity under which you would like to Submit a VAT Return

This will open the below screen detailing, among other things, your **Obligations** which is VAT yet to be **Paid** to HMRC.

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MAT Conference A MAT Conference								
Save Delete	Disable							
Details					Financial Software Data			
Name					Fabrikam, Inc.			
VAT Reg Number								
Data Source	Financial Software Data			\checkmark				
HMRC Authentication Expiry Date	17/08/2023							
					1. A. (1997)			
Obligations: 22/02/	2021 - 17/02/2022							
Period	Due Date	Status	Received		Company Data, VAT Period ID			Q.
01/01/2017 - 31/03/2017	07/05/2017	Fulfilled	06/05/2017		1. VAT Due Sales			0.00
01/04/2017 - 30/06/2017	07/08/2017	Open		>	2. VAT Due Acquisitions			0.00
					3. Total VAT Due			0.00
					4. VAT Reclaimed Current Period			0.00
					5. NET VAT Due			0.00
					6. Total Value Sales Ex VAT			0
					7. Total Value Purchases Ex VAT			0
					8. Total Value Goods Supplier Ex VAT			0
					9. Total Acquisitions Ex VAT			0
					Submit to HMRC			
Liabilities: 22/02/20	21 - 17/02/2022							
Period No items to show			Туре	Due Date		Original Amount	Outstanding	
Payments: 22/02/20	021 - 17/02/2022							
Received						Amount		
No items to show								

To Submit your VAT Return, Select the Obligation you wish to Submit.

You can see that the **Obligation** we have selected is listed as **Open** under **Status**. This means it is yet to be **Submitted**.

The other **Obligation** is listed as **Fulfilled** which means it has **Already Been Submitted** to HMRC.

Once you have **Selected** the correct **Obligation**, click **Submit to HMRC**.

You will then be faced with a VAT Submission Declaration as seen below.

VAT Submission Declaration

The following information has been collected from devices used to submit this VAT request as part of the requirement for submission to HMRC. Details about this requirement can be found at <u>HMRC fraud prevention</u>.

Gov-Client-Connection-Method Gov-Client-Public-IP-Timestamp Gov-Client-Public-IP Gov-Client-Public-Port Gov-Client-Device-ID	Data	Value		^
Gov-Client-Public-IP-Timestamp Gov-Client-Public-IP Gov-Client-Public-Port Gov-Client-Device-ID	Gov-Client-Connection-Method			
Gov-Client-Public-IP Gov-Client-Public-Port Gov-Client-Device-ID	Gov-Client-Public-IP-Timestamp			
Gov-Client-Public-Port Gov-Client-Device-ID	Gov-Client-Public-IP			
Gov-Client-Device-ID	Gov-Client-Public-Port			
Cov Client Timezone	Gov-Client-Device-ID			
	Cov Client Timezone		>	~

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

Once this VAT information is submitted to HMRC it cannot be changed.

I confirm that I have read the above legal declaration and have authority to submit this VAT information.



Click the above Tick-box and then OK to finish Submitting your VAT Return.

Your **VAT Return** has now been **Submitted**. Please be aware that once a **Return** has been **Submitted** to HMRC it cannot be recalled or edited in any way.

This concludes Section. If you have any questions please see FAQ's.

Once a **Return** has been **Submitted** to HMRC it cannot be recalled or edited.