



Making Tax Digital: prof.ITplus User Guide

You can submit your VAT returns
with ease in prof.ITplus

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Preparation

The prof.ITplus Making Tax Digital (MTD) program provides a mechanism for you to submit your 9-box VAT return to HMRC's Making Tax Digital platform.

The person who submits your VAT return will need an up-to-date version of the prof.ITplus client. They will need to uninstall the existing prof.ITplus client before installing the new version.

This setup program will display a window to ask if the prof.ITplus Making Tax Digital add-in should be installed - you must accept the user licence for this installation to complete. After installing the MTD add-in, the prof.ITplus client will be installed.

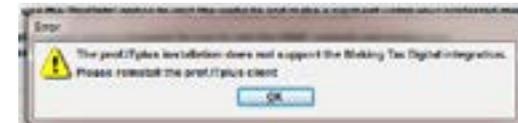
The new client will be made available to download from your prof.ITplus server from release version 54 (March 2019) onwards.

Note: Please contact softwaresupport@ogl.co.uk should you have any questions or if you need help installing the prof.ITplus client.

Where to find the Making Tax Digital Program

The program can be found in the 'Company Details' menu in prof.ITplus.

If you do not have the correct version of the client installed, the MTD program will display a message (see below) and force you to exit if you try to run it.



Grant Authority

The first time a VAT return is submitted digitally, a process to 'Grant Authority' will need to be completed. This is an automated process and you will need your Government Gateway account login and password to authorise.

For the full instructions on how to set up prof.ITplus for MTD, download our infographic HERE and follow the 8 simple steps.

Please note: The screenshots we have provided are from HMRC's test area and may present differently with your login.

prof.ITplus software
Making Tax Digital - prof.ITplus User Guide
SETUP - connecting prof.ITplus to HMRC

Simply follow the steps below to setup prof.ITplus for Making Tax Digital. Click the following buttons:

- 01 12 Company Details
- 02 17 Making Tax Digital
- 03 Submit Then follow prompts
- 04 Continue
- 05 Sign in using your Government Gateway credentials
- 06 Grant authority
- 07 Copy code to paste into prof.ITplus
- 08 Paste the code and click OK

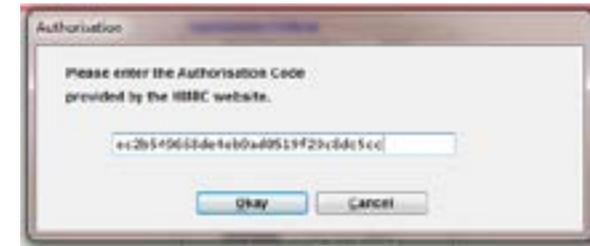
You'll be redirected to HMRC's GOV.UK website after this stage

HMRC advise that the authority you grant will normally expire after 18 months. Should the authority be cancelled or expire, you'll need to repeat the above steps to grant authority again. You'll be prompted when this happens.

See our other guide on how to submit your records via prof.ITplus

OGL Computer

Once you have signed in to the Government Gateway using your existing account credentials and been granted access, you will be given a long code made up of letters and numbers. You'll need to copy and paste this unique code into the field in prof.ITplus. Example below:



The authorisation code will expire after 10 minutes and you'll need to login to the HMRC website again to get another code. **'Grant Authority' MUST be completed else prof.ITplus will be unable to submit the VAT return.**

Note: The authority that you grant only allows prof.ITplus to look up your VAT obligations, VAT payments and VAT liabilities and to post your 9-box VAT return. Access to the MTD program is managed using prof.ITplus permissions and these will need to be set up for the appropriate user.

HMRC advise that the authority you grant will normally expire after 18 months. Should the authority be cancelled or expire, you'll need to repeat the above steps to grant authority again.

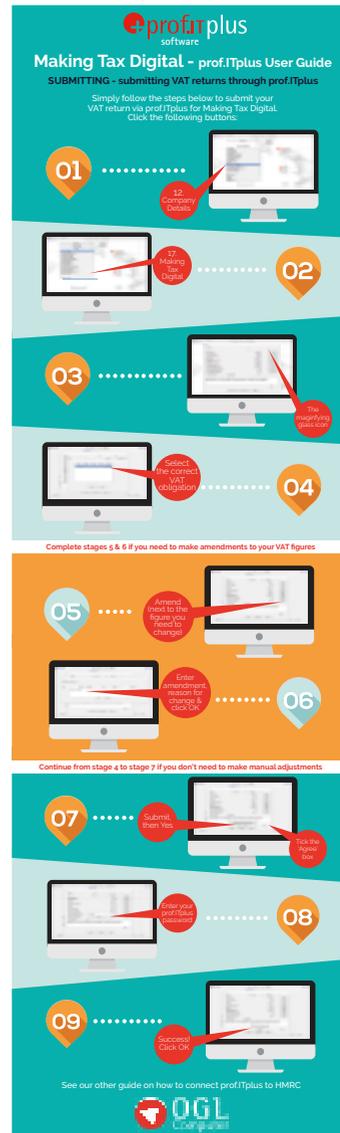
Submitting a VAT return digitally

For the full instructions on how to submit your VAT returns digitally, download our infographic [HERE](#) and follow the 9 simple steps.

As with the printed VAT return, the Submission Criteria should default to the correct period range, which can be overridden using the 'YearPer' option on the navigation bar.

If you are happy with the period range, choose the 'Submit' option.

The 'Submit VAT Return' window will now be displayed where you should use the magnifying glass icon to display a list of VAT obligations, that are generated by HMRC, for you to choose from.



If you choose a period that you have already submitted for, an error message will be displayed.

Note: It is not possible to use the MTD API to submit changes to previously submitted data.

You can amend individual values by using the 'Amend' option adjacent to each box. The boxes will need to add up else the VAT return will be rejected and an error message will be displayed.

The amendment screen includes a box to detail the reason for the amendment. *Note: There are currently no reports or screens to review the amendment, however, the data is stored as an audit trail.*

Once your amendments have been made and you're happy with the final figures displayed, you'll need to tick the '**Agree**' checkbox to agree to HMRC's terms & conditions to enable the submit option. It is an HMRC requirement and you cannot submit the return without accepting their terms.

After selecting 'Submit' you will be prompted for your prof.ITplus password and to confirm that you wish to submit the VAT return. If you select 'Yes' there will be a pause whilst the VAT return is submitted and then either a success message or an error message will be displayed depending on whether the submission was sent or failed.

Once the VAT return is submitted, amendments cannot be made through prof.ITplus. To make amendments you'll need to log in to the HMRC portal.

Navigation Bar



'YearPer': To display / amend period range - see page 6 - submitting VAT return digitally.

'Submit': Opens the 'Submit VAT Return Window - see page 6 - submitting VAT return digitally.

'Review': Requires you to select a VAT period from the list generated by HMRC and will display the details of the submitted VAT return.

'HMRC': Triggers your default browser and navigates to pre-defined pages on HMRC's .gov.uk website.

'PayOpts': Triggers your default browser and navigates to pre-defined pages on HMRC's .gov.uk website.

'Hist': To view a history of the values posted by prof.ITplus to HMRC. This includes some information returned by HMRC.

'Token': To request a new security token used internally by the system. This is only likely to be required if the permission that the user granted has expired and the program hasn't automatically requested a new token.

'Liabilities': To display a list of all liabilities for the current year.

'Payments': To display a list of all payments for the current year.

Please Note: It is your responsibility to ensure that you have read and understood the HMRC guidelines and you've checked that the figures are correct before submission.

Key Contact Information

Main Tel No: 01299 873 873

Registered Address:

OGL Computer Services Group
Worcester Road
Stourport on Severn
Worcestershire
DY13 9AT

Trading Address:

OGL Software Ltd
Stourport Road
Kidderminster
Worcestershire
DY11 7QH

OGL Support Desk Tel No: **01299 873 873 (Option 1 - Software)**
OGL Support Desk Email: **softwaresupport@ogl.co.uk**



For more information on Making Tax Digital, see our
webpage ogl.co.uk/making-tax-digital

If you need support relating to MTD, please use the
support contact information on page 9 of this guide.

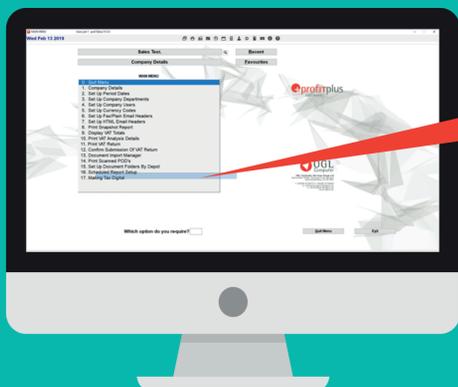
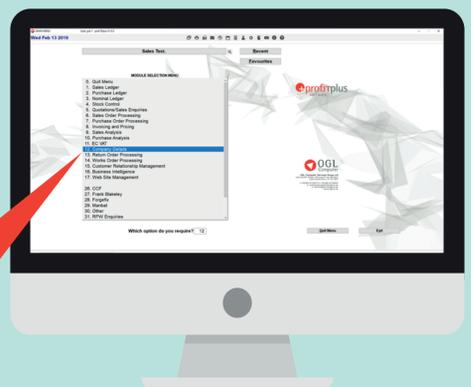
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SETUP - connecting prof.ITplus to HMRC

Simply follow the steps below to setup prof.ITplus for Making Tax Digital. Click the following buttons:

01

12. Company Details

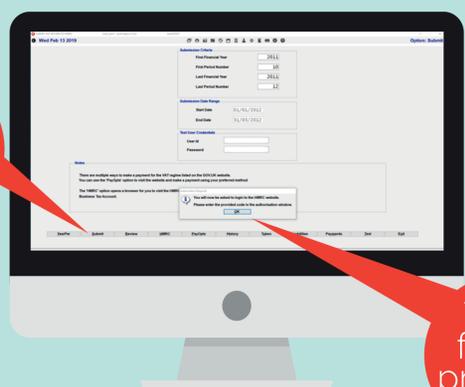


17. Making Tax Digital

02

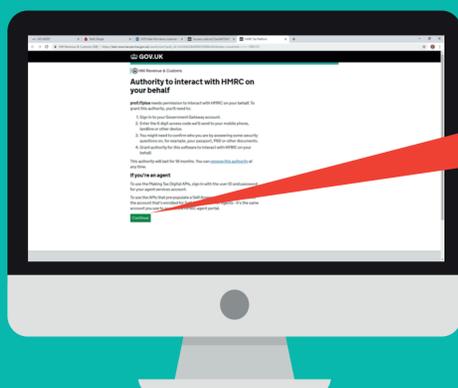
03

Submit



Then follow prompts

You'll be redirected to HMRC's GOV.UK website after this stage

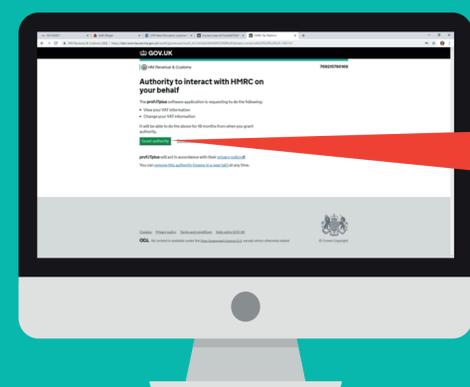
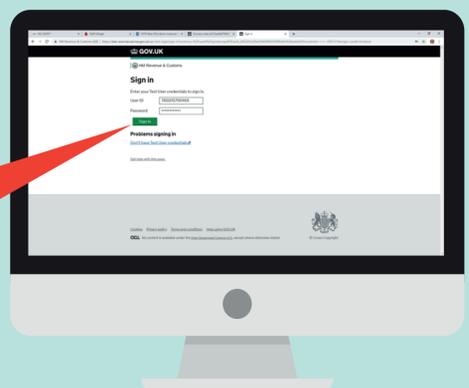


Continue

04

05

Sign in using your Government Gateway account credentials

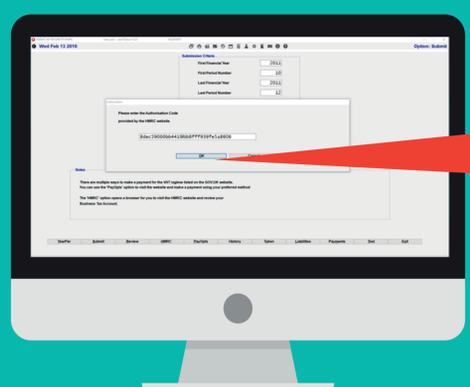
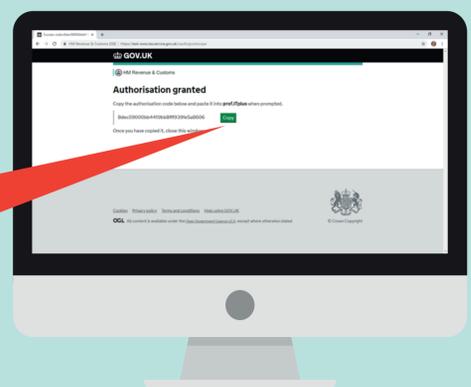


Grant authority

06

07

Copy code to paste into prof.ITplus



Paste the code and click OK

08

HMRC advise that the authority you grant will normally expire after 18 months. Should the authority be cancelled or expire, you'll need to repeat the above steps to grant authority again. You'll be prompted when this happens.

See our other guide on how to submit your records via prof.ITplus

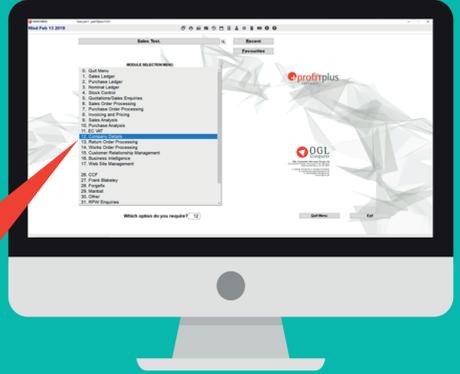
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SUBMITTING - submitting VAT returns through prof.ITplus

Simply follow the steps below to submit your VAT return via prof.ITplus for Making Tax Digital. Click the following buttons:

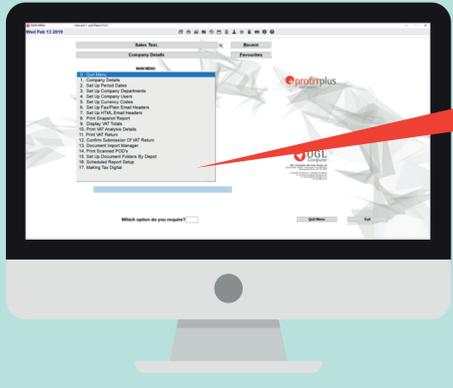
01

12. Company Details



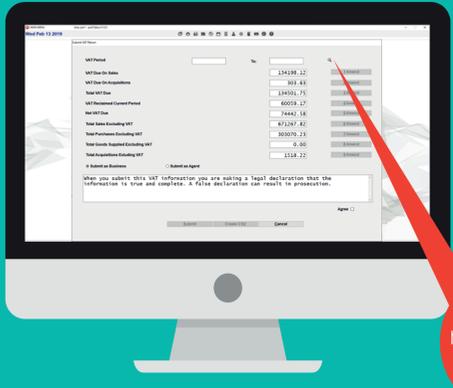
17. Making Tax Digital

02



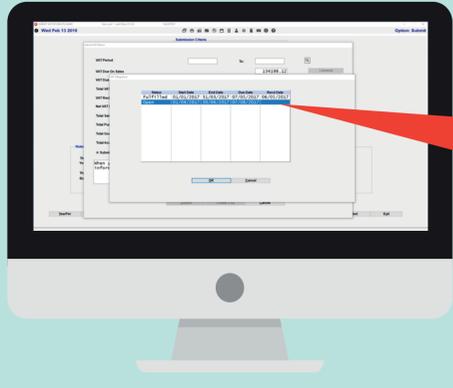
03

The magnifying glass icon



Select the correct VAT obligation

04



Complete stages 5 & 6 if you need to make amendments to your VAT figures

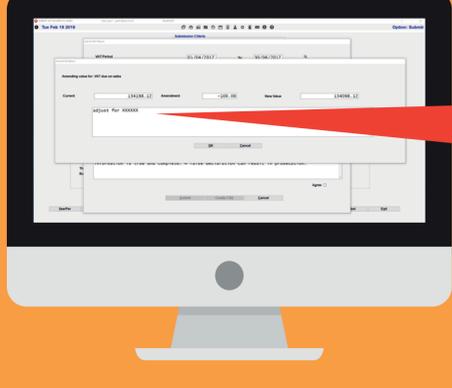
05

Amend (next to the figure you need to change)



Enter amendment, reason for change & click OK

06

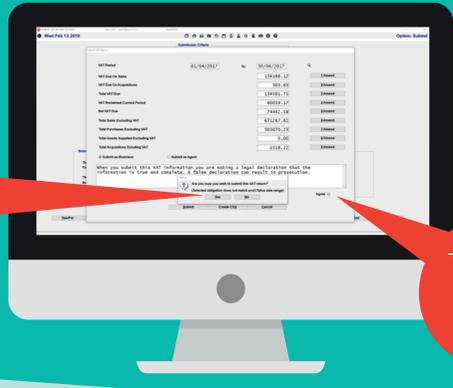


Continue from stage 4 to stage 7 if you don't need to make manual adjustments

07

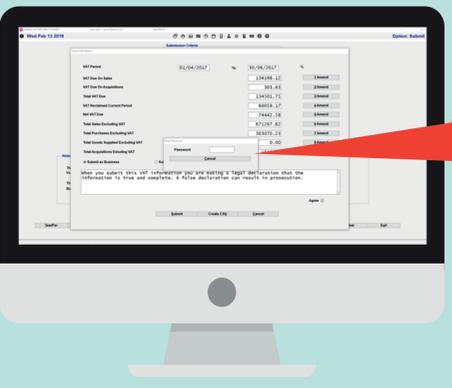
Submit, then Yes

Tick the 'Agree' box



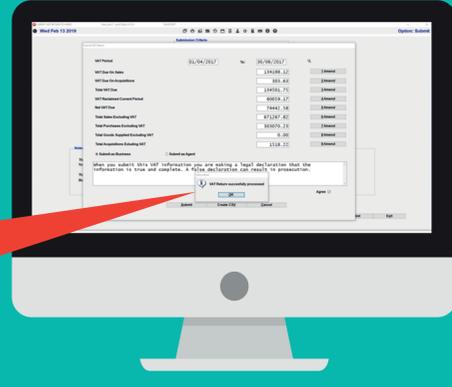
Enter your prof.ITplus password

08



09

Success! Click OK



See our other guide on how to connect prof.ITplus to HMRC