

# **ProEPOS - Making Tax Digital**

MTD Module Instructions  
17th January 2019

Making Tax Digital (MTD) is a HMRC initiative to improve the efficiency and accuracy of tax declarations by transferring the mechanism of reporting business revenues and taxes from the the user (via manual web and offline methods) to their EPOS, accountancy or CRM software.

Through the MTD module, ProEPOS provides integration with the HMRC MTD gateway for VAT (currently the only end-point within the scope/remit of the software).

Users not wishing to use the MTD module in ProEPOS may continue to submit VAT declarations online (until April 2019) or use third party software for declaration of the same until HMRC revoke that capability inline with future expansion of the Making Tax Digital initiative.

This document explains how to submit a VAT return to HMRC through the MTD gateway. In order to do so you will need to have activated the MTD module for ProEPOS and be running at least version 323r2 of the software.

## **Disclaimer**

The responsibility for reporting revenues and taxes accurately and on time rests solely with the user.

Image Retail Solutions Ltd accepts no responsibility or liability in whole or part for the submission of data to HMRC. Any submissions made by the software should be confirmed through your account on the HMRC website.

In addition to the above, we accept no liability for any losses, fines or costs incurred for the accuracy of any reported figures, the timeliness of submitted data or the availability of the MTD gateway.

HMRC may make changes to the gateway and/or impose fraud prevention methods and checks that are beyond our control and which may result in late submissions, especially when left close to the due date.

Image Retail Solutions Ltd does not issue tax advice in any form. If you have any concerns regarding your tax commitments or legal obligations, you should contact a qualified advisor.

By using the module you agree to this disclaimer and waive your right to any claim on the Company connected with your use of the MTD module.

## Submitting VAT figures

From the Main Menu window, select the "Financial" icon:

ProEPOS (build 323r1) - Bob's Store

End of day Properties News Timeclock Estate Manager Tools Help

Main menu Reminders Supplies

# ProEPOS - Main Menu

POS terminal Customers Manage stock lines Stock movement

Reports & spreadsheets Employees Financial End of day

Online status / cloud back office link : CONNECTED / AVAILABLE

**SUPPORT HOURS AND CONTACT DETAILS**

**01202 698610**

support@imagesoft.co.uk

8am - 8pm Mon-Fri, 8am - 6pm Saturday, 9am - 5pm Sunday / Public Holidays

The invoice display opens:

Supplier	Invoice date	Invoice#	Your ref	Cost category	Subcate...	Net	Tax	Total	Due date	Paid
WESTERN UNION	2017-09-05	123	456	Utilities	Electric	100.00	0.00	100.00	2017-09-08	<input checked="" type="checkbox"/>
STEWART WINES	2017-09-13			Stock purchases		500.00	100.00	600.00	2017-09-30	<input type="checkbox"/>
EGGSEL	2017-09-14	584		Maintenance		250.00	50.00	300.00	2017-09-19	<input checked="" type="checkbox"/>
BERKMAN WINES	2017-09-15	185469		Computer equipment		1000.00	200.00	1200.00	2017-10-01	<input type="checkbox"/>
BERKMAN WINES	2017-09-19			Maintenance		100.00	20.00	120.00	2017-09-19	<input type="checkbox"/>
LONDIS	2017-09-20	123456	JOHN	Advertising	Internet	1000.00	200.00	1200.00	2017-09-30	<input type="checkbox"/>
KERRY FOODS	2017-09-20			Stock purchases		500.00	100.00	600.00	2017-09-30	<input type="checkbox"/>
HUNTS	2017-09-22	158467		Stock purchases		100.00	20.00	120.00	2017-09-30	<input checked="" type="checkbox"/>
MISC	2017-09-28	M123		Bank charges	Mercha...	10.00	2.00	12.00	2017-10-01	<input type="checkbox"/>
BESTONE	2017-09-30	112233	445566	Bank charges	Busines...	100.00	20.00	120.00	2017-10-01	<input type="checkbox"/>
LIBERTY WINES	2017-09-30	112233	445566	Bank charges	Busines...	100.00	20.00	120.00	2017-10-01	<input type="checkbox"/>

From the menu bar, select the "VAT return" option from the "View" menu:

Supplier	Invoice date	Invoice#	Your ref	Cost category
WESTERN UNION	2017-09-05	123	456	Utilities
STEWART WINES	2017-09-13			Stock purch

This displays the VAT return window:

VAT Return ×

File Edit

Start date  Open periods

End date   [Click here to refresh](#)

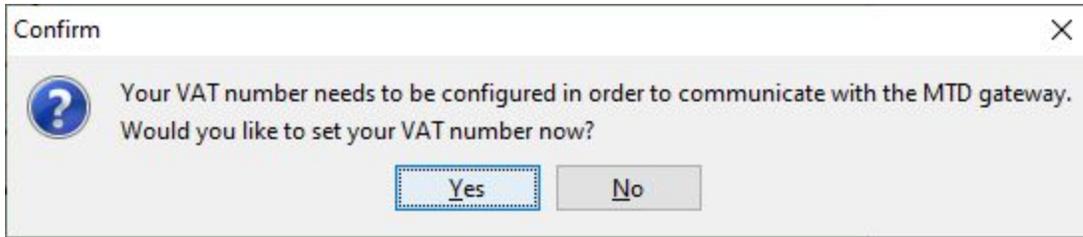
1) VAT due on sales	0.00
2) VAT due on EC acquisitions	0.00
3) Total VAT due	0.00
4) VAT reclaimed on purchases	0.00
5) Net VAT to pay	0.00
6) Total sales ex. VAT	0.00
7) Total purchases ex. VAT	0.00
8) Total EC sales ex. VAT	0.00
9) Total EC purchases ex. VAT	0.00

Underneath the "open periods" drop down, click the label that reads "Click here to refresh":

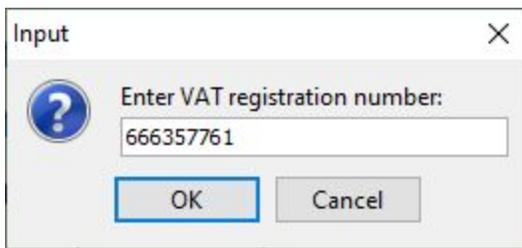
Open periods

[Click here to refresh](#)

If you have not previously configured it, the system will prompt for your VRN (VAT registration number):



Click "Yes" (or press ENTER) and enter your VRN:



HMRC employs security that requires any software which submits data on your behalf to be linked to your account. If you have not previously authorised ProEPOS to access your HMRC account, a browser window will open, prompting you to log-in:

## Authority to interact with HMRC on your behalf

**ProEPOS** needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can [remove this authority](#) at any time.

### If you're an agent

To use the Making Tax Digital APIs, sign in with the user ID and password for your agent services account.

To use the APIs that pre-populate a Self Assessment return, sign in with the account that's enrolled for Self Assessment for Agents - it's the same account you use to access the HMRC agent portal.

[Continue](#)

Click the "Continue" button and log in to your account. The website then prompts you to grant ProEPOS authority to interact with HMRC on your behalf:

## Authority to interact with HMRC on your behalf

The **ProEPOS** software application is requesting to do the following:

- View your VAT information
- Change your VAT information

It will be able to do the above for 18 months from when you grant authority.

**Grant authority**

[Do not grant authority](#)

You can [remove this authority \(opens in a new tab\)](#) at any time.

Click "Grant authority". Until / unless you do this, ProEPOS will be unable to submit figures on your behalf.

Back in ProEPOS, you will notice that the drop down menu of "open periods" has now been populated with the VAT periods for which you have not yet submitted figures (ordinarily there will only be one open period):

VAT Return

File Edit

Start date: 2019.01.17

Open periods:

End date: 2019.01.17

1) VAT due on sales	0.00
2) VAT due on EC acquisitions	0.00
3) Total VAT due	0.00
4) VAT reclaimed on purchases	0.00
5) Net VAT to pay	0.00
6) Total sales ex. VAT	0.00
7) Total purchases ex. VAT	0.00
8) Total EC sales ex. VAT	0.00
9) Total EC purchases ex. VAT	0.00

Select the period for which you would like to file.

ProEPOS will automatically populate the figures based on sales and purchase invoices that you have entered:

VAT Return

File Edit

Start date  Open periods  End date   [Click here to refresh](#)

1) VAT due on sales	23961.34
2) VAT due on EC acquisitions	0.00
3) Total VAT due	23961.34
4) VAT reclaimed on purchases	0.00
5) Net VAT to pay	23961.34
6) Total sales ex. VAT	233949.83
7) Total purchases ex. VAT	0.00
8) Total EC sales ex. VAT	0.00
9) Total EC purchases ex. VAT	0.00

Confirm that you are happy with the figures displayed. Where necessary, perform any checks that you need to perform. Remember that the accuracy of the figures is solely your responsibility.

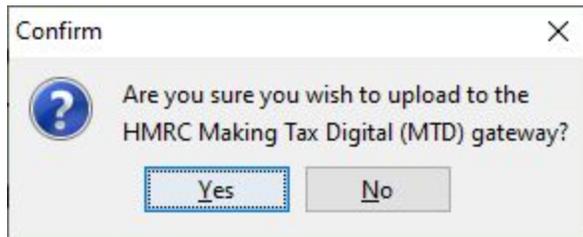
When you are happy to proceed, select the "Upload" option from the "File" menu:

VAT Return

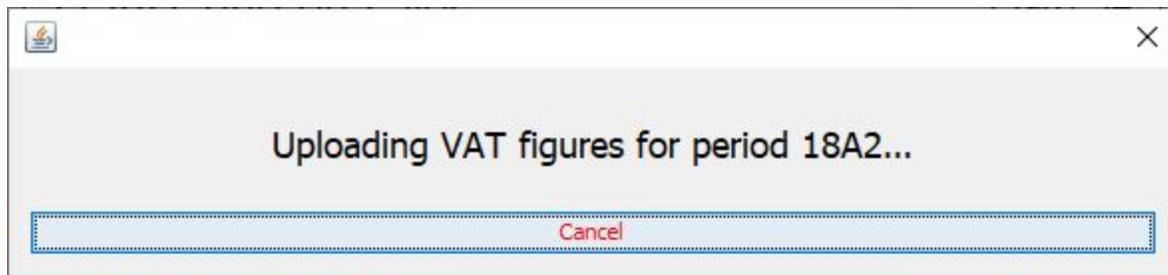
File Edit

Open periods  End date   [Click here to refresh](#)

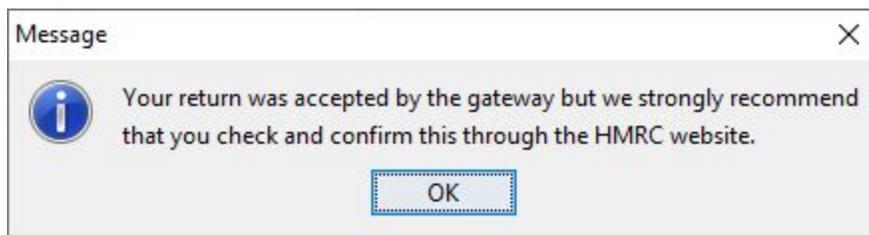
At the prompt, confirm that you are happy to upload your figures:



A progress window will cycle through the upload process, keeping you informed of the progress:



If the upload is successful, a message is displayed:



The status label at the top of the window is also updated:

