

Liquid VAT Filer User Guide

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Liquid VAT Filer



1. Registration and Login
 - 1.1. Registration

To register please go to <https://vat.liquidaccounts.com/Signup>

Complete the registration form, read and agree to the Privacy Policy and Terms of registration and Click the “SIGN UP Now” Button.

Start your VAT Filer Today!

First name*

Surname*

Company Name*
Please do not use the following characters <,'>,@,&,%,(,)[,] -

Email address*

Telephone*

I have read and agree to the [Privacy Policy](#) and [Terms of registration](#)

SIGN UP Now

[If you already have an account Login now.](#)

An activation email will then be sent to your email address allowing you to set a password and login.

Liquid VAT Filer



1.2 Login

To Login please go to <https://vat.liquidaccounts.com>
Enter your email address and password and click the "LOGIN" Button.

liquid
vatfiler

Email

Password

LOGIN

[Forgot your Password?](#) | [Signup for Liquid VAT Filer Now](#)

1.3 Forgotten Password

To reset your password, click on the "Forgot your Password?" Link on the Login Page.

liquid
vatfiler


Email

Password

LOGIN

[Forgot your Password?](#) | [Signup for Liquid VAT Filer Now](#)

Enter your Registered Email Address and click on “Send Email” Button, an email will be sent allowing the password to be reset.



Forgot Password

If you have forgotten your password please enter your email address below.

Email Address

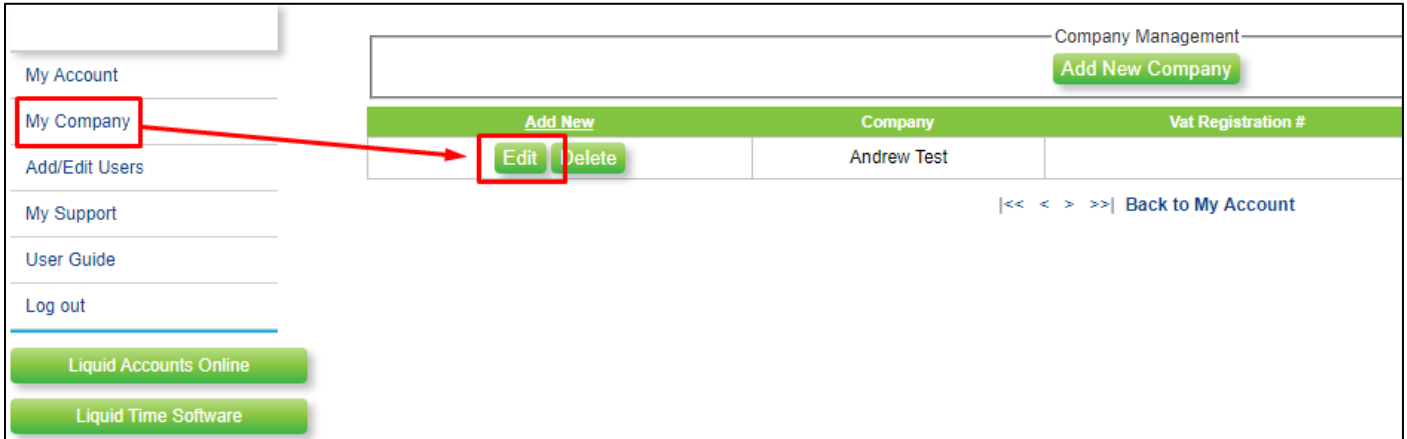
[Send Email](#)

[Forgot your Password?](#) | [Signup for Liquid VAT Filer Now](#)

2. Set up

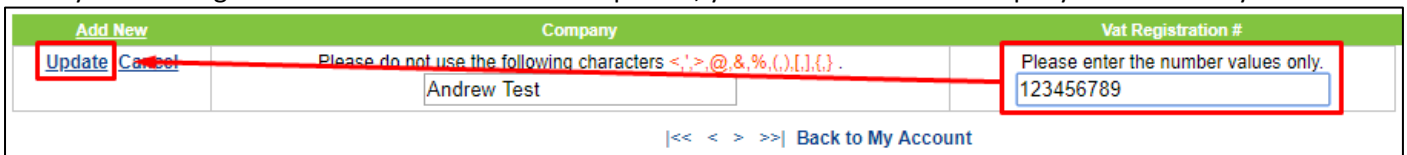
2.1. Enter Company Name and VAT registration Number.

From the Menu select “My Company” and select “Edit” against your company.



Add New	Company	Vat Registration #
Edit Delete	Andrew Test	

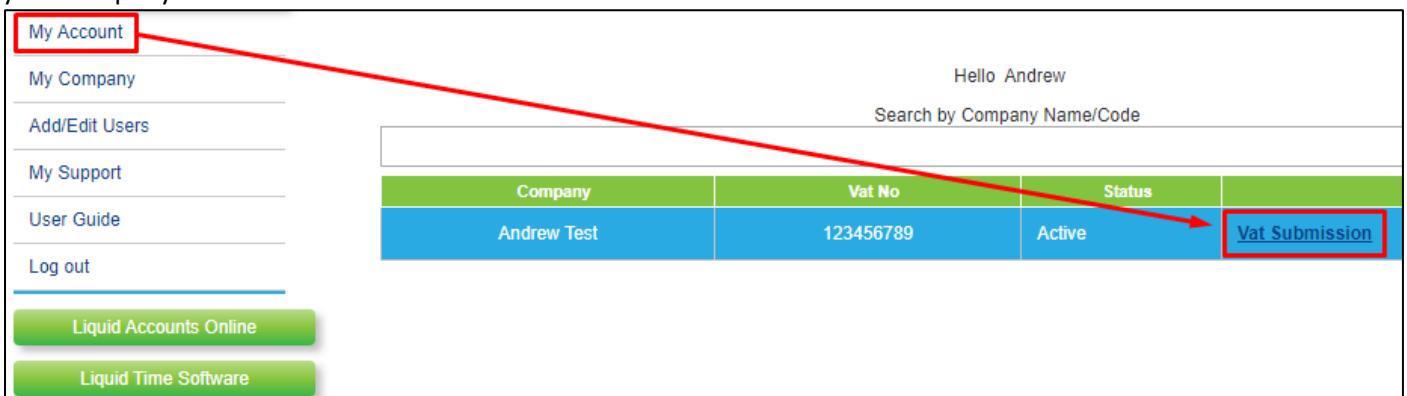
Enter your VAT registration number and click on “Update”, you can also edit the company name this way as well.



Add New	Company	Vat Registration #
Update Cancel	Andrew Test	123456789

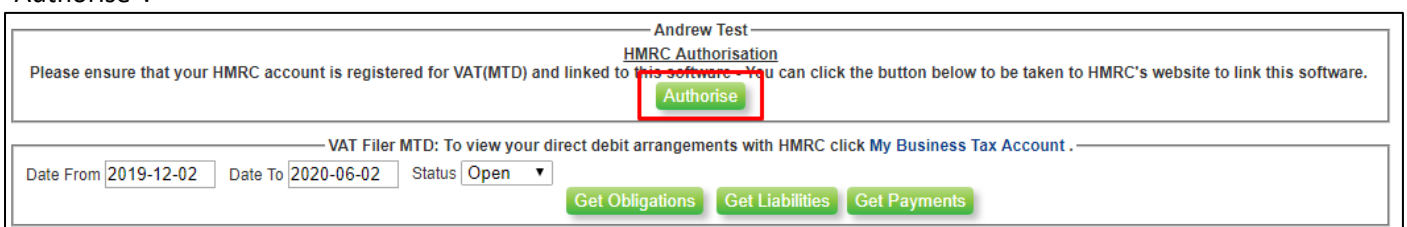
2.2. Authorising your Account (with HMRC)

After subscribing and activating your account, from the menu select “My Account” then “VAT Submission” against your company.



Company	Vat No	Status
Andrew Test	123456789	Active

Please note, the first time you run the software you must authorise Liquid VAT filers to submit returns; please click “Authorise”.



Andrew Test
HMRC Authorisation

Please ensure that your HMRC account is registered for VAT(MTD) and linked to this software. You can click the button below to be taken to HMRC's website to link this software.

[Authorise](#)

VAT Filer MTD: To view your direct debit arrangements with HMRC click [My Business Tax Account](#).


Date From: 2019-12-02 Date To: 2020-06-02 Status: Open

[Get Obligations](#) [Get Liabilities](#) [Get Payments](#)

You will then be redirected to Gov .UK to grant authority to interact with HMRC.
Click “Continue” and sign in with your HMRC credentials and click “Sign In”.



GOV.UK uses cookies to make the site simpler. [Find out more about cookies](#)

 HM Revenue & Customs

Authority to interact with HMRC on your behalf

Liquid Accounts 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

Make sure you use the right account for the service you want to access.

For more details see [HMRC services for tax agents](#).

Continue

BETA This is a new service – your [feedback](#) will help us to improve it

Sign in using Government Gateway

Government Gateway user ID

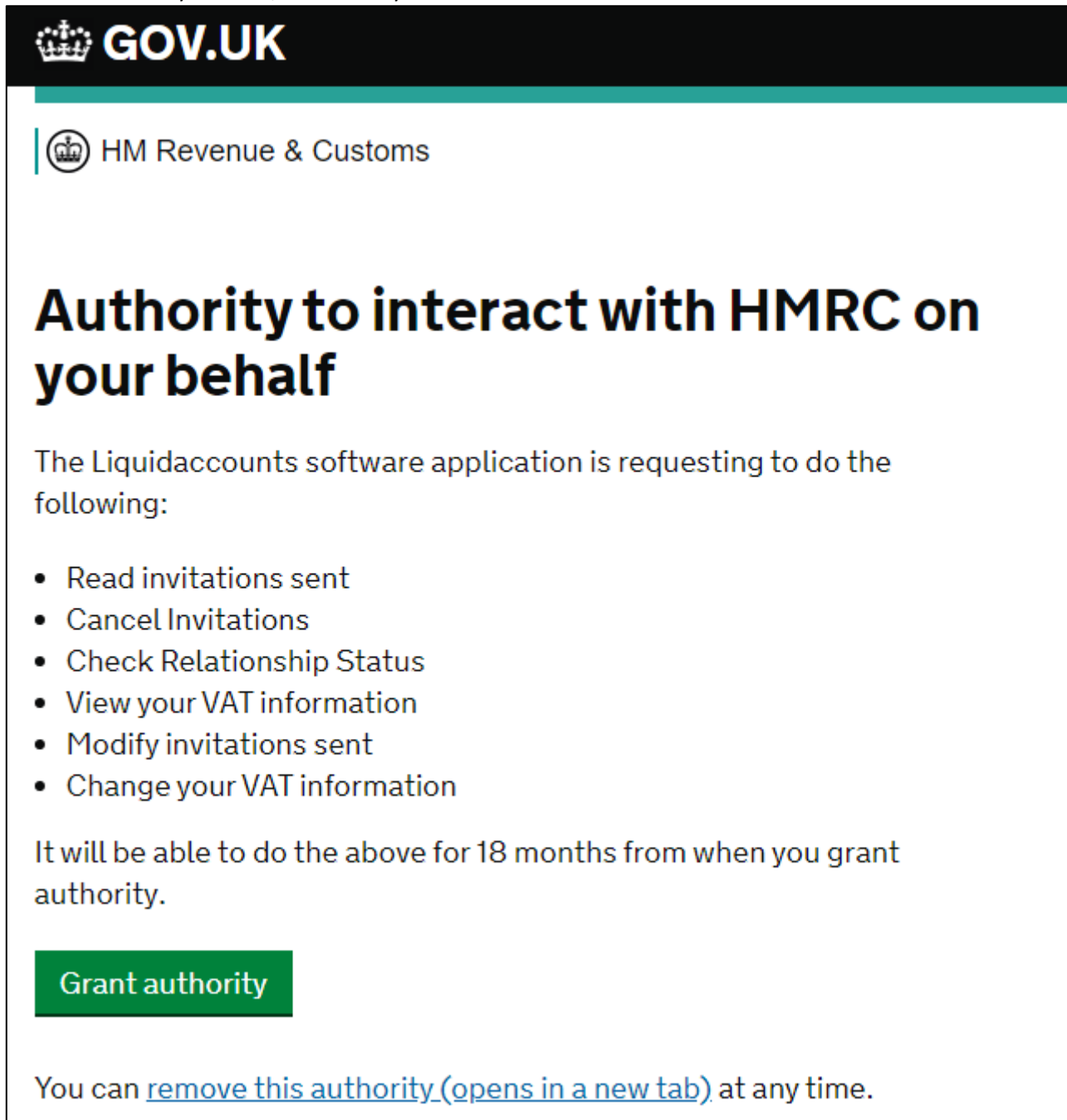
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Select “Grant authority” button, to confirm your Authorisation.

A screenshot of a GOV.UK webpage. At the top left is the GOV.UK logo. Below it is the HM Revenue & Customs logo. The main heading is 'Authority to interact with HMRC on your behalf'. Below the heading is a paragraph: 'The Liquidaccounts software application is requesting to do the following:'. This is followed by a bulleted list of permissions: 'Read invitations sent', 'Cancel Invitations', 'Check Relationship Status', 'View your VAT information', 'Modify invitations sent', and 'Change your VAT information'. Below the list is another paragraph: 'It will be able to do the above for 18 months from when you grant authority.'. At the bottom left of the content area is a green button with the text 'Grant authority'. At the bottom of the content area is a link: 'You can [remove this authority \(opens in a new tab\)](#) at any time.'

You will be directed back to the Liquid VAT Filer website, please “Log Out” from the menu on the left and log back in for the Authorisation to apply.

2.3. Choosing your VAT period for Submission

Whilst in “My Account”, click on “VAT Submission” for the company you want to do a VAT return submission for.

Search by Company Name/Code			
Company	Vat No	Status	
Andrew Test	123456789	Active	Vat Submission

You then specify the date range using the “Date From” and the “Date To” to find what open VAT periods you can submit for. (This doesn’t need to match your VAT quarter; it is to find all open VAT periods within this date range). With the Status set to “Open”, click on “Get Obligations” to find your VAT periods. Click on “Submit Return” next to the VAT period you wish to submit.

VAT Filer MTD: To view your direct debit arrangements with HMRC click My Business Tax Account .					
Start	End	Due	Status	Action	
01/01/2017	31/03/2017	07/05/2017	Open	Submit Return	

3. Preparing your VAT Return 3.1. Liquid Template

You can download a sample file by clicking on “Download Standard VAT Return Sample” within the instructions.

Hide Hint

To proceed:

If you are using your own excel format ensure the "Custom File" box is ticked.

Please refer to the user guide ([can be accessed from the menu on the left](#)) for assistance in how to map your uploaded file.

If you are having any issues uploading your data, please use the “Email Support” button from the menu on the left to contact the support team.

If you'd rather use our standard excel format. Untick the "Custom File" box and follow instructions as follows:

Download our format below and set your data accordingly.
Please contact Liquid Support for further assistance.

[Download Standard VAT Return Sample](#)

[Upload Your VAT Return](#)

Open the file once it has downloaded.

The VAT figures that go into this excel file, must come from your accounting, or other spreadsheets containing the breakdown of the totals. You should not simply type your VAT figures into the boxes.

There should always be a digital link between the bridging software and what you used to calculate your VAT figures.

D2) The VAT Period End Date needs to be set to the date the VAT quarter ends, please include the Day, the month and the year.

D13 and D17) These are formulas, so you should never need to edit these fields.

D9, D11, D15, D19, D21, D23 and D25) These totals need to be made up of your VAT-able transactions and should have a digital link going back to the source transactions.

All required fields are yellow, when they are filled in, they will go white.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		VAT Period End Date			This needs to be the date the VAT quarter ends on, the full date in DD/MM/YYYY format											
3																
4		Enter the date in the box above (D2) for when your VAT period ends. Then bring in your own spreadsheet which contains your VAT totals and calculations/transactions into Sheet2 or more Sheets. Press the "Select" buttons below to select the cell you want to use as your Box total values. Box 3 and Box 5 are calculations and do not need to be selected like the other boxes.														
5																
6																
7																
8																
9		Box1	SELECT BOX 1		VAT due on sales and other outputs											
10																
11		Box2	SELECT BOX 2		Vat due on acquisitions from other EC Member States											
12																
13		Box3		0.00	Total VAT Due (the sum of boxes 1 and 2)											
14																
15		Box4	SELECT BOX 4		VAT reclaimed on purchases and other inputs (including acquisitions from the EC)											
16																
17		Box5		0.00	Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)											
18																
19		Box6	SELECT BOX 6		Total value of sales and all other outputs excluding any VAT											
20																
21		Box7	SELECT BOX 7		Total value of purchases and all other inputs excluding any VAT											
22																
23		Box8	SELECT BOX 8		Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member states											
24																
25		Box9	SELECT BOX 9		Total value of acquisitions of Goods and related costs excluding any VAT, from other EC member states											
26																

If you are using Accounting software, you should run your VAT report to an excel file, then load this into Sheet2 of the template.

If you do it all in Excel spreadsheets, then you need to load your spreadsheet into Sheet2.

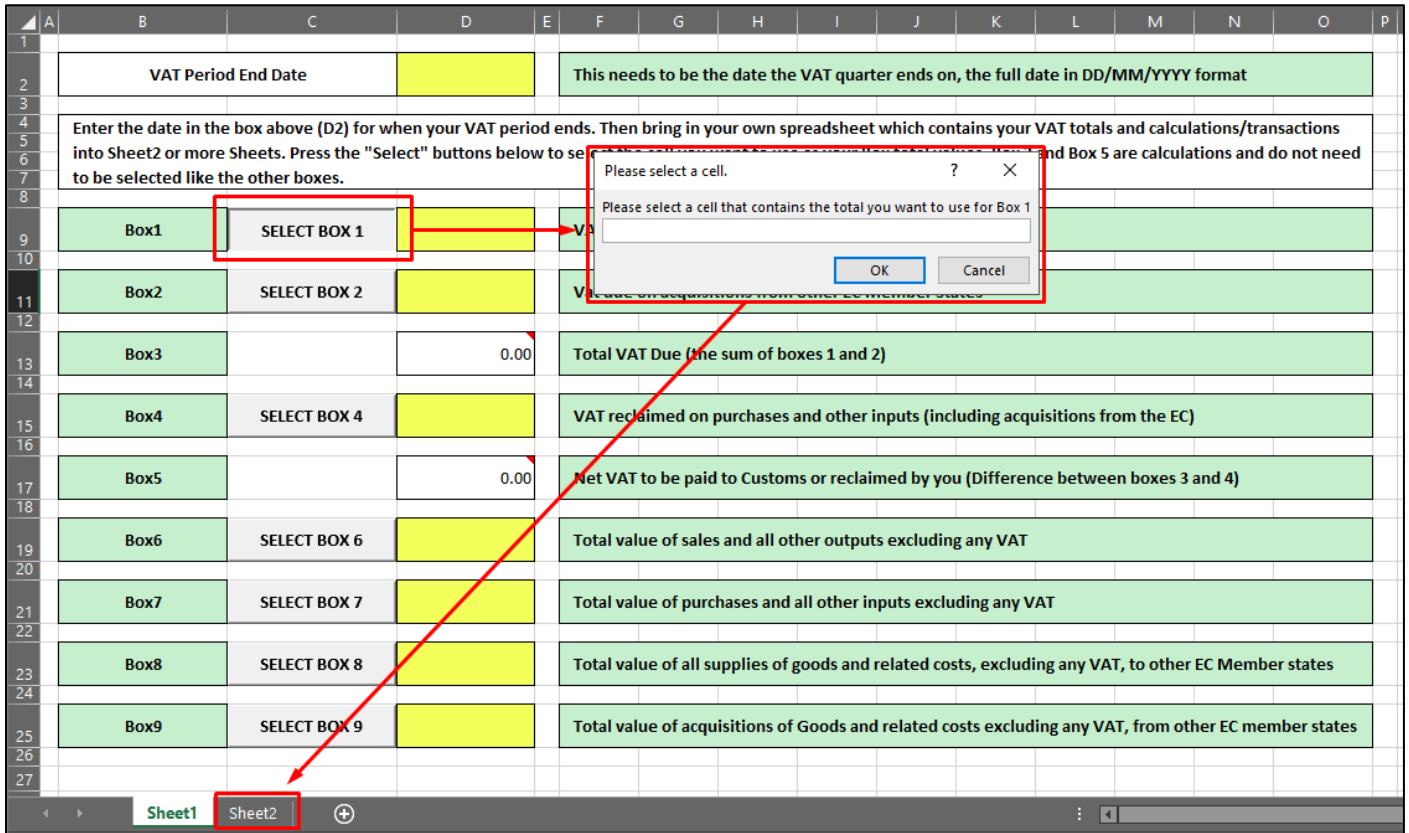
Here I have loaded a simple VAT report into Sheet 2:

	A	B	C	D
1				
2	Demo Company			
3				
4	VAT Quarter:	01 JAN - 31 MAR		
5				
6				
7	TAX TYPE	Excl	VAT	Incl
8				
9	Sales VAT 20%	10235.54	2047.11	12282.65
10	EC VAT	0.00	0.00	0.00
11	Purchases VAT 20%	5675.87	1135.17	6811.04
12	EC Purchases	0.00	0.00	0.00
13				
14				
15				
16				
17				
18				
19				

Sheet1 **Sheet2** +

Once my report has been loaded into Sheet2, if you go back to Sheet1 and press the "SELECT" buttons, you then choose what you want to use for your Box totals.

So here you press "SELECT BOX 1", then go into Sheet2 and select the cell that is my Box 1 total figure:



	A	B	C	D	E	F	G	H	I	J	K
1											
2	Demo Company										
3											
4	VAT Quarter:	01 JAN - 31 MAR									
5											
6											
7	TAX TYPE	Excl	VAT	Incl							
8											
9	Sales VAT 20%	10235.54	2047.11	12282.65							
10	EC VAT	0.00	0.00	0.00							
11	Purchases VAT 20%	5675.87	1135.17	6811.04							
12	EC Purchases	0.00	0.00	0.00							
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											

Please select a cell. ? X

Please select a cell that contains the total you want to use for Box 1

Sheet2!\$C\$9

OK Cancel

Box1	SELECT BOX 1	2,047.11	VAT due on sales and other outputs
Box2	SELECT BOX 2		Vat due on acquisitions from other EC Member States
Box3		2,047.11	Total VAT Due (the sum of boxes 1 and 2)
Box4	SELECT BOX 4		VAT reclaimed on purchases and other inputs (including acquisitions from the EC)
Box5		2,047.11	Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)
Box6	SELECT BOX 6		Total value of sales and all other outputs excluding any VAT
Box7	SELECT BOX 7		Total value of purchases and all other inputs excluding any VAT
Box8	SELECT BOX 8		Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member states
Box9	SELECT BOX 9		Total value of acquisitions of Goods and related costs excluding any VAT, from other EC member states

If you follow this process for the rest of the boxes as well and fill in the date in D2:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		VAT Period End Date		31/03/2020		This needs to be the date the VAT quarter ends on, the full date in DD/MM/YYYY format										
3																
4		Enter the date in the box above (D2) for when your VAT period ends. Then bring in your own spreadsheet which contains your VAT totals and calculations/transactions into Sheet2 or more Sheets. Press the "Select" buttons below to select the cell you want to use as your Box total values. Box 3 and Box 5 are calculations and do not need to be selected like the other boxes.														
5																
6																
7																
8																
9		Box1	SELECT BOX 1	2,047.11		VAT due on sales and other outputs										
10																
11		Box2	SELECT BOX 2	0.00		Vat due on acquisitions from other EC Member States										
12																
13		Box3		2,047.11		Total VAT Due (the sum of boxes 1 and 2)										
14																
15		Box4	SELECT BOX 4	1,135.17		VAT reclaimed on purchases and other inputs (including acquisitions from the EC)										
16																
17		Box5		911.93		Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)										
18																
19		Box6	SELECT BOX 6	10,235.54		Total value of sales and all other outputs excluding any VAT										
20																
21		Box7	SELECT BOX 7	5,675.87		Total value of purchases and all other inputs excluding any VAT										
22																
23		Box8	SELECT BOX 8	0.00		Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member states										
24																
25		Box9	SELECT BOX 9	0.00		Total value of acquisitions of Goods and related costs excluding any VAT, from other EC member states										
26																

You then save this file as a new file (don't overwrite the original template as you can use this every quarter as a starting point) and it is then ready for upload.

Go to Part 4 on how to upload the file and submit it.

3.2. Custom File.

You can use your existing VAT Excel spreadsheets to submit a return.

Here is an example of a VAT form in a spreadsheet and is not an indication of how yours has to look, as long as your spreadsheet contains the totals for your 9 VAT boxes and the date the quarter ends it should be okay.

	A	B	C	E	F	G	H
1							
2	Test VAT Return			Prepared by:	Liquid		
3	Vat Quarter 31-Jan-18			Date sent to client:	23/08/2018		
4							
5							
6	<u>VAT Return Figures</u>						
8	VAT due in this period on sales and other outputs			1	2,861.61		F8
9							
10	VAT due in this period on acquisitions from other EC Member States			2	-		F10
11							
12	Total VAT due (the sum of boxes 1 and 2)			3	2,861.61		F12
13							
14	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)			4	-		F14
15							
16	Net VAT to be paid to Customs or reclaimed by you			5	2,861.61		F16
17							
19	Total value of sales and all other outputs excluding any VAT			6	18,462		F19
20							
21	Total value of purchases and all other inputs excluding any VAT			7	-		F21
22							
23	Total value of all supplies of goods and related services, excluding any VAT, to other EC Member States			8	-		F23
24							
25	Total value of all acquisitions of goods and related services, excluding any VAT, from other EC Member States			9	-		F25
26							
27							
28	<u>Return Details</u>						
29							
30	I can confirm that your VAT liability for this period is:			£2,861.61			
31							
32	The filing deadline with HMRC is -			7 Mar-18		D32	
33							
34							
35							

Please note, the file must be in Microsoft Excel format.

Go to Part 4 on how to upload the file and submit it.

3.3. Sage 50 File.

Complete and Reconcile the VAT return in Sage 50 Accounts as normal, then click the “Print” button.

VAT Return
✕

1. Prepare VAT Return
2. Reconcile VAT Return
3. Complete VAT Return
?

VAT Return

Stationery & Computer Mart UK

01/08/2019 - 31/08/2019

RECONCILED

VAT due in this period on sales	1	28.26	⬇ ⬆ ⬇
VAT due in this period on EC acquisitions	2	0.00	⬇ ⬆ ⬇
Total VAT due (sum of boxes 1 and 2)			
Total VAT due	3	28.26	
VAT reclaimed in this period on purchases	4	22.00	⬇ ⬆ ⬇
Net VAT to be paid to Customs or reclaimed by you	5	6.26	
Total value of sales, excluding VAT			
Total value of sales, excluding VAT	6	697.29	⬇ ⬆ ⬇
Total value of purchases, excluding VAT	7	130.00	⬇ ⬆ ⬇
Total value of EC sales, excluding VAT			
Total value of EC sales, excluding VAT	8	0.00	⬇ ⬆ ⬇
Total value of EC purchases, excluding VAT	9	0.00	⬇ ⬆ ⬇

VAT transfer

Date: 31/08/2019

Sales tax amount: 6.26

Purchase tax amount: 0.00

[Post Journal](#)

Submit to HMRC

Submit this VAT Return electronically to HMRC.

[Submit online](#)

If you have already submitted this Return using another method, select Mark as submitted.

Mark as submitted

Record payment

Bank: 1200 Pay via e-Banking

Date: / /

Reference: 999999999

Details: VAT Payment

Amount: 6.26

[Post Bank Payment](#)

If you have already recorded this transaction in your accounts, select Mark as paid.

Mark as paid

Print
Verification results

Adjustments: £0.00

View adjustments

Close

Select VAT Return Type as Vat Return and Output as File

VAT Return Report
✕

VAT Return Type

VAT return

Summary

Detailed

Adjustments

Earlier unreconciled transactions

Output

Printer

Preview

File

Email

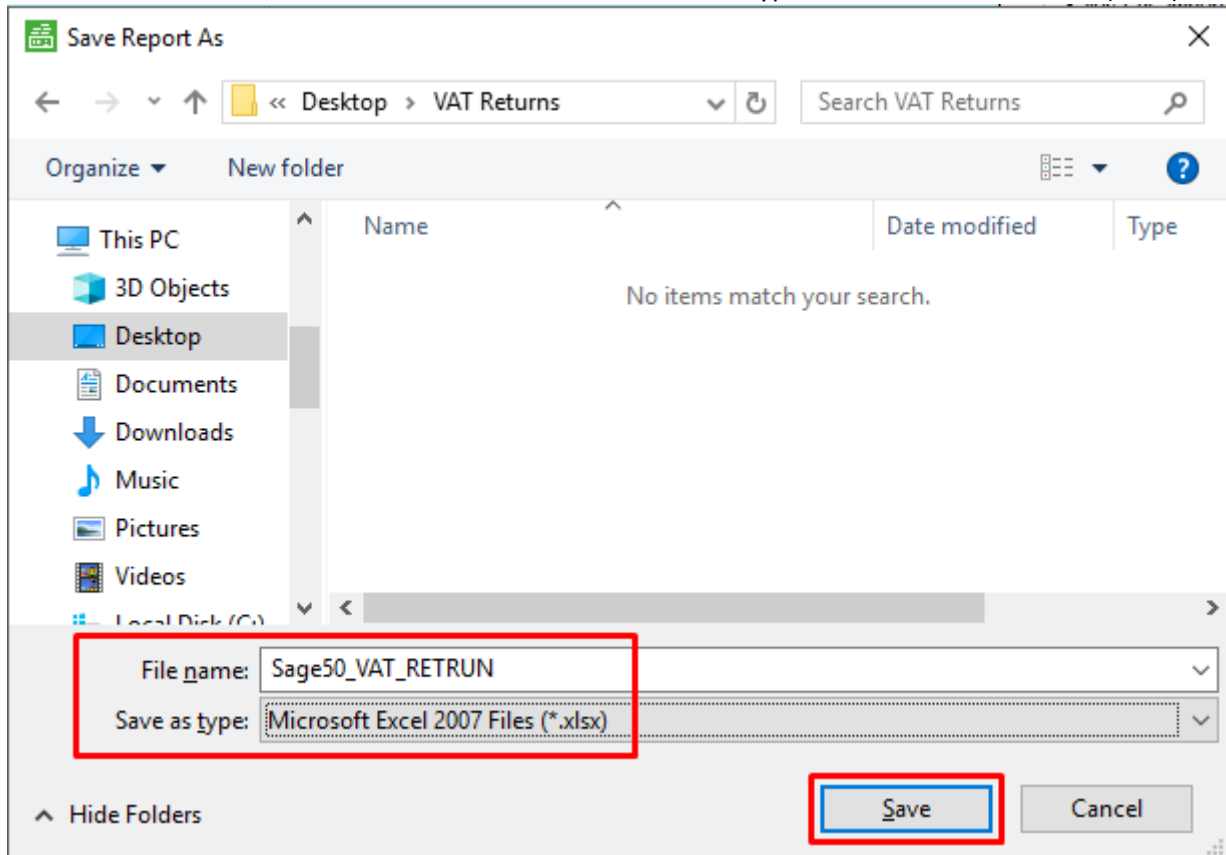
Run
Cancel

Liquid Accounts Ltd 2 Cromwell Court Oldham OL1 1ET Tel: 0161 413 5050 E: info@liquidaccounts.com W: www.liquidaccounts.com

Liquid VAT Filer



Set a location to save the file, choose a File name and set the Save as type: to Microsoft Excel 2007 (*.xlsx)



An example of the produced file is below.

Please note, when the File is Exported to Excel some cells are merged.

The Date to field is in cells D5 and E5.

The Box 1 amount is in cells I11 and J11, Box 2 amount is in cells I12 and J12 and so on.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1		Date	02/07/2018	Stationery & Computer Mart UK							Page:	1		
2		Time	16:46:31											
3		VAT Return												
4		Date From:	01/10/2017								Inc Current Reconciled:	No		
5		Date To:	31/07/2018								Inc Earlier Unreconciled:	No		
6		Transaction Number Analysis												
7		Number of reconciled transactions included								0				
8		Number of unreconciled transactions included (within date range)								1				
9		Number of unreconciled transactions included (prior to date range)								0				
10		Total number of transactions included								1				
11	1	VAT due in this period on sales						1		450.00				
12	2	VAT due in this period on EC acquisitions						2		0.00				
13	3	Total VAT due (sum of boxes 1 and 2)						3		450.00				
14	4	VAT reclaimed in this period on purchases						4		0.00				
15	5	Net VAT to be paid to Customs or reclaimed by you						5		450.00				
16	6	Total value of sales, excluding VAT						6		2250.00				
17	7	Total value of purchases, excluding VAT						7		0.00				
18	8	Total value of EC sales, excluding VAT						8		0.00				
19	9	Total value of EC purchases, excluding VAT						9		0.00				
20	End of Report													

Go to Part 4 on how to upload the file and submit it.

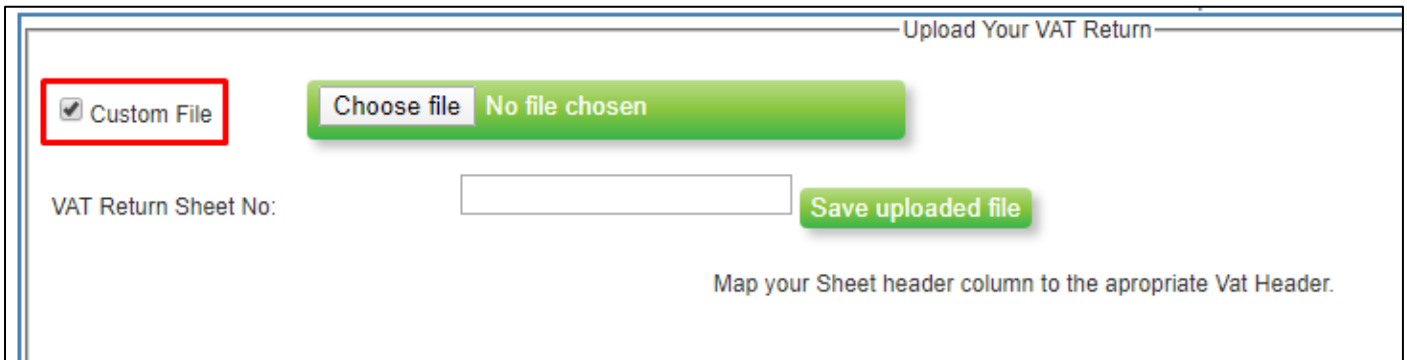
Liquid VAT Filer



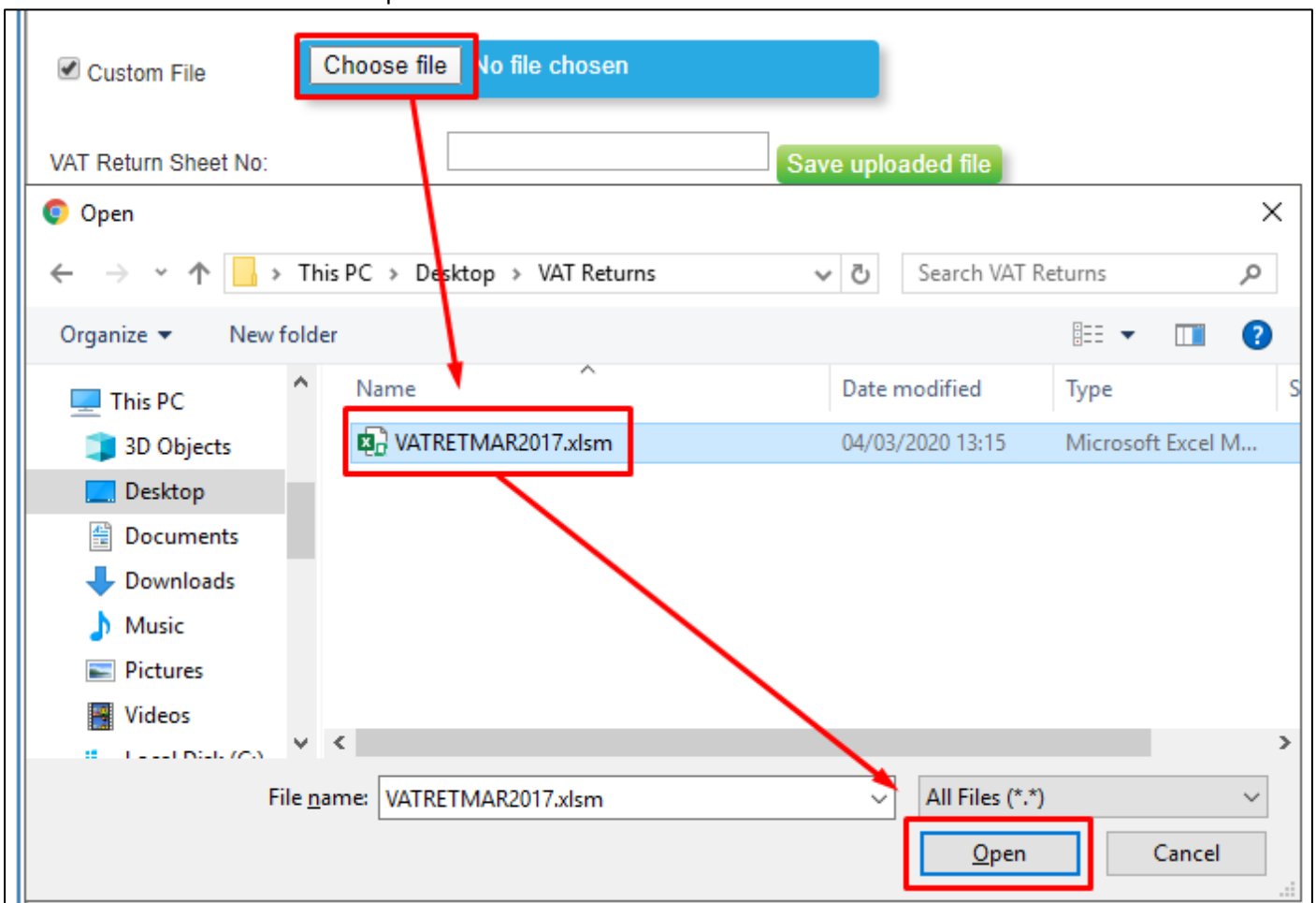
- 4. Submitting your VAT Return
 - 4.1. Selecting your file for upload

Select "Submit Return" after getting your obligations as per part 2.3.

Tick "Custom File" box.



To upload the file, click on the Choose File Button.
Browse to the Excel file and click open.



Liquid VAT Filer



Enter the Sheet Number that the Vat return figure are on.

Click Save uploaded file.

Upload Your VAT Return

Custom File Choose file VATRETMAR2017.xlsm

VAT Return Sheet No: Save uploaded file

If there are no problems, you should get the message your file was uploaded successfully.

Upload Your VAT Return

Custom File Choose file No file chosen

VAT Return Sheet No: Save uploaded file

Map your Sheet header column to the appropriate Vat Header.
File 'VATRETMAR2017.xlsm' upload successfully.

4.2. Mapping the fields

After uploading the file as per Part 4.1, you then need to fill in the “Map To” boxes, to direct the VAT filer to where the totals are in the Excel Spreadsheet.

If you are using the Liquid Template, you can press “Use Liquid Mapping”.

If you are using the Sage 50 Accounts template, you can press “Use Sage Mapping”.

If you are using your own custom file, fill in the spreadsheet cell references, to direct it to where each of the required fields are.

Click on Save Mapping when you have filled in the boxes.

Use Sage Mapping
Use Liquid Mapping

<u>Vat Header</u>	Map To
Period Month	D2
Period Year	D2
BOX1: VAT due in this period on sales and other outputs	D9
BOX2: VAT due in this period on acquisitions from other EC Member States	D11
BOX3: Total VAT due	D13
BOX4: VAT reclaimed in this period on purchases and other inputs	D15
BOX5: Net VAT to be paid to Customs or reclaimed by you	D17
BOX6: Total value of sales and all other outputs excluding any VAT	D19
BOX7: Total value of purchases and all other inputs excluding any VAT	D21
BOX8: Total value of all supplies excluding VAT to EC member states	D23
BOX9: Total value of all acquisitions excluding VAT from EC member states	D25

Save Mapping

Your VAT totals should load at the bottom of the page, if you check the figures on screen and click on “Confirm” when ready.

Save Mapping

Date To: 31 03 2017 Vat Period: #18A1 >>Back to Account Confirm

Period	Box1	Box2	Box3	Box4	Box5	Box6	Box7	Box8	Box9
2017-03	2047.11	0	2047.11	1135.17	911.94	10235.54	5675.87	0	0

4.3. Submitting the VAT return

You will be brought to a full VAT Summary to check before submitting.

You can print this with the button at the top "Print VAT Return Summary" – this will initiate a download onto your computer, which is the VAT return Summary in a PDF file, you can keep these saved for your records and print it if required.

Click on "Submit".

Print VAT Return Summary

Value Added Tax Return (MTD)		
	Box	Value
<small>(Note: % calculations are for information only)</small>		
VAT due in this period on sales and other outputs (and VAT on Reverse charges on services)	1	2047.11
VAT due in this period on acquisitions from other EC Member States (and VAT on Reverse charges on goods)	2	0.00
Total VAT due (the sum of boxes 1 and 2)	3	2047.11
VAT reclaimed in this period on purchases and other inputs (including acquisitions from EC) and VAT on reverse charges on goods and services	4	1135.17
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	5	911.94
Total value of sales and all other outputs excluding any VAT (including box 8 and box 10 - box 11)	6	10236
Total value of purchases and all other inputs excluding any VAT (including box 9 and box 10)	7	5876
Total value of all supplies excluding VAT to EC member states (including box 11)	8	0
Total value of all acquisitions excluding VAT from EC member states	9	0
Reverse charge entries on both goods and services (This is a memo only - it does not go on return)	10	0
Reverse charge entries on goods only (This is a memo only - it does not go on return)	11	0

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.

Submit

A message prompt will come up, to warn you it may take a few moments during busy periods, click on "OK" to proceed.

app.liquidaccounts.com says

Please be patient as this may take few moments...

OK
Cancel

The response back should be almost immediate, to confirm what you have sent to HMRC, click on "Print HMRC Response" to download a PDF copy of the response, which you can save or print as required.

Please note the "Amount Receivable" is how HMRC words the total VAT, even if it is to be paid to them it will always be displayed as amount receivable.

Data has been sent to HMRC
Receipt ID - 8534a4f5-58c7-4849-8adb-585c3fb86323
:HMRC Processing Date - 04/03/2020 14:24:52
: Charge Ref # -zQCjbhCfrvjbI6OP
: Form Bundle # -996743947551
: Payment Indicator -DD
:Amount Receivable -911.94
: Warning
: Payment Status:HMRC does not have your bank details to pay your VAT Repayment, and will post you a cheque instead.
To receive your VAT repayments by bank transfer in the future, update your details.

Print HMRC Response