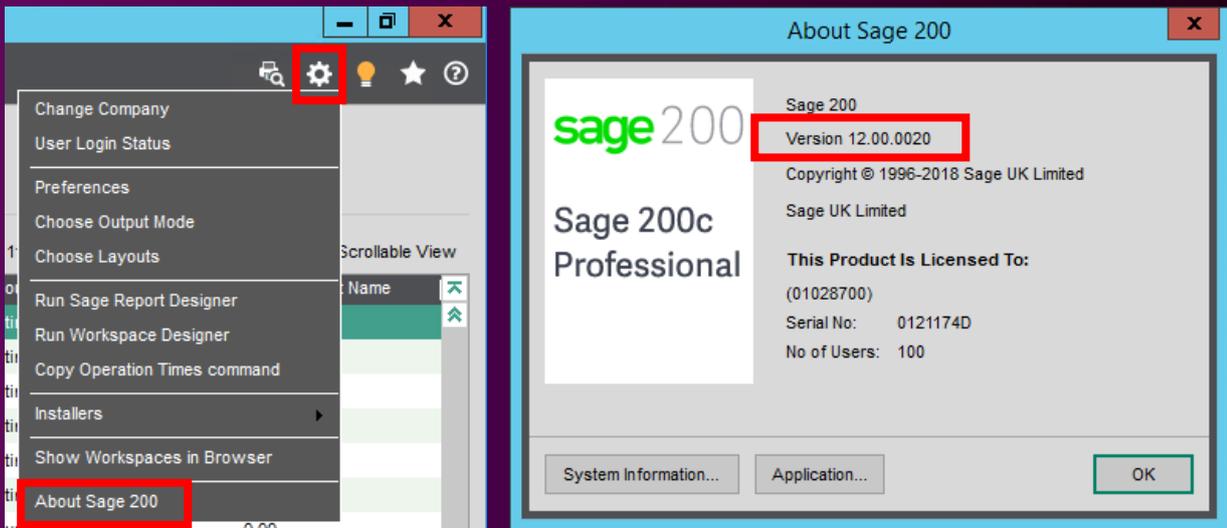


MAKING TAX DIGITAL SET UP GUIDE

Depending on your version, you may need to make some changes to your software to enable you to submit your VAT return in line with Making Tax Digital (MTD).

To ascertain what version you are on navigate to: [Tools > About Sage 200](#). This is located at the top right-hand corner of your Sage software.



The below table shows what each version relates to. In the example above, v12.00.0020 is the Summer 2018 Enhancement.

Sage 200cloud Professional	Sage 200 Extra	Sage 200 CRM	Sales, Marketing and Service
All of the below programs and Service Packs can be found on the 'Downloads By Version' homepage at the Support Site, available here .			
200cloud Version	Build - Installation Source	Database Version*	Release Date
Winter 2018 Enhancements	Build 0001 - Release	12.00.0027	5 February 2019
Summer 2018 Enhancements	Build 0001 - Release	12.00.0020	11 September 2018
Spring 2018 Enhancements	Build 0001 - Release	12.00.0013	24 April 2018
Winter 2017 Enhancements	Build 0001 - Release	12.00.0007	8 January 2018
Summer 2017 Enhancements	Build 0001 - Release	12.00.0003	10 August 2017

Once you have ascertained your version number, please navigate to the correct section in this document for MTD Guidance.

MAKING TAX DIGITAL SET UP GUIDE

TABLE OF CONTENTS

Table of Contents.....	2
Sage 200cloud Spring 2018 & Summer 2018 Enhancements.....	3
Sage 200cloud Winter 2018 Enhancements.....	6
Earlier versions and Group VAT submissions.....	7
Sage 200 Extra Online	7

MAKING TAX DIGITAL SET UP GUIDE

SAGE 200CLOUD SPRING 2018 & SUMMER 2018 ENHANCEMENTS

These versions are compliant for single database submissions. To submit multiple companies with the same tax registration number, refer to section: [Earlier versions and Group VAT submissions](#).

From 1st April 2019 if you are using Sage 200cloud Spring 2018 Enhancements or Sage 200cloud Summer 2018 Enhancements, and have not been part of the pilot scheme, you will need to make a small configuration change to allow your VAT submission to contact the new HMRC gateway.

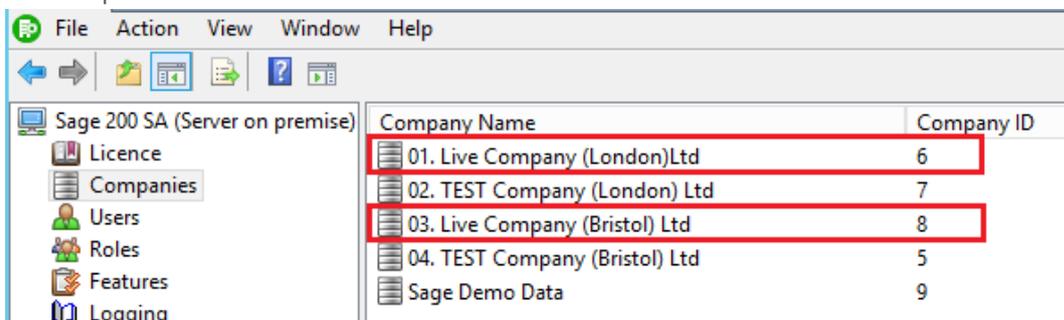
To enable this, a specific file is required to be configured and then copied to any users' PC's you wish to allow to submit to the updated HMRC gateway.

IMPORTANT: If you currently submit your VAT Returns directly from Sage 200 to the existing HMRC Portal then **do not** apply these changes until **after** running your last VAT submission through the existing HMRC Portal.

Note: If the you are using the **MTD submissions module**, the steps below are not required as the auto-update feature will correct the routing.

1. Identify which Companies need to submit to the HMRC MTD Submissions Portal:

- Log into the Sage 200 Administration tool and select Companies and make a note of the Company ID for the companies that need to submit to HMRC.

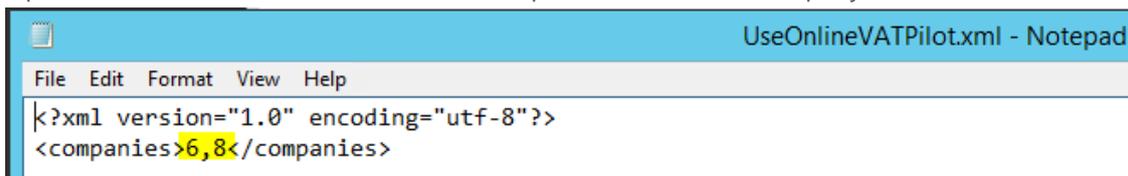


Company Name	Company ID
01. Live Company (London)Ltd	6
02. TEST Company (London) Ltd	7
03. Live Company (Bristol) Ltd	8
04. TEST Company (Bristol) Ltd	5
Sage Demo Data	9

- In the above example the live companies have a company ID of **6 & 8**

2. Edit the file UseOnlineVATPilot.xml to add the Company Id's required:

- Open the file UseOnlineVATPilot.xml in Notepad and enter the Company ID and then save.



```
UseOnlineVATPilot.xml - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<companies>6,8</companies>
```

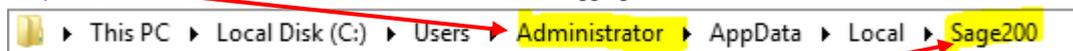
- The above is an example where company ID's **6 & 8** are required as identified in Step 1.

MAKING TAX DIGITAL SET UP GUIDE

3. Copy the amended file onto the user's PC

- Copy and paste the amended file to C:\Users\{username}\AppData\Local\Sage200

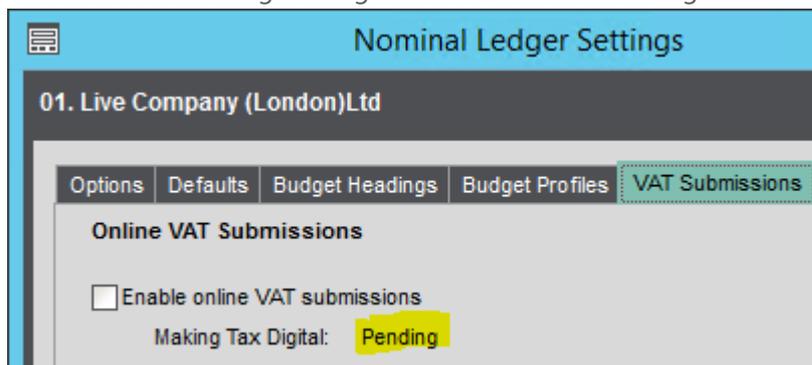
* Replace {username} with the name of the user who will be logging onto the machine to submit the VAT Return.



- **Note:** If the folder 'Sage200' does not exist it must be created.
- Repeat this process on any other PC's where the user of that PC will be submitting the VAT Return.

4. Check the MTD status in Sage has been updated

- After copying the file in Step 3, log into Sage on the PC as the correct user and open the Company(s) that will be submitting to the MTD portal.
- Go to *Nominal Ledger > Utilities > Ledger Set Up > Ledger Settings* and click on the 'VAT Submissions' tab.
- Check that the Making Tax Digital value shows as 'Pending'



- If this still shows as 'Disabled' then re-check steps 1 to 3 to ensure that the .xml file includes this company's ID (Steps 1 & 2) and that it is saved to the correct location (Step 3)

5. Enable online VAT submissions

- Before you run your first VAT Return in Sage for submission to HMRC's MTD Portal you will need to ensure that online VAT submissions is enabled.
- To check go to *Nominal Ledger > Utilities > Ledger Set Up > Ledger Settings* and click on the 'VAT Submissions' tab.
- Ensure that 'Enable online VAT submissions' is selected and then click OK.
- You are now ready to submit your Sage VAT Return to the MTD portal.
- **Note:** The MTD status (Step 4) will remain as 'Pending' until you run your next VAT Return in Sage; after which it will change to 'Enabled'.
- Additional VAT Submissions settings, which are optional, are:
 - Enable Online VAT Payments (UK only) - Select this if you want to use the Sage e-Banking service to pay your VAT electronically.
 - HMRC bank account details - If you select Enable Online VAT Payments (UK only), the HMRC account details are displayed in the HMRC bank account details. These account details are taken from the HMRC website. They should not be changed unless you have received notification from the HMRC.

MAKING TAX DIGITAL SET UP GUIDE

- Default bank account for payments - Select the bank account that you want to use by default, from the Default bank account for payments drop-down list. This is the bank account used to pay the VAT.
- Nominal VAT liability account - Select the nominal account you want to use as the default for the VAT payment.
- e-Submissions Contact Details - Enter the contact details for the person who makes the submission. These act as the default details. You can change these details when making a submission.

You must enter a valid email address in the Email box. If there is no valid email address, the VAT submission will fail.

MAKING TAX DIGITAL SET UP GUIDE

SAGE 200CLOUD WINTER 2018 ENHANCEMENTS

If you are on Sage 200cloud Winter 2018 Enhancements, you will need to change a setting in the product when you are ready to submit to the new MTD gateway.

IMPORTANT: If you currently submit your VAT Returns directly from Sage 200 to the existing HMRC Portal then **do not** apply these changes until **after** running your last VAT submission through the existing HMRC Portal.

Navigate to [Nominal Ledger > Utilities > Ledger Set Up > Ledger Settings | VAT Submissions Tab](#).

UK VAT submissions

Enable Online VAT Submissions - Select this if you want to submit your VAT return online.

Submit as a digital record as part of Making Tax Digital - Choose whether you will make VAT submissions to the HMRC gateway for Making Tax Digital (MTD).

- If you will make VAT submissions to the HMRC gateway for Making Tax Digital, select Submit as a digital record as part of Making Tax Digital.
- Do not select this if you make online VAT submissions to the older HMRC gateway.

Enable Online VAT Payments (UK only) - Select this if you want to use the Sage e-Banking service to pay your VAT electronically.

HMRC bank account details - If you select Enable Online VAT Payments (UK only), the HMRC account details are displayed in the HMRC bank account details. These account details are taken from the HMRC website. They should not be changed unless you have received notification from the HMRC.

Enable Supplier Payments - If you have a Supplier Payments account, use this option to make payments to the HMRC using Supplier Payments.

When you enable Supplier Payments for the HMRC, a payee account for HM Revenue and Customs will be submitted for approval. Once this payee has been approved by your Supplier Payments account approver, you can make payments to the HMRC. The Status indicates the progress in the approval process.

Note: To enable Supplier Payments, you must first enable both online VAT submissions and payments.

Default bank account for payments - Select the bank account that you want to use by default, from the Default bank account for payments drop-down list. This is the bank account used to pay the VAT.

Nominal VAT liability account - Select the nominal account you want to use as the default for the VAT payment.

e-Submissions Contact Details - Enter the contact details for the person who makes the submission. These act as the default details. You can change these details when making a submission.

You must enter a valid email address in the Email box. If there is no valid email address, the VAT submission will fail.

MAKING TAX DIGITAL SET UP GUIDE

EARLIER VERSIONS AND GROUP VAT SUBMISSIONS

If you are on an earlier version of Sage 200, or wish to submit group VAT submissions, you will need to use the MTD Submission module.

When you are ready to make the change and submit to the MTD gateway, you will need to install the module. Prior to that you should submit as usual.

To order the Submissions module please contact your Account manager.

SAGE 200 EXTRA ONLINE

If you use Sage 200 Online, you will also need the MTD Submissions module.

We are already in the process of contacting all online customers with regard to this so there is no need to contact your Account manager.