



Making Tax Digital for VAT

Start-up Guide

Version 1.0

Documentation and Software by **farmdata**

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# PREFACE

This document describes how MTDdata, the HMRC MTD for VAT System produced by Farmdata operates. The program runs on Windows 7 or above and is written in Visual Basic.net.

'Windows 7', 'Windows 8', 'Windows 10' and 'Visual Basic' are registered trademarks of Microsoft Corporation Inc.

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## Getting Started.

Register with HMRC.

Before you can use MTDdata to submit you VAT returns you must first register with HMRC that you are going to send future VAT returns digitally.

To do this got to [www.hmrc.gov.uk/login](http://www.hmrc.gov.uk/login) and login to your account using your Government Gateway credentials.

You will follow the process through where you will be asked for your company details. The information you will be asked for depends on the type of business you are registering. (Sole Trader, Partnership, Limited Company, etc.)

You may be asked for your Unique Tax Reference Number (UTR) or CoTax Number. You can find these on communication from HMRC or from your accountant.

Once registered it can take 48 hours to get approval from HMRC.

## Installing the Software

**This program requires Microsoft SQL Server to be available, either loaded locally on the PC or on a server. The MTD client software must be loaded onto a computer running Windows 7 or above.**

**If you are running Paydata, Microsoft SQL is already loaded. Please follow the instructions below.**

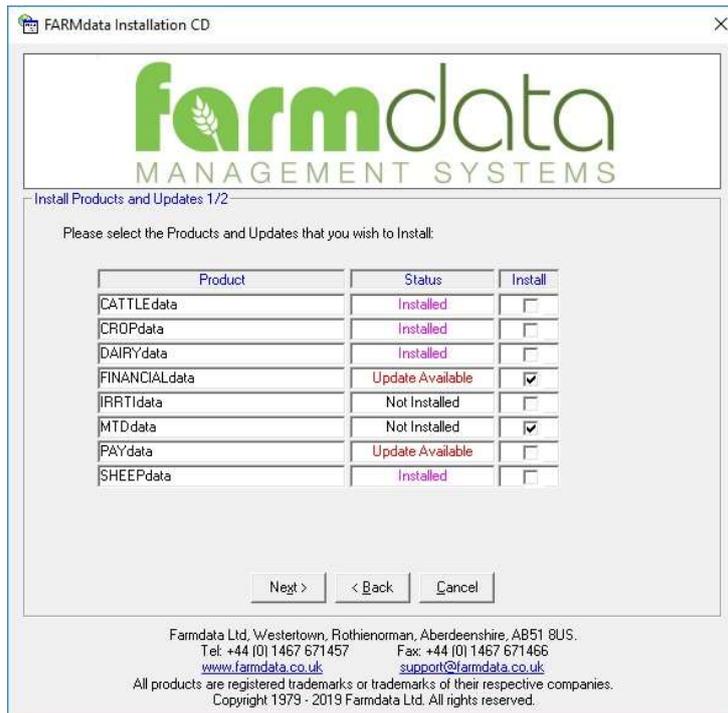
**If Microsoft SQL is not available please contact Farmdata.**

Insert the DVD and the system should automatically begin installation.

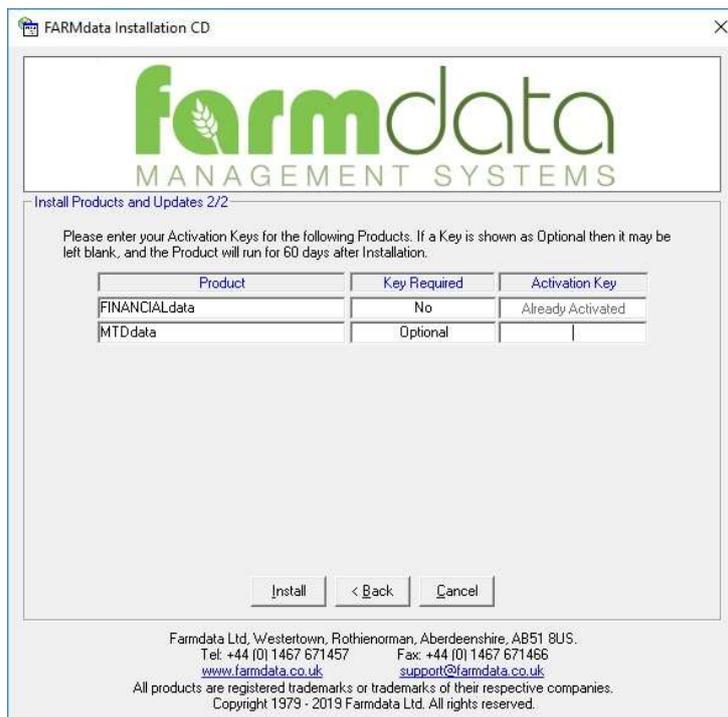
The screen below will appear from which you can select Install Products and Updates.



Select **Install Products and Updates**,



Select MTDdata and Financialdata if an update is available. Click next.



Leave blank for MTDdata.

Contact Farmdata if an Activation Key is required for Financialdata

If Financialdata is being updated the Windows Installer for it screen will now appear. The MTDdata installer screen will follow the Financialdata install when it is finished.



A registration screen will ask you for your Name and Organisation as below. Click **OK** to proceed and files will be copied.

Follow the InstallShield wizard through. The program will now be installed. You should now have an MTDdata Icon on your desktop.

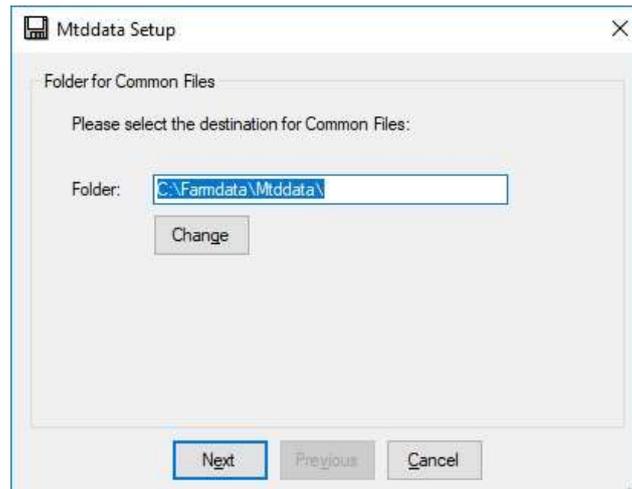
If it is a server installation please consult Farmdata.

## Starting the Program

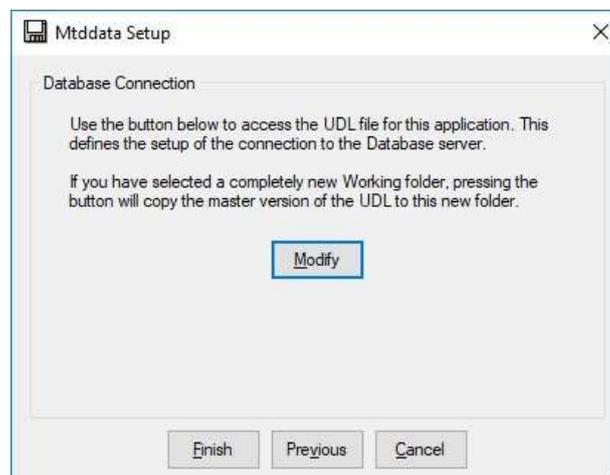
Once you have the MTDdata installed onto the computer you can go ahead and start to use it.

Use the MTDdata Icon on the desktop.

You will then get a screen showing you which directory the data files will be loaded into. C:\FARMDATA\PAYROLL32\ is the suggested directory. If this is not acceptable, click **Browse** and select your preferred directory.



You will also be asked to nominate the Database Connection for the data files. You should not need to modify this unless you are using a server based system. Please consult Farmdata if you wish to modify.

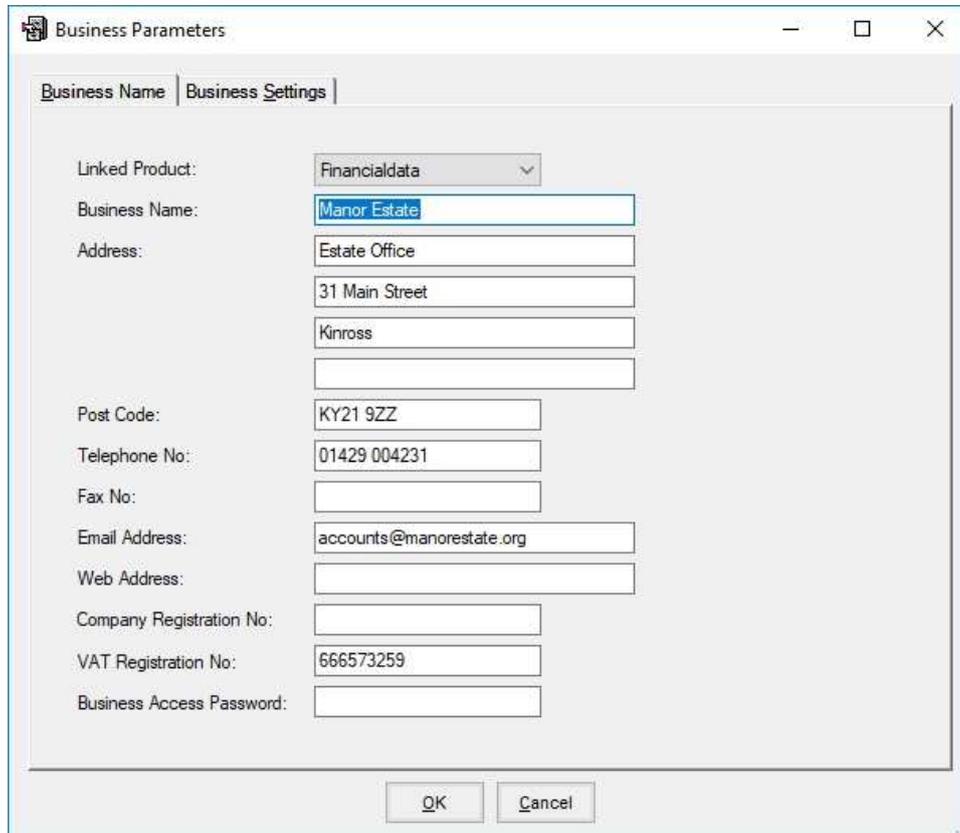


Click Finish

The system will then check for the necessary disk space on your computer. The setup routine now adds MTDdata to the Farmdata group.

## Setting up the Program

The first time you go into the program you will be asked if you wish to create a new business. Click yes and you will go into setting up the system structure as described below.



The screenshot shows a window titled "Business Parameters" with two tabs: "Business Name" and "Business Settings". The "Business Settings" tab is active. The form contains the following fields:

Linked Product:	Financialdata
Business Name:	Manor Estate
Address:	Estate Office
	31 Main Street
	Kinross
Post Code:	KY21 9ZZ
Telephone No:	01429 004231
Fax No:	
Email Address:	accounts@manorestate.org
Web Address:	
Company Registration No:	
VAT Registration No:	666573259
Business Access Password:	

At the bottom of the window are "OK" and "Cancel" buttons.

Linked Product – The program will check to see which Farmdata accounting product is loaded on the computer and enter as appropriate. (Financialdata incorporates Cashdata)

Where there is more than one product available you should select the correct source for this business.

Fill in the entries as appropriate.

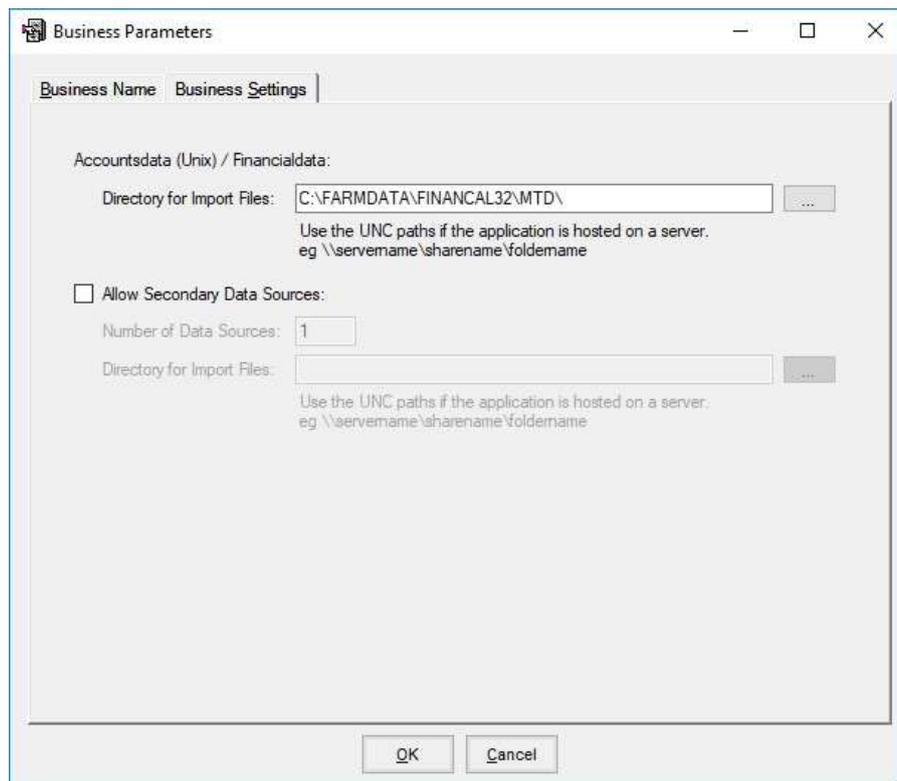
**VAT Numbers perform the vital link between the accounting program and MTDdata**

**The VAT Reg. No. must be entered. This must match that of the linked accounting businesses.**

**The VAT Reg. No. must also be entered in the linked product. Please check this.**

Password may be blank. If blank, no password is demanded.

## Business Settings



### **Directory for Import Files.**

Accountsdata (SQL) – This is not required.

Financialdata/ Cashdata – If these programs are installed in the default directory the above will fill in correctly.

Unix Accountsdata – You will have to browse to the folder as set in the business parameters of Accountsdata. Please consult Farmdata if you are unsure.

### **Allow Secondary Data Sources**

Where you have more than one business which need to report under a single VAT number this has to be selected. The system will then aggregate them into a single return.

Number of Data Sources - If there are two business reporting with the same VAT No. then this should be set 1. (1 additional)

Directory - If the Import files for both are in the same folder then leave blank. If the second business files are in a separate folder then this must be entered.