

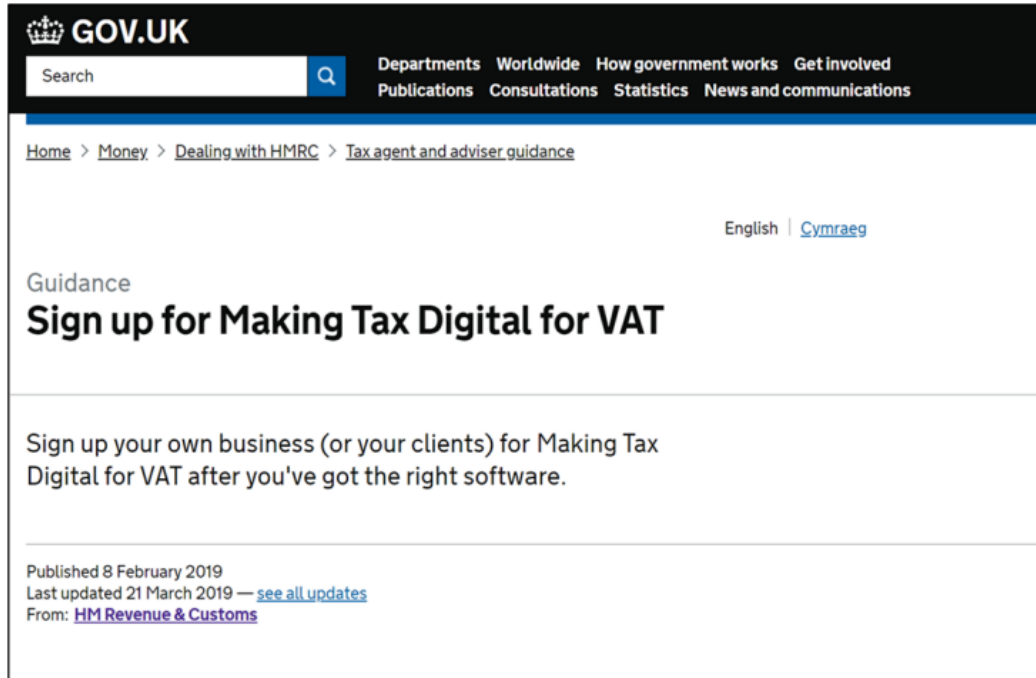


# LJT-MTD User Guide

1.

Sign Up for Making  
Tax Digital

# 1. Sign Up for Making Tax Digital

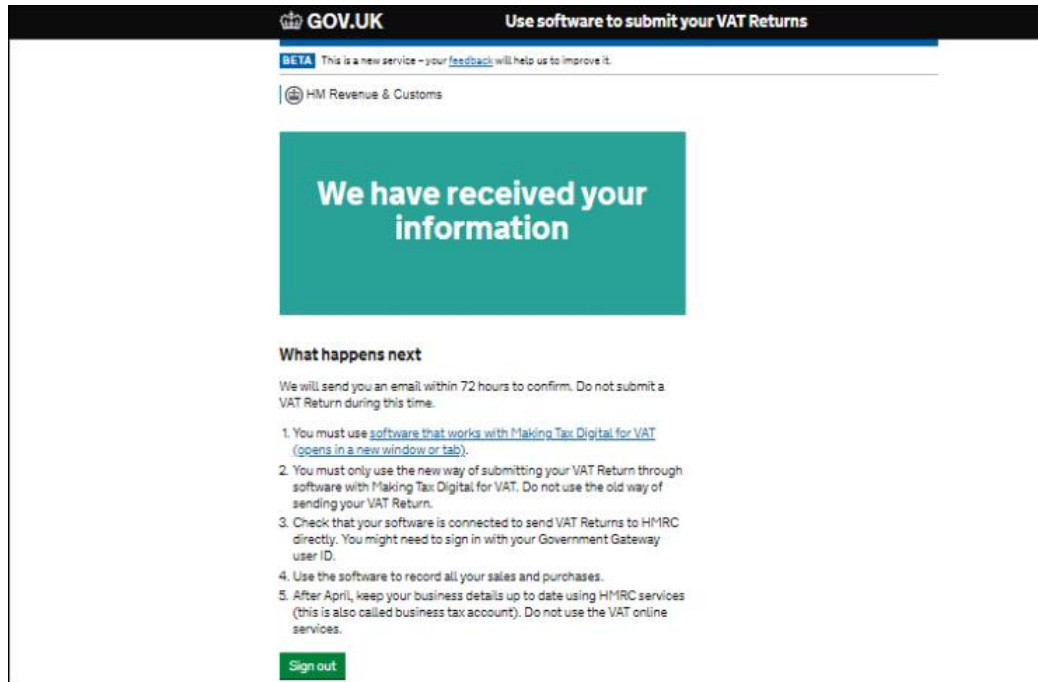


The screenshot shows the GOV.UK website interface. At the top, there is a search bar and navigation links for Departments, Worldwide, How government works, Get involved, Publications, Consultations, Statistics, and News and communications. The breadcrumb trail indicates the path: Home > Money > Dealing with HMRC > Tax agent and adviser guidance. The page title is "Sign up for Making Tax Digital for VAT" under the "Guidance" section. The main content states: "Sign up your own business (or your clients) for Making Tax Digital for VAT after you've got the right software." Below this, it provides publication and update information: "Published 8 February 2019", "Last updated 21 March 2019 — see all updates", and "From: HM Revenue & Customs".

Before you can start submitting VAT Returns via the LJT-MTD software, you must first [sign-up with HMRC](#).

**NB: Once you have signed up to MTD with HMRC, you cannot revert back to using VAT online services to send VAT Returns.**

# 1. Sign Up for Making Tax Digital



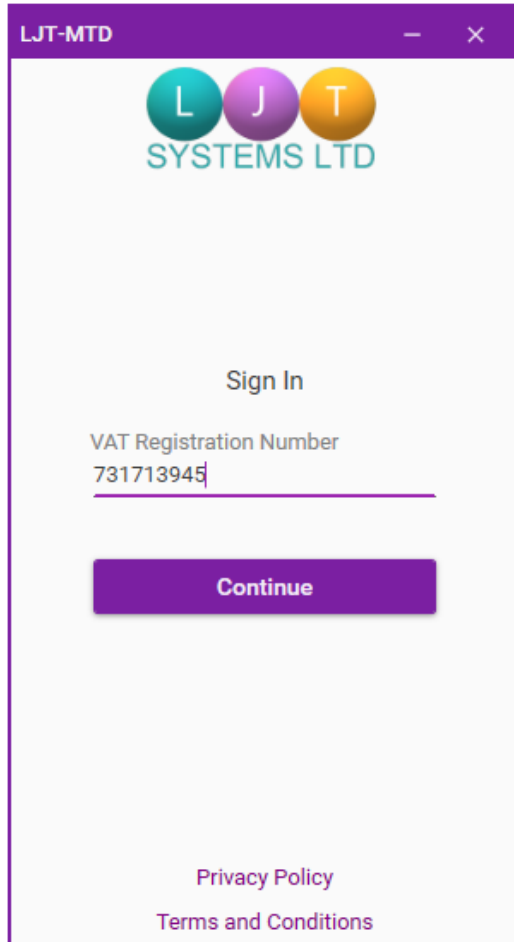
Once you have signed up, you must wait up to 72 hours for email confirmation of your sign-up, before you can proceed to use the software.

**NB: You will not be able to submit any VAT Returns, until you have email confirmation of your sign up.**

# 2.

## Installation and Logging In

## 2. Installation and Logging In (Sign In)



LJT-MTD

LJT  
SYSTEMS LTD

Sign In

VAT Registration Number  
731713945

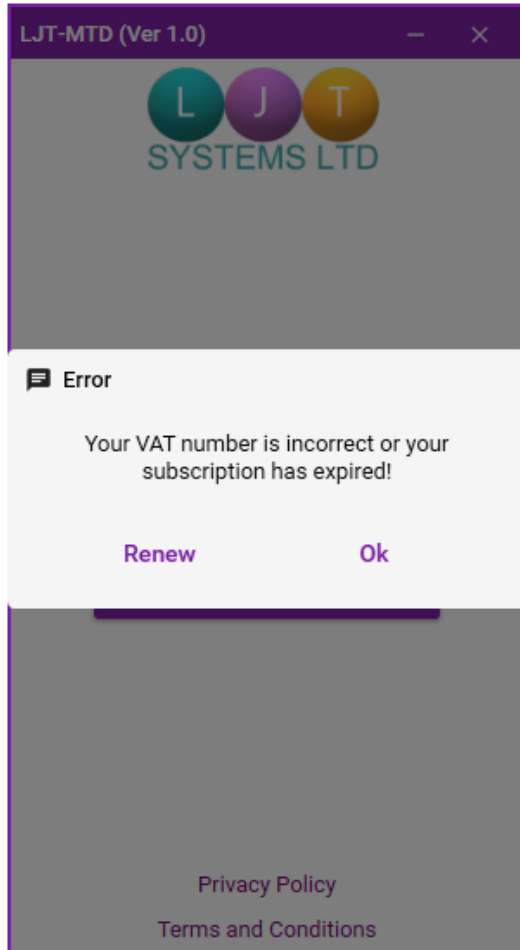
Continue

Privacy Policy  
Terms and Conditions

To log into LJT-MTD, enter your VAT Registration Number in the textbox that first appears when you start the application, and click “Continue”.

**NB: You must first validate your VAT Registration with LJT Systems Ltd, before you are able to gain access to the software.**

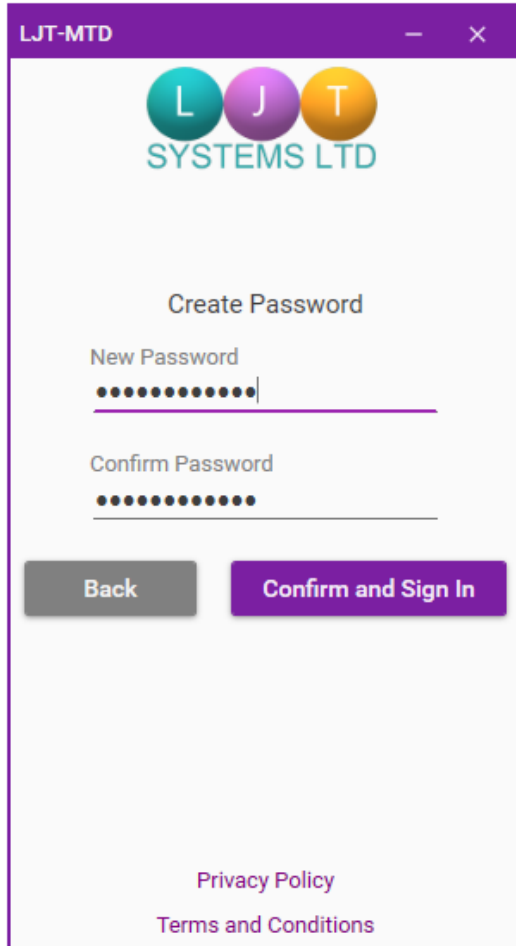
## 2. Installation and Logging In (Sign In)



If the VAT Number entered is incorrect or its subscription has expired, you will receive this message. To renew your subscription, click the “Renew” button to be taken to our ecommerce site, where you can purchase a new 12 month subscription.

Click [Here](#) to be taken to our ecommerce site.

## 2. Installation and Logging In (Create Password)



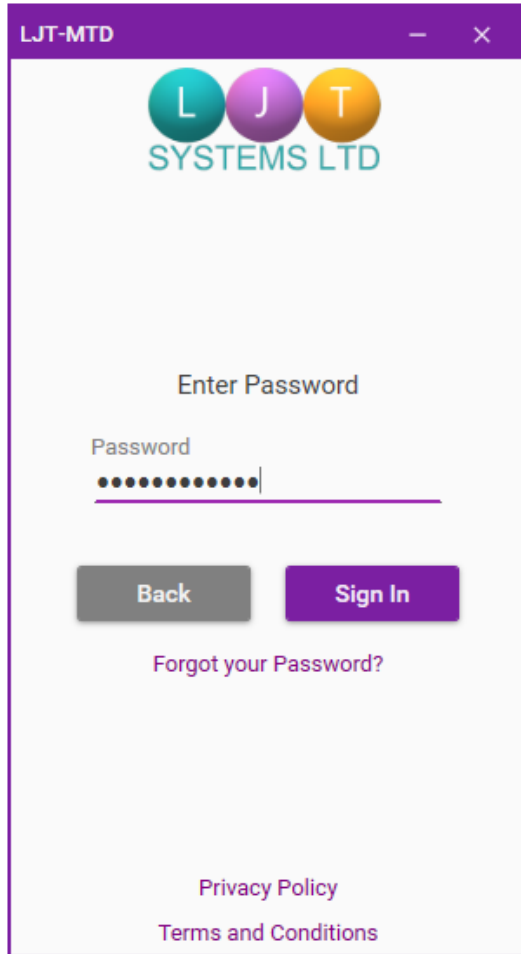
The screenshot shows a web browser window titled "LJT-MTD". At the top center is the logo for "LJT SYSTEMS LTD", consisting of three overlapping circles (L in teal, J in purple, T in orange) above the text "SYSTEMS LTD". Below the logo, the heading "Create Password" is centered. There are two password input fields: "New Password" and "Confirm Password", both with masked characters (dots) and a cursor. At the bottom left is a grey "Back" button, and at the bottom right is a purple "Confirm and Sign In" button. At the very bottom, there are two links: "Privacy Policy" and "Terms and Conditions".

If you are logging into the software for the first time, you will then be prompted to create a new password unique to your account and machine.

**NB: The password must contain at least one uppercase letter, one lowercase letter, and one special character**



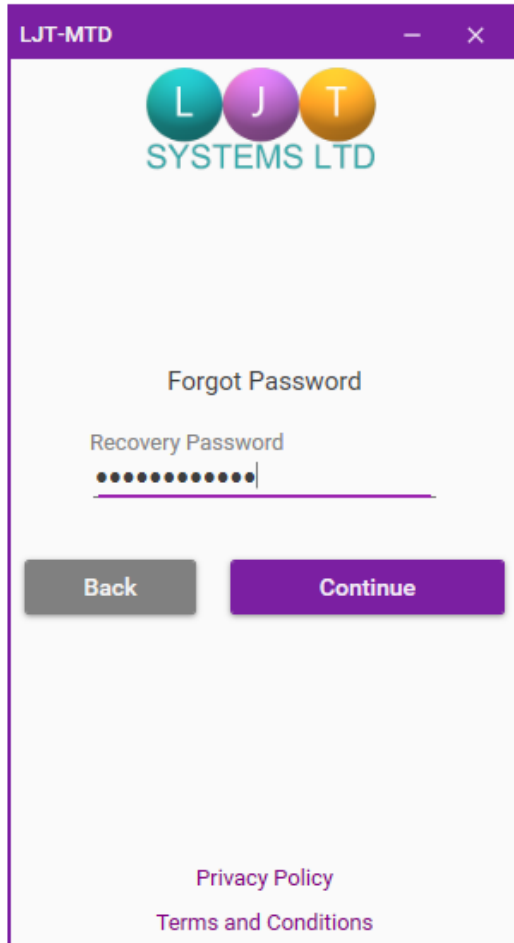
## 2. Installation and Logging In (Enter Password)



The screenshot shows a web browser window titled "LJT-MTD". At the top, there is a logo consisting of three overlapping circles (teal, purple, and orange) with the letters "L", "J", and "T" inside them, followed by the text "SYSTEMS LTD". Below the logo, the text "Enter Password" is displayed. Underneath, there is a password input field with the label "Password" and a series of black dots representing the password. Below the input field, there are two buttons: a grey "Back" button and a purple "Sign In" button. At the bottom of the form, there is a link that says "Forgot your Password?". At the very bottom of the page, there are two links: "Privacy Policy" and "Terms and Conditions".

If you already have a password created, simply enter your password and click the “Sign In” button.

## 2. Installation and Logging In (Forgot Password)



LJT-MTD

LJT  
SYSTEMS LTD

Forgot Password

Recovery Password

●●●●●●●●●●●●

Back Continue

Privacy Policy  
Terms and Conditions

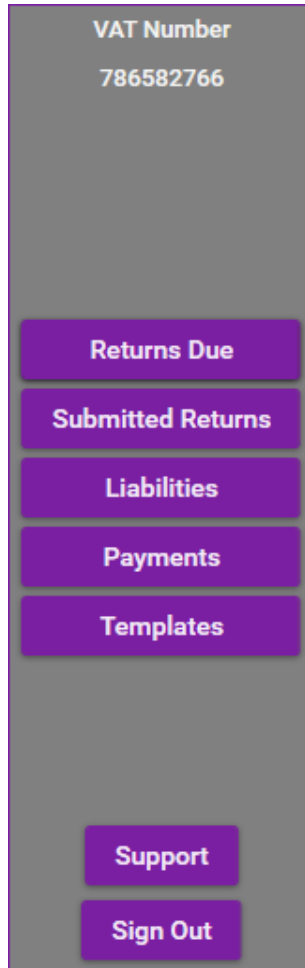
If at any time you forget your password, you can click “Forgot your Password” on the “Enter Password” screen, to help reset your password.

This will require you to enter the password you use normally when logging into your user account on your machine. If correct, you will be allowed to create a new password for your LJT-MTD account.

# 3.

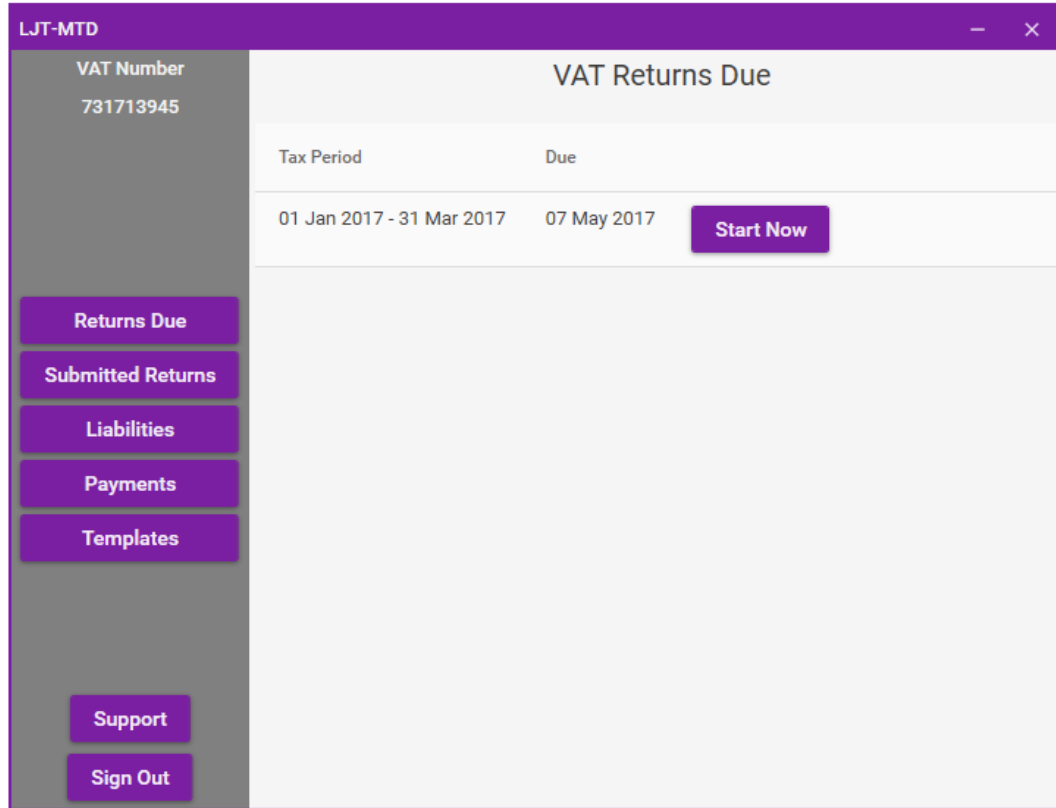
## Navigating LJT- MTD

### 3. Navigating LJT-MTD



To help you navigate easily through the software, LJT-MTD contains tabs for each different section that you can quickly switch to by clicking the corresponding button.

### 3. Navigating LJT-MTD (Returns Due)



This is where you can view any outstanding VAT Returns that need to be submitted by the given Due date, and where you start the Submit VAT Return Process (See 4. Submit a VAT Return).

### 3. Navigating LJT-MTD (Submitted Returns)

The screenshot shows a web application window titled "LJT-MTD" with a purple header. On the left, a grey sidebar contains the VAT Number "731713945" and a vertical menu with buttons for "Returns Due", "Submitted Returns", "Liabilities", "Payments", "Templates", "Support", and "Sign Out". The main content area is titled "Submitted VAT Returns" and features a date range selector from "01/01/2017" to "30/05/2017". Below this is a table with columns for "Tax Period", "Due", and "Received". One row is visible, showing the tax period "01 Jan 2017 - 31 Mar 2017", a due date of "07 May 2017", and a received date of "06 May 2017". A purple "View" button is positioned to the right of the table row.

Tax Period	Due	Received
01 Jan 2017 - 31 Mar 2017	07 May 2017	06 May 2017

This is where you can view all VAT Returns you have submitted. VAT Returns displayed can be filtered by the selected date range (See 5. Viewing a VAT Return).

**NB: Only VAT Returns that have been submitted via MTD will appear.**

### 3. Navigating LJT-MTD (Liabilities)

VAT Number  
354964324

VAT Liabilities

12/04/2019 from 11/07/2019 to

Tax Period	Type	Amount	Outstanding	Due
01 Mar 2019 - 31 May 2019	VAT Return Debit Charge	£9,572.64	£0.00	07 Jul 2019

Returns Due

Submitted Returns

Liabilities

Payments

Templates

Support

Sign Out

This is where you can view your VAT Liabilities. Liabilities displayed can be filtered by the selected date range.

### 3. Navigating LJT-MTD (Payments)

VAT Number  
354964324

VAT Payments

12/04/2019 from 11/07/2019 to

Received	Amount
05 Jul 2019	£9,572.64

Returns Due

Submitted Returns

Liabilities

Payments

Templates

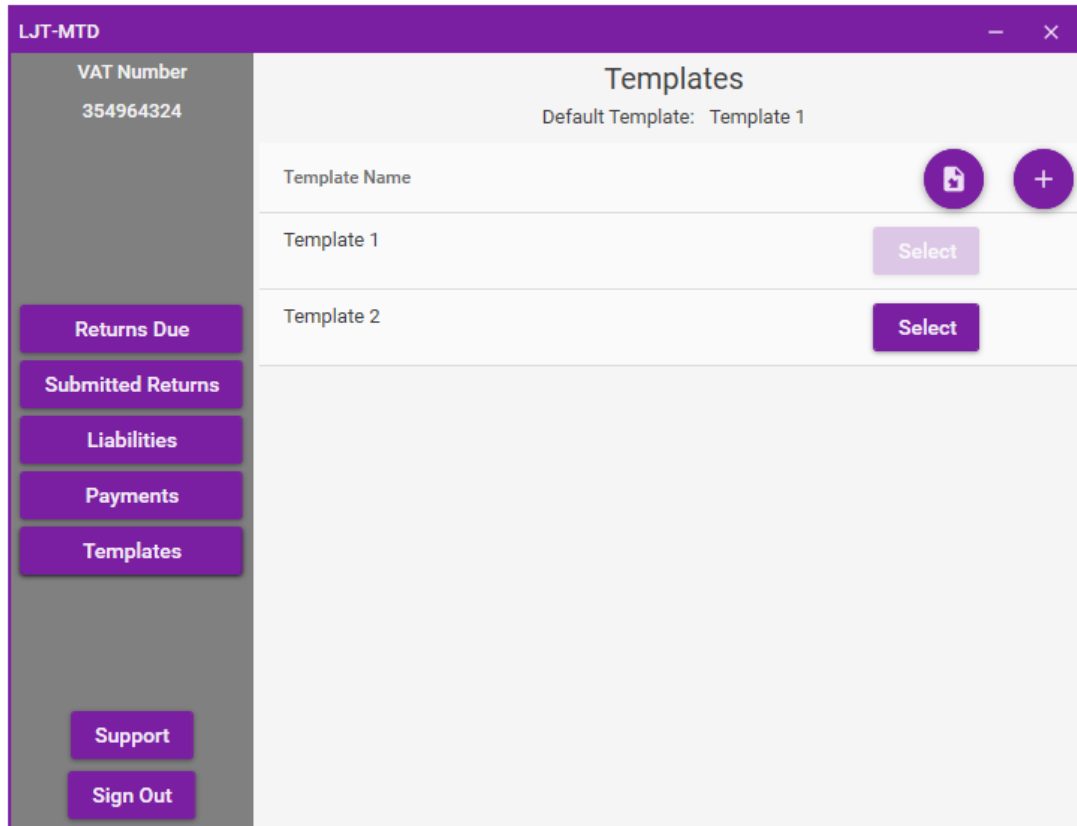
Support

Sign Out

This is where you can view your VAT Payments. Payments displayed can be filtered by the selected date range.



### 3. Navigating LJT-MTD (Templates)

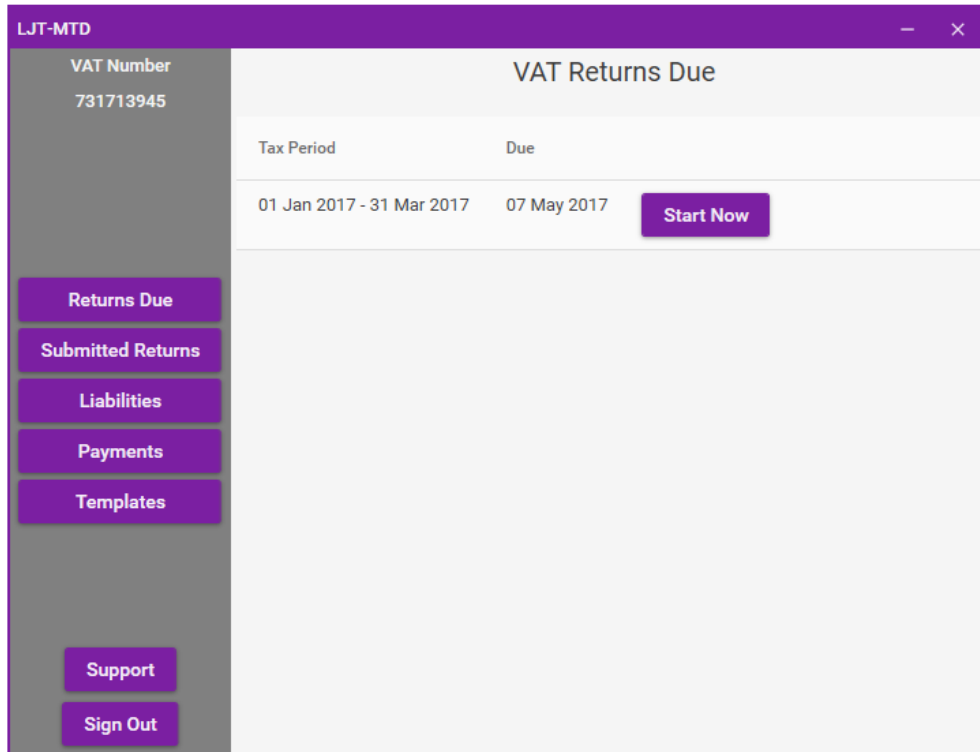


This is where you can select which default template to use when submitting a VAT Return, as well as create new custom templates and import templates.

# 4.

Submit a VAT  
Return

## 4. Submit a VAT Return (Step 1)



Click the “Returns Due” button in the navigation bar to view any outstanding VAT Returns. Click the “Start Now” button adjacent to the VAT Return you wish to submit.

## 4. Submit a VAT Return (Step 2)

Default Template: Template 1

Submit VAT Return

VAT Number: 354964324

Period: 01 Jan 2017 - 31 Mar 2017

Due date: 07 May 2017

Box 1: VAT due in this period on sales	£0.00
Box 2: VAT due in this period on EC acquisitions	£0.00
Box 3: Total VAT due (Sum of boxes 1 and 2)	£0.00
Box 4: VAT reclaimed in this period on purchases	£0.00
Box 5: Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	£0.00
Box 6: Total value of sales, excluding VAT	£0.00
Box 7: Total value of purchases, excluding VAT	£0.00
Box 8: Total value of EC sales, excluding VAT	£0.00
Box 9: Total value of EC purchases, excluding VAT	£0.00

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.  
Tick the box to make the declaration

Back Submit

Click “Import File” to import your VAT Return data into the software and populate the 9 boxes. The file selected must be in a CSV format.

**NB: The default template currently selected will be used to help import the correct data from the selected file. (See 6. Default Templates).**

## 4. Submit a VAT Return (Step 3)

LJT-MTD

Default Template: Template 1

### Submit VAT Return

Vat Return.csv      VAT Number: 354964324

Period: 01 Jan 2017 - 31 Mar 2017

Due date: 07 May 2017

Box 1: VAT due in this period on sales	£4,483.06
Box 2: VAT due in this period on EC acquisitions	£0.00
Box 3: Total VAT due (Sum of boxes 1 and 2)	£4,483.06
Box 4: VAT reclaimed in this period on purchases	£2,280.08
Box 5: Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	£2,202.98
Box 6: Total value of sales, excluding VAT	£22,415.00
Box 7: Total value of purchases, excluding VAT	£11,400.00
Box 8: Total value of EC sales, excluding VAT	£0.00
Box 9: Total value of EC purchases, excluding VAT	£0.00

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.  
Tick the box to make the declaration

Back      Submit

Tick the box at the bottom of the screen to declare that the information you are sending to HMRC is true and complete.

**NB: You cannot Submit the VAT Return until this has been checked.**

## 4. Submit a VAT Return (Step 4)

Default Template: Template 1

Vat Return.csv

VAT Number: 354964324

Period: 01 Jan 2017 - 31 Mar 2017

Due date: 07 May 2017

Box 1: VAT due in this period on sales	£4,483.06
Box 2: VAT due in this period on EC sales	£0.00
Box 3: Total VAT due (Sum of boxes 1 and 2)	£4,483.06
Box 4: VAT reclaimed in this period on EC purchases	£2,280.08
Box 5: Net VAT to be paid to Customs (Sum of boxes 3 and 4)	£2,202.98
Box 6: Total value of sales, excluding VAT	£22,415.00
Box 7: Total value of purchases, excluding VAT	£11,400.00
Box 8: Total value of EC sales, excluding VAT	£0.00
Box 9: Total value of EC purchases, excluding VAT	£0.00

Message

VAT Return Submitted Successfully!

Ok

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution. Tick the box to make the declaration

Back Submit

When you are ready to submit the VAT Return, click the “Submit” button on the bottom right of the screen.

A message box will appear indicating that the VAT Return has been submitted successfully to HMRC, and you will automatically be taken back to the Home Page.

# 5.

## Viewing a VAT Return

## 5. Viewing a VAT Return

The screenshot shows a web application window titled "LJT-MTD". On the left is a dark grey navigation sidebar with the following elements: "VAT Number 731713945", a list of buttons for "Returns Due", "Submitted Returns", "Liabilities", "Payments", and "Templates", and buttons for "Support" and "Sign Out". The main content area is titled "Submitted VAT Returns" and features a date range selector from "01/01/2017" to "30/05/2017". Below this is a table with columns for "Tax Period", "Due", and "Received". One row is visible with the following data: "01 Jan 2017 - 31 Mar 2017", "07 May 2017", and "06 May 2017". A purple "View" button is positioned to the right of the "Received" date.

Tax Period	Due	Received	
01 Jan 2017 - 31 Mar 2017	07 May 2017	06 May 2017	<a href="#">View</a>

To View a previously submitted VAT Return, first click the “Submitted Returns” button on the navigation bar to display all VAT Returns previously submitted. Then click the “View” button adjacent to the VAT Return you wish to open.

**NB: Only VAT Returns that have been submitted via MTD will appear.**



## 5. Viewing a VAT Return

LJT-MTD

### View VAT Return

VAT Number: 731713945  
Period: 01 Jan 2017 - 31 Mar 2017  
Received Date: 06 May 2017  
Due date: 07 May 2017

Box 1: VAT due in this period on sales	4483.06
Box 2: VAT due in this period on EC acquisitions	0.00
Box 3: Total VAT due (Sum of boxes 1 and 2)	4483.06
Box 4: VAT reclaimed in this period on purchases	2280.08
Box 5: Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	2202.98
Box 6: Total value of sales, excluding VAT	22415.00
Box 7: Total value of purchases, excluding VAT	11400.00
Box 8: Total value of EC sales, excluding VAT	0.00
Box 9: Total value of EC purchases, excluding VAT	0.00

Back Print

The 9 boxes that were submitted to HMRC are displayed on this screen, along with their submitted values.

## 5. Viewing a VAT Return

Date: 19/06/2019

Time: 16:11:43

### VAT Return

VAT Number: 777418096  
Tax Period: 01 Jan 2017 - 31 Mar 2017  
Received Date: 06 May 2017  
Due date: 07 May 2017

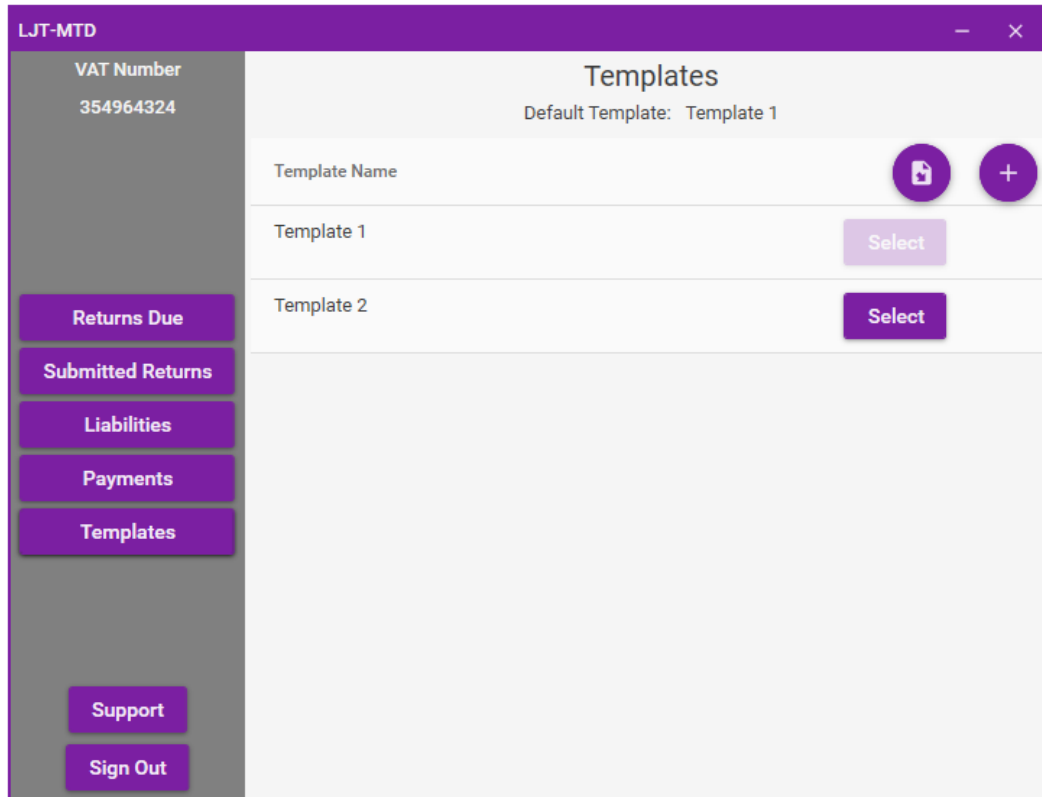
VAT due in this period on sales	1	4483.06
VAT due in this period on EC acquisitions	2	0.00
Total VAT due (sum of boxes 1 and 2)	3	4483.06
VAT reclaimed in this period on purchases	4	2280.08
Net VAT to be paid to Customs or reclaimed by you	5	2202.98
Total value of sales, excluding VAT	6	22415.00
Total value of purchases, excluding VAT	7	11400.00
Total value of EC sales, excluding VAT	8	0.00
Total value of EC purchases, excluding VAT	9	0.00

A version of this VAT Return can also be printed, by clicking the “Print” button.

# 6.

## Default Templates

## 6. Default Templates



Templates in LJT-MTD are used to help accurately import data from a selected file when submitting a VAT Return. Creating, changing and deleting templates are achieved within the Templates screen.

## 6. Default Templates (Create Template)

LJT-MTD

### Create Template

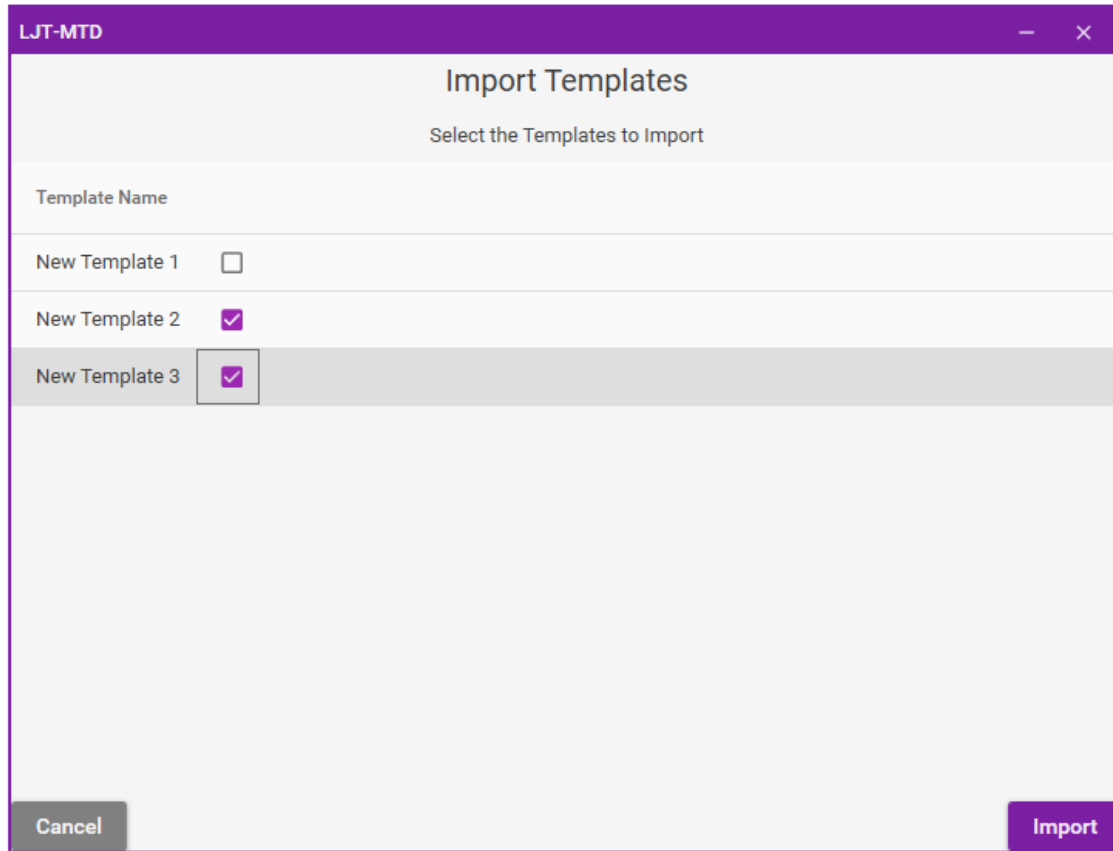
Template Name  
Custom Template 1

Box 1: VAT due sales	4483.06	▼
Box 2: VAT due EC acquisitions	0	▼
Box 3: Total VAT due	4483.06	▼
Box 4: VAT reclaimed	2280.08	▼
Box 5: Net VAT Due	2202.98	▼
Box 6: Total value of sales	22415.3	▼
Box 7: Total value of purchases	11400.68	▼
Box 8: Total value of EC sales	0	▼
Box 9: Total value of EC purchases	0	▼

Cancel Save

You can create your own custom templates to use for submitting VAT Returns. This is done by selecting the file layout that will be used for this type of template, and then selecting the cells that match the corresponding boxes.

## 6. Default Templates (Import Templates)



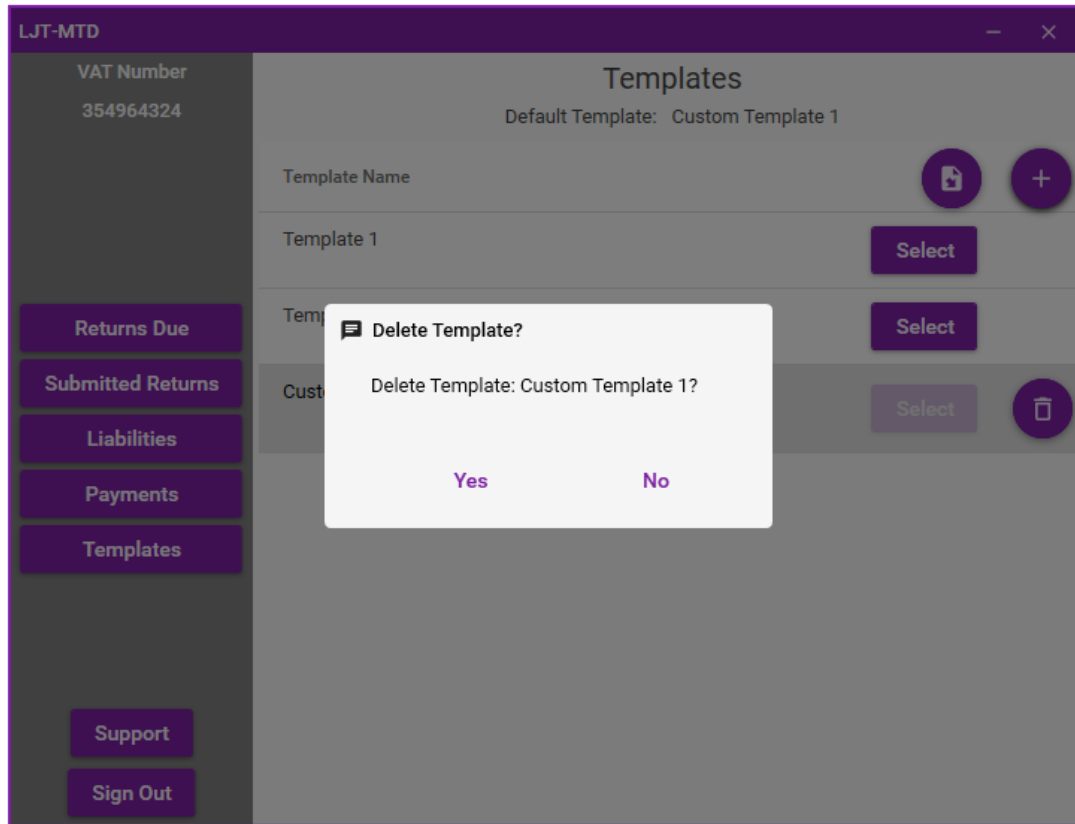
Pre-defined templates can be imported into the software. Contact LJT Systems Ltd for more information.

## 6. Default Templates (Change Template)

The screenshot displays the 'Templates' management interface. On the left, a sidebar shows the user's VAT Number (354964324) and navigation buttons for 'Returns Due', 'Submitted Returns', 'Liabilities', 'Payments', 'Templates', 'Support', and 'Sign Out'. The main area is titled 'Templates' and shows the current 'Default Template: Custom Template 1'. Below this, a table lists three templates: 'Template 1', 'Template 2', and 'Custom Template 1'. Each template has a 'Select' button. The 'Select' button for 'Custom Template 1' is highlighted with a red border, indicating it is the current selection. There are also icons for adding a new template (+) and deleting an existing one (trash) in the top right of the table area.

To change the default template used when submitting a VAT Return, simply click the “Select” button adjacent to the desired template.

## 6. Default Templates (Delete Template)



To delete a template, simply click the “Delete” button adjacent to the template.

**NB: Only custom templates that you have made or imported can be deleted.**





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<https://www.ljtsystems.co.uk/making-tax-digital/>