

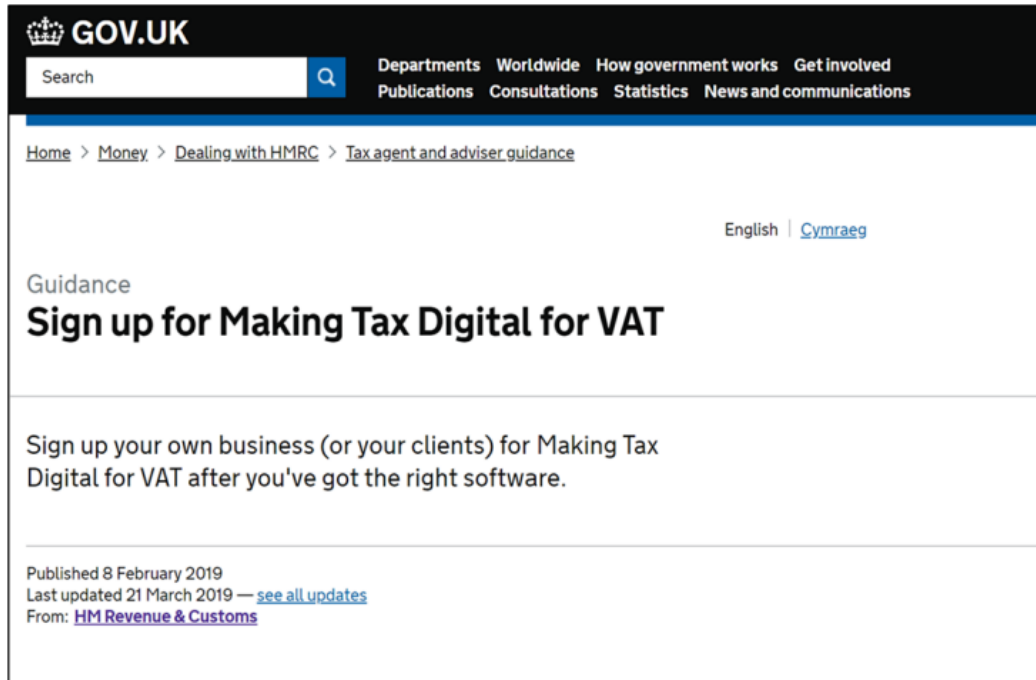


LJT-MTD User Guide

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 text 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

GOV.UK Use software to submit your VAT Returns

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

HM Revenue & Customs

We have received your information

What happens next

We will send you an email within 72 hours to confirm. Do not submit a VAT Return during this time.

1. You must use [software that works with Making Tax Digital for VAT](#) ([opens in a new window or tab](#)).
2. You must only use the new way of submitting your VAT Return through software with Making Tax Digital for VAT. Do not use the old way of sending your VAT Return.
3. Check that your software is connected to send VAT Returns to HMRC directly. You might need to sign in with your Government Gateway user ID.
4. Use the software to record all your sales and purchases.
5. After April, keep your business details up to date using HMRC services (this is also called business tax account). Do not use the VAT online services.

[Sign out](#)

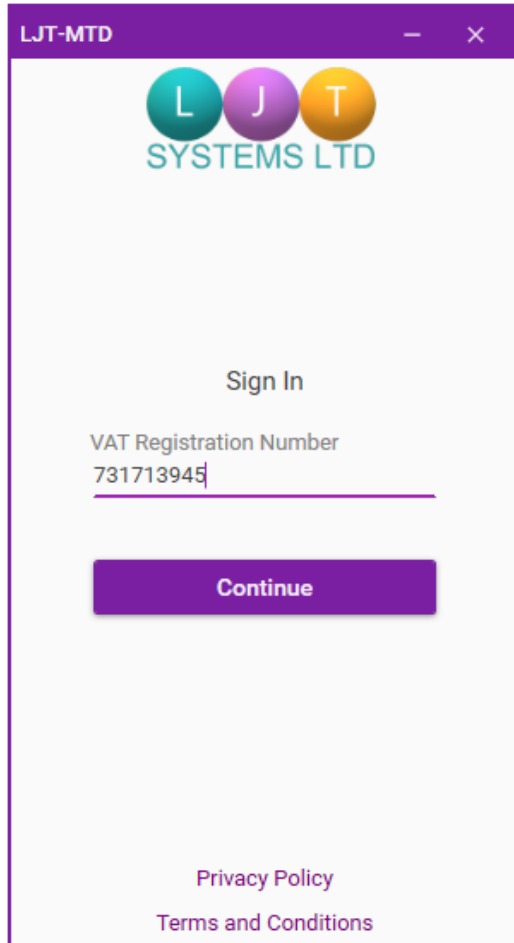
Once you have signed up, you must wait up to 72 hours for email confirmation of your sign-up, before you can proceed to use the software.

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

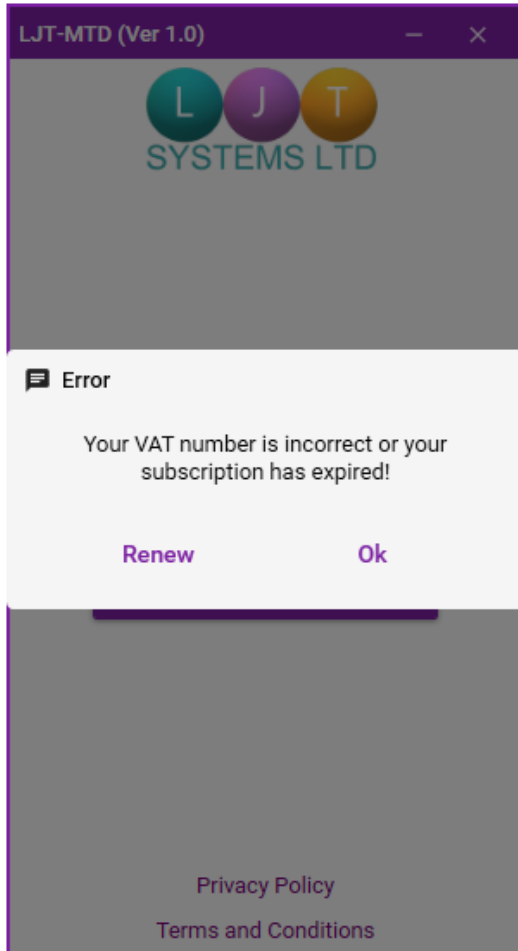
Continue

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)

LJT-MTD

LJT
SYSTEMS LTD

Create Password

New Password
●●●●●●●●

Confirm Password
●●●●●●●●

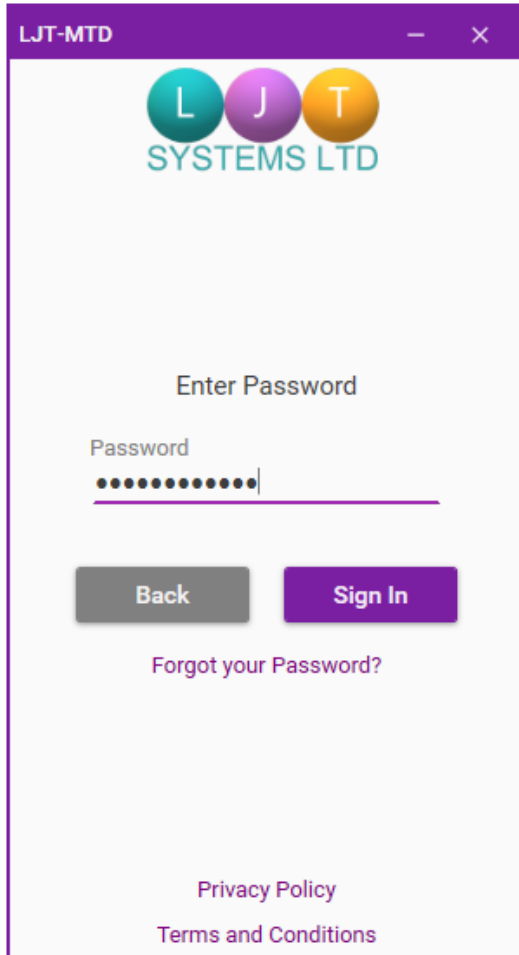
Back Confirm and Sign In

Privacy Policy
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 colored circles (teal, purple, orange) containing the letters "L", "J", and "T" respectively, with the text "SYSTEMS LTD" below them. The main heading is "Enter Password". Below this is a password input field with the label "Password" and a series of black dots representing the password. To the left of the input field is a vertical line. Below the input field are two buttons: a grey "Back" button and a purple "Sign In" button. Below the buttons is the text "Forgot your Password?". At the bottom of the page 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

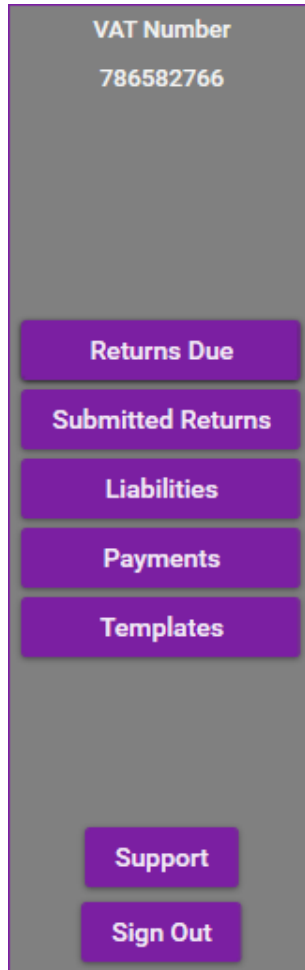
If at any time you forget your password, you can click “Forgot your Password” on the “Enter Password” screen, to help reset your password.

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.

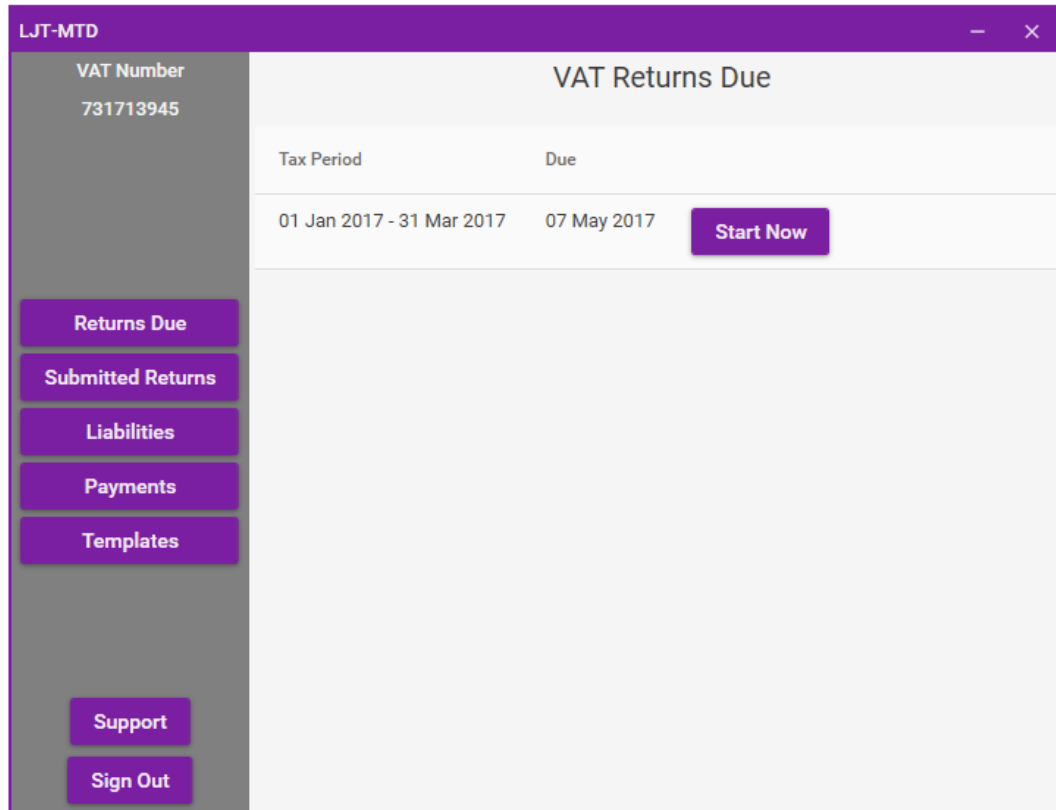
Navigating LJT- MTD

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", and "Templates". At the bottom of the sidebar are "Support" and "Sign Out" buttons. 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 a tax period of "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 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

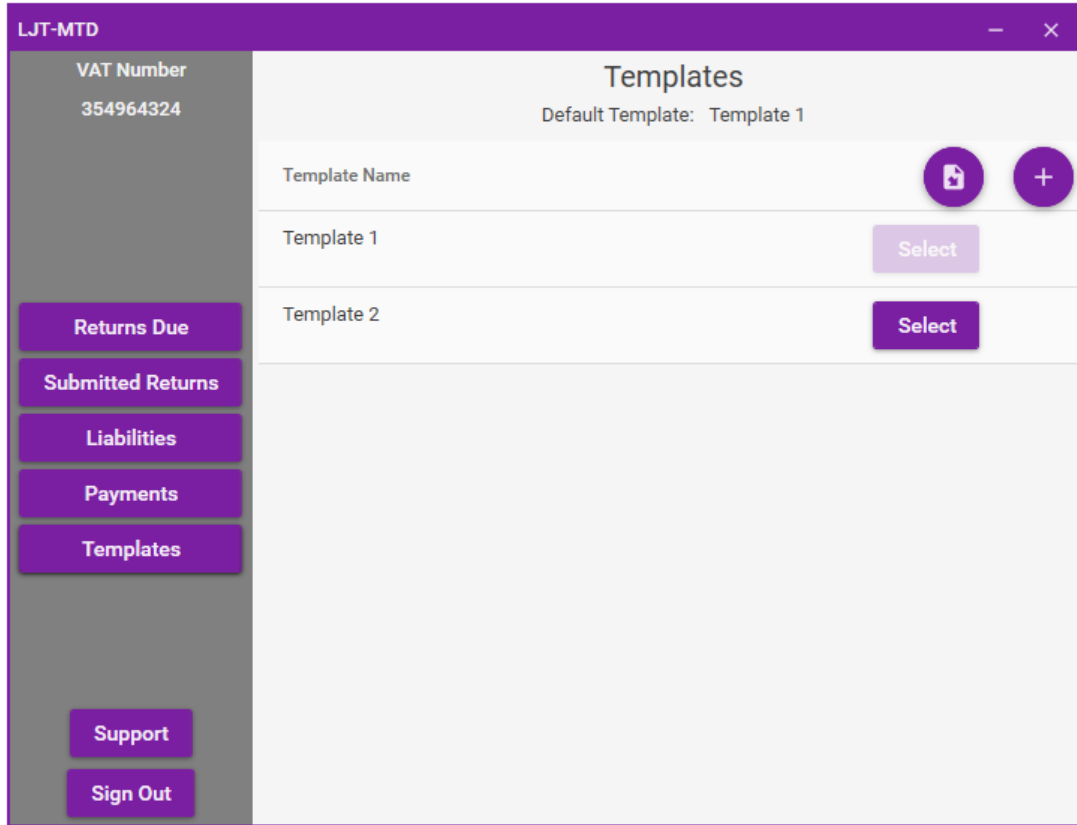
12/04/2019 from 11/07/2019 to

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)

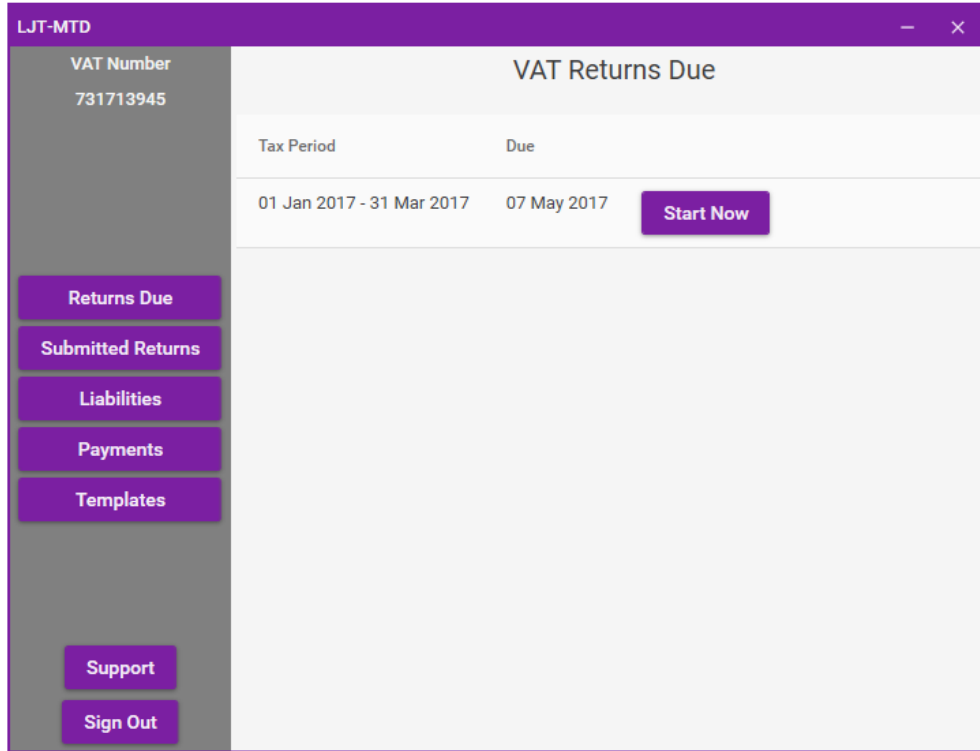


This is where you can select which default template to use when submitting a VAT Return.

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)

LJT-MTD

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)

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 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 (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

Message

VAT Return Submitted Successfully!

Ok

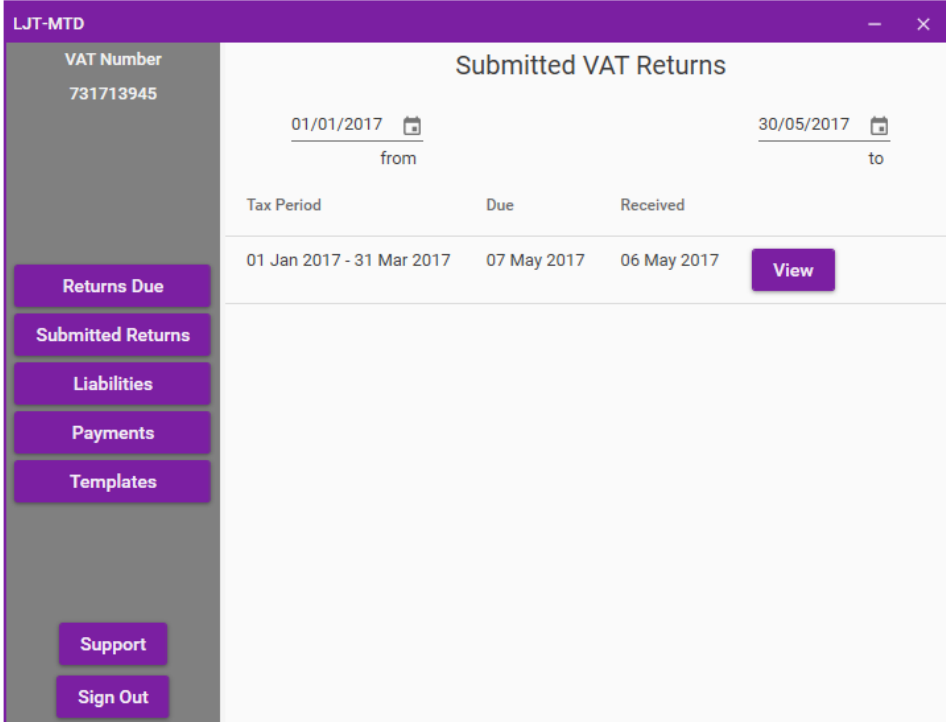
When you are ready to submit the VAT Return, click the “Submit” button on the bottom right of the screen.

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 navigation sidebar with a grey background. It contains the text "VAT Number 731713945" and five blue buttons: "Returns Due", "Submitted Returns", "Liabilities", "Payments", and "Templates". At the bottom of the sidebar are two more blue buttons: "Support" and "Sign Out". The main content area has a white background and is titled "Submitted VAT Returns". It features a date range selector showing "01/01/2017" from "30/05/2017". Below this is a table with three columns: "Tax Period", "Due", and "Received". The table contains one row with the following data: "01 Jan 2017 - 31 Mar 2017", "07 May 2017", and "06 May 2017". A blue "View" button is positioned to the right of the "Received" date in the table row.

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

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.



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<https://www.ljtsystems.co.uk/software-as-a-service/ljt-mtd/>