

# Filing a UK VAT return, using the BusinessGT system

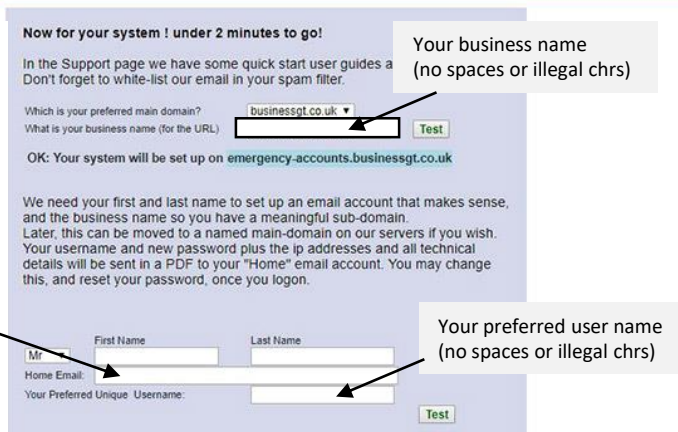
First, you need your own BusinessGT system.  
Sign up on the BusinessGT.co.uk web site:



This determines your own URL for your system. You may select which sub-domain it is on.

You may have your own domain name – contact us for details.

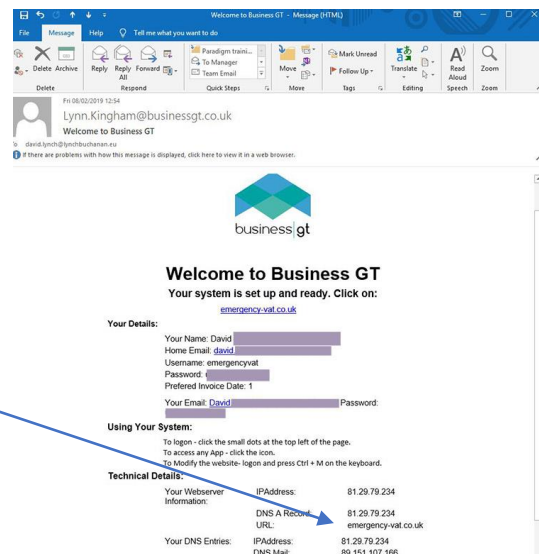
Tell us your normal email address – so we can send your username and password



You will receive an email within about 2 minutes.

This contains your username and password that will work on the BusinessGT site and your own site .

There is a link to your new site click it, to get to your site.



With a new site (or if it is unused for over 24 hours), the server may need 10 seconds or so to build your pages: have a little patience.



Click the VAT icon

This is your New BGT SYSTEM  
Logon to gain ACCESS: click the dots top left to get to LOGON with your username and password.

The slider bar: click the dots to logon

Emergency VAT

Calculated VAT | Emergency VAT | Saved VAT History | HMRC Interface | VAT Registration No: 666309026

Here you may input your data for uploading to the HMRC web site, using electronic filing rules.

We will place the data you enter here, into the fields as required by HMRC - you will be able to see the results once filed.

More information on VAT HMRC filing

Before you file, the system will show you whether a payment or a repayment is due:

Line	Source	VAT Field Name	Amount	Ref	Description
A	S	vatDueSales		a	Box 1: VAT due on all goods and services in the period, (inc. self supplies, self-billed, etc)
B	P	vatDueAcquisitions		b	Box 2: VAT on purchase acquisitions from other EU member states, (where you did not pay the VAT over to the supplier).
		totalVatDue		c = a + b	Box 3: The total of Box 1 and Box 2.
C	P	vatReclaimedCurrPeriod		d	Box 4: VAT reclaimed on purchases and inputs (including on Acquisitions from EU states, when it was not paid to the supplier).
		netVatDue		e = c - d	Box 5: Net VAT to pay to HMRC (or reclaim). Larger of Box 3 or 4 minus the other.
A	S	totalValueSalesExVAT		f	Box 6: Total Sales and Outputs excluding VAT - but including sales to Europe and other exports, (inc. reverse charge transactions etc).
C	P	totalValuePurchasesExVAT		g	Box 7: Total Purch from other EU member states.
D	S	totalValueGoodsSuppliedExVAT		h	Box 8: Total value member states.
B	P	totalAcquisitionsExVAT		i	Box 9: Value of all states.
		finalised		j	

Calc

Your Average Sales VAT %  
Your Average Purchase VAT %  
Implied profit in period

By continuing to process the data as above, you are agreeing to the BusinessGT rules and terms and conditions completely, and you are stating that you have abided by the HMRC

Save Ready To Submit

This is your VAT RETURN data

The Emergency VAT tab gets you to the VAT direct input page.

Here we have put some % calculations based on your numbers. This should help to avoid errors

These fields are exactly the same as appear on the current paper or electronic form. Fill them in.

When you're ready. Save the information, if req'd Click on the History tab.

This confirms your VAT RETURN data

HMRC VAT Submission

Calculated VAT | Emergency VAT | Saved VAT History | HMRC Submission | HMRC Interface

Totals Dated 31/03/2019

Source	VAT Location	Tax Name	Location	InvNo	Project	HLref	Qty	VAT Amount	Excl VAT
S	1 UK	Standard						£2,600.00	£13,000.00
S	2 Europe	Standard						£0.00	£0.00
		Total Sales:						£2,600.00	£13,000.00
P	1 UK	Standard						-£245.00	-£1,145.00
P	2 Europe	Standard						-£76.00	-£580.00
		Total Purchases:						-£321.00	-£1,725.00
		Grand Total:						£2,279.00	£11,275.00

VAT Registration Number: 666309026  
From: 2019-01-01  
To: 2019-03-31

vatDueSales: 2600.00  
vatDueAcquisitions: 76.00  
totalVatDue: 2676.00  
vatReclaimedCurrPeriod: 321.00  
netVatDue: 2355.00  
totalValueSalesExVAT: 13000  
totalValuePurchasesExVAT: 1725  
totalValueGoodsSuppliedExVAT: 0  
totalAcquisitionsExVAT: 500  
finalised: true

Select HMRC Period: [v]

Submit Return

This data shows the calculations behind your VAT input fields.

When you are happy your data is correct Click SUBMIT

This drop down box allows you to select the VAT return obligation (if there is more than 1).

Follow the HMRC instructions in-page, and you are DONE!!