

Submitting Your VAT Return to HMRC

Last updated: March 24, 2022

Setting up a New Entity

An **Entity** is a legal body required to pay VAT to HMRC. An **Entity** can contain multiple companies and will be given a **HMRC VAT Registration Number** informing you of its obligation to pay VAT.

To create a New Entity within Nolan Cloud Services, start by selecting VAT Submission on the NCS Home Page.



VAT Submission

License: 1 VAT Entities

Manage your VAT data and submit VAT Returns to
HMRC through MTD gateway

Now select **VAT Entities** on the left of the screen.

VAT Submission



Home



VAT Entities



Financial Companies



Financial VAT Data

You will now be presented with the screen below which details all your current **Entities** registered with NCS.

To create a **New Entity**, click **New**. You will now be faced with the below instructions detailing how to create your **New Entity**.

Create a new VAT Entity

Create



You must have MTD enabled in your HMRC Account to submit VAT through this service.

1. Enter the details for your new VAT Entity. VAT Registration Number is the 9 numeric digits without any spaces. E.g.
 - ✓ **Valid** **123456789**
 - X **Invalid** **GB 123 456 789**
 - X **Invalid** **GB 123456789**
 - X **Invalid** **GB123456789**
2. Click the 'Create' button.
3. You will be redirected to HMRC's website where you will be required to login using your HMRC credentials.
4. You will be asked to grant access to Nolan Cloud Services to be able to read and update your VAT details.
5. Once access has been granted you will be redirected back to Nolan Cloud Services and your new VAT Entity.

Name:

VAT Registration Number:

Once you have completed the above instructions and granted NCS **Authority** to access your VAT details your **New Entity** will be ready and should look like the below.

VAT Entity

Save **Delete** **Disable**

Details

Name:

VAT Reg Number:

Data Source: Financial Software Data

HMRC Authentication Expiry Date: 17/08/2023

Financial Software Data

Fabrikam, Inc.

+ -

Obligations: 22/02/2021 - 17/02/2022

Period	Due Date	Status	Received
01/01/2017 - 31/03/2017	07/05/2017	Fulfilled	06/05/2017
01/04/2017 - 30/06/2017	07/08/2017	Open	

Company Data, VAT Period ID:

1. VAT Due Sales	0.00
2. VAT Due Acquisitions	0.00
3. Total VAT Due	0.00
4. VAT Reclaimed Current Period	0.00
5. NET VAT Due	0.00
6. Total Value Sales Ex VAT	0
7. Total Value Purchases Ex VAT	0
8. Total Value Goods Supplier Ex VAT	0
9. Total Acquisitions Ex VAT	0

Submit to HMRC

Liabilities: 22/02/2021 - 17/02/2022

Period	Type	Due Date	Original Amount	Outstanding
No items to show				

Payments: 22/02/2021 - 17/02/2022

Received	Amount
No items to show	

Here you can see all the details of your **New Entity**. These include your **Obligations** which detail VAT yet to be **Paid** to HMRC.

Also included are your **Payments** detailing VAT Returns you have **Fully Paid** to HMRC.

To access this screen for an already existing **Entity**, simply select the **Entity** from the list on the **VAT Entities** page shown previously.

This concludes this section.

Your Companies

Nolan Cloud Services keeps a record of each **Company** used to run a **VAT Report**. These can be viewed under the **Financial Companies** option on the left of the screen.

VAT Submission



Home



VAT Entities



Financial Companies




Financial VAT Data

This will bring you to the following page listing all your companies which have run a **VAT Report**.

Financial Companies

Search Delete Enable Sub VAT Entities

<input type="checkbox"/> Company Name	Company Identifier	Used on VAT Entity	Sub-VAT Entities Enabled
<input type="checkbox"/>			
<input type="checkbox"/> Fabrikam, Inc.	TWO	Yes	No
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Results per page 10 Refresh  < > Viewing: 1 - 6 of 6 > >

You will notice that there are options to **Search** for and **Delete** companies from this list should you so wish. There is not however, an option to **Add** new companies to this list. This is because this is done **Automatically** by **GP** each time a **VAT Report** is run.

This completes this section.

Your VAT Data

Nolan Cloud Services allows you to access and analyse all your **VAT Reports**. Firstly, select the **Financial VAT Data** option on the left of the screen.

VAT Submission



Home



VAT Entities



Financial Companies



Financial VAT Data

You can inspect these reports further by **Selecting** them.

This will open the report with further details such as the example below.

Details

Company Identifier	TWO
Company Name	Fabrikam, Inc.
Period Id	2017-Period 3
Date From	01/10/2017
Date To	31/12/2017
Uploaded By	sa
Uploaded Reference	GBVATRET
Upload Date	14/06/2021

VAT Return Amounts

1. VAT Due Sales	0.00
2. VAT Due Acquisitions	0.00
3. Total VAT Due	0.00
4. VAT Reclaimed Current Period	20.00
5. NET VAT Due	20.00
6. Total Value Sales Ex VAT	0.00
7. Total Value Purchases Ex VAT	100.00
8. Total Value Goods Supplier Ex VAT	0.00
9. Total Acquisitions Ex VAT	0.00

Here you can see details such as the **Period** of the report, when it was **Uploaded** to NCS, and how much VAT was **Due**.

This concludes this section.

Submitting your VAT Return

To **Submit** your **VAT Return**, select the **VAT Entities** option on the left of the screen.

VAT Submission



Home



VAT Entities



Financial Companies



Financial VAT Data

This will open the below page listing all your currently registered **Entities** with NCS.

VAT Entities

Search New Filter Select

Name	VAT Reg Number	Authentication Expiry Date
...		
...		
...		
...		
...		
...		
Test Company 2	541797518	20/08/2021 10:33:00
...		

Results per page 10 Refresh Viewing: < >

From here, select the **Entity** under which you would like to **Submit** a **VAT Return**

This will open the below screen detailing, among other things, your **Obligations** which is VAT yet to be **Paid** to HMRC.

VAT Entity

Save Delete Disable

Details

Name:

VAT Reg Number:

Data Source: Financial Software Data

HMRC Authentication Expiry Date: 17/08/2023

Financial Software Data

Fabrikam, Inc.

+ -

Obligations: 22/02/2021 - 17/02/2022

Period	Due Date	Status	Received
01/01/2017 - 31/03/2017	07/05/2017	Fulfilled	05/05/2017
01/04/2017 - 30/06/2017	07/08/2017	Open	

Company Data, VAT Period ID:

1. VAT Due Sales	0.00
2. VAT Due Acquisitions	0.00
3. Total VAT Due	0.00
4. VAT Reclaimed Current Period	0.00
5. NET VAT Due	0.00
6. Total Value Sales Ex VAT	0
7. Total Value Purchases Ex VAT	0
8. Total Value Goods Supplier Ex VAT	0
9. Total Acquisitions Ex VAT	0

Submit to HMRC

Liabilities: 22/02/2021 - 17/02/2022

Period	Type	Due Date	Original Amount	Outstanding
No items to show				

Payments: 22/02/2021 - 17/02/2022

Received	Amount
No items to show	

To **Submit** your **VAT Return**, **Select** the **Obligation** you wish to **Submit**.

You can see that the **Obligation** we have selected is listed as **Open** under **Status**. This means it is yet to be **Submitted**.

The other **Obligation** is listed as **Fulfilled** which means it has **Already Been Submitted** to HMRC.

Once you have **Selected** the correct **Obligation**, click **Submit to HMRC**.

You will then be faced with a **VAT Submission Declaration** as seen below.

VAT Submission Declaration

The following information has been collected from devices used to submit this VAT request as part of the requirement for submission to HMRC. Details about this requirement can be found at [HMRC fraud prevention](#).

Data	Value
Gov-Client-Connection-Method	
Gov-Client-Public-IP-Timestamp	
Gov-Client-Public-IP	
Gov-Client-Public-Port	
Gov-Client-Device-ID	
Gov-Client-Timezone	

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.

Once this VAT information is submitted to HMRC it cannot be changed.

I confirm that I have read the above legal declaration and have authority to submit this VAT information.

OK

Cancel

Click the above **Tick-box** and then **OK** to finish **Submitting** your **VAT Return**.

Your **VAT Return** has now been **Submitted**. Please be aware that once a **Return** has been **Submitted** to HMRC it cannot be recalled or edited in any way.

This concludes **Section**. If you have any questions please see **FAQ's**.

Once a **Return** has been **Submitted** to HMRC it cannot be recalled or edited.