Deltek WorkBook

Configuration Guide for UK Making Tax Digital: VAT

July 4, 2019

This edition published July 2019.

Contents

Overview

This document contains procedures to configure WorkBook to use HMRC Making Tax Digital: VAT functionality for the first time, and applies to on-premises and cloud deployments of WorkBook.

Scope

This document applies to WorkBook 10.3.

Prerequisites

Before you can configure your WorkBook account for Making Tax Digital: VAT functionality, ensure:

- You are a system administrator
- Your company was originally created in WorkBook using the following settings:

Field	Value
Company type	Operating company
Country	United Kingdom
Currency	GBP
VAT/Sales tax setup	European VAT

> **Note:** You can validate this in the Company resource card (in WorkBook, go to **Settings » Company settings » Basic company settings » Open Company card » Company Settings » Basic settings**).

- You have already registered with HMRC, and therefore, have your Government Gateway Login and Password. You need these credentials during setup. See https://www.gov.uk/log-in-register-hmrc-online-services/register for more information.

Making Tax Digital: VAT for WorkBook

The UK government led by Her Majesty's Revenue and Customs (HMRC) mandated all VAT-registered businesses with a taxable turnover above the Value Added Tax (VAT) threshold to keep digital records and use the Making Tax Digital (MTD) service to submit their VAT returns.

Through an Application Programming Interface (API), WorkBook communicates with the MTD VAT API to submit your business financial data to HMRC on your behalf. For information about how HMRC handles your business financial data, see Transaction Monitoring Privacy Notice.

Requirements

Ensure that the following requirements are met so you can configure your WorkBook account to use the MTD: VAT functionality.

Your WorkBook company resource must:

- Be an Operating company (not a consolidated company)
- Have the Country set to United Kingdom
- Have the Currency set to GBP
- Have VAT/Sales tax setup set to European VAT

> **Note:** You can validate this on the Company resource card.

In WorkBook settings, enable the following:

- System Variable 640
- System Variable 935
- Company variable 50 for the specific company

> **Note:** For instructions, see Set up System Variable and Set up Company Variable.

Configuration

Configure WorkBook settings to submit VAT returns using the Making Tax Digital: VAT functionality.

Set up Basic Finance Settings

Use basic finance settings to associate your company's VAT registration information with your WorkBook account.

To configure basic finance settings:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar click **Settings** **» Finance » Basic Finance Settings**.
3. In the top left corner, select the correct company from the **Company** drop-down list.
4. In the **CVR number** field of the Default Settings screen, enter your company's VAT registration number.

Set up System Variables

Configure system variables to enable VAT return options in VAT settings.

To set up system variables:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Global System Settings » System Variables » VAT**.
3. Select **640 Enable Goods or Services info for sales invoices and purchase invoices**.
4. Select **935 Enable VAT return code configuration in VAT settings**.

Set up Company Variable

Configure company variables to enable Workbook to support the MTD: VAT functionality.

To set up company variables:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Company Settings » Company Variables » Finance**.
3. In the top left corner, select the correct company from the **Company** drop-down list.
4. Select **50 Enable communication between HMRC and WorkBook**.

> **Note:** When setting up company variables for child/subsidiary companies that will be part of a VAT group, ensure that this variable is enabled for each company.

Authenticate and Grant Authority

You must perform this step to confirm your identity using your company's Government Gateway account, and grant WorkBook the authority to communicate with HMRC.

To authenticate and grant authority to WorkBook:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Finance & Administration** **» Month-End » HMRC VAT Returns**.
3. Click **Authenticate**. WorkBook displays the Authority to interact with HMRC on your behalf webpage.
4. Click **Continue**.
5. On the Sign in page, enter the following:
   - **User ID**: Enter your Gateway user ID.
   - **Password**: Enter your Government Gateway password.

   > **Note:** These are your Government Gateway login and password, which are different from your WorkBook login and password. If you do not have these, see https://www.gov.uk/log-in-register-hmrc-online-services/register.

6. Click **Sign in**. WorkBook displays the Authority to interact with HMRC on your behalf webpage.
7. Click **Grant authority**. Your browser displays the Authorisation granted webpage.
8. Click **Copy** to copy the authorization code in your clipboard.
9. Return to the WorkBook browser tab, paste the HMRC authorization code into the dialog box, and click **OK**.

   WorkBook will validate the authorization code and after a few moments, the Log In icon will change from red to green indicating that you are connected to HMRC.

   > **Note:** Authentication is required every time you log into your account. It is a security measure put in place by HMRC to protect your financial data. The Log In icon will be red if authentication is required. Click the icon to start the process. You will go through the same steps as when you authenticated WorkBook for the first time.

HMRC Tabs in WorkBook

Once you have successfully linked your WorkBook environment to HMRC, you can view, update, and submit VAT returns.

You have access to the following tabs:

- HMRC VAT Obligations
- HMRC VAT Return form
- HMRC VAT Return details

HMRC VAT Obligations

Use the HMRC VAT Obligations tab to view all your VAT-related obligations, dates, and corresponding statuses based on HMRC information.

The following table describes the columns on the HMRC Obligations tab.

Column	Description
Start date of the obligation period	VAT Obligation Start date as provided by HMRC
End date of the obligation period	VAT Obligation End date as provided by HMRC
Obligation received date	Date when you submitted a VAT return to HMRC
Obligation status	Status of an obligation, as provided by HMRC
Due Date	Date when an obligation is due

Note: This table contains data provided by HMRC and cannot be altered. Any query regarding this data should be taken up directly with HMRC.

HMRC Icons

You can also perform other actions for a selected item within the HMRC VAT Obligations tab.

The following table shows the icons and describes the corresponding action for each icon.

Icon	Action	Description
	Toggle approver details	This toggles the approver panel on and off. The panel shows the approver's name, role, priority level, VAT return approval date, and rejection date among others.
	Download/update obligation list provided by HMRC	This updates the HMRC Obligations table with the latest information from HMRC. Clicking it triggers a request to be sent to HMRC to update the information in the table.

Icon	Action	Description
		HMRC limits how often you can refresh your data, so once you have clicked the refresh icon, it will not refresh the table again for a period of 10 seconds. This action is disabled if you are not logged in/authenticated with HMRC.
	Login / Logout	This logs you in and out of your account with HMRC. The following colors indicate the status of your connection with HMRC: ▪ **Green:** indicates that you are logged in and your account is currently linked to HMRC ▪ **Red**: indicates that you are logged out and you need to log in / authenticate before you can perform any action within the HMRC tabs
	Setup	This opens the HMRC setup dialog box for setting up a VAT group. For more information, see Set up a VAT Group.
	Liabilities and Payments Sidebar	This toggles the liabilities and payment details sidebar on and off. It shows the liabilities and payment details of the item you selected, which are supplied by HMRC. If no obligation is selected on the HMRC VAT Obligations tab or if you are not logged in/authenticated, this icon is disabled.

HMRC VAT Obligations Status Types

Status types help you track the progress of your VAT return submissions in the various stages of the workflow.

The following table shows the status types.

Status	Description
10	Under preparation Calculations have been done for an obligation.
20	For approval All approvers in the workflow have approved the obligation.
40	Approved The obligation can now be submitted to HMRC.
50	Submitted to HMRC

Status	Description
	The obligation has been submitted to HMRC and is pending confirmation of receipt.
60	Fulfilled Your submission has been acknowledged and accepted by HMRC.

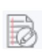
Note: These entries are not journal transactions. The statuses are for tracking purposes only.

HMRC VAT Return form

This tab shows the calculated returns of the obligation that you selected in the HMRC VAT Obligations tab. It is also where you approve a VAT return.

All the fields in this tab are locked and cannot be modified.

Within the HMRC VAT Return form tab, you can perform several actions:

Icon	Action	Description
	Approve	This sends the selected VAT return “for approval”
	Revert	This reverts the status of a VAT return to “under preparation”
	Submit	This submits the approved VAT return to HMRC

Note: If your VAT return code configuration is not set up correctly, WorkBook displays an error message.

HMRC VAT Return details

This tab shows information about the selected VAT return at the transaction level.

You cannot alter the values in this tab. If you have identified an error and would like to change it, you must make the change from your company ledger.

You can modify the grid to show only the information that you need. For instructions, see [Hide / Show columns in Version 9](#).

HMRC VAT Return Approval Workflow

Use the procedures below to configure HMRC VAT approval workflow in WorkBook.

Set up HMRC VAT Return Approval Workflow

Within HMRC Obligation Approval, you can add an approver to the HMRC Approval workflow.

To add an approver:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Company Approvals » HMRC VAT Return Approval.**
3. In the HMRC Return Approval menu, click **Add role** .
4. In the Add role dialog box, select an option (**General Approver** or **Pool Approver**).
5. Click **OK**. WorkBook adds the item to the bottom of the list.

Delete an Approver

You can delete an existing approver to assign the approver role to another person.

To delete an approver:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Company Approvals » HMRC VAT Return Approval.**
3. In the HMRC Return Approval grid, click an approver to select it.
4. In the HMRC Return Approval menu, click **Delete selected item** .
5. Click **Delete**.

Update All Entries

Update All Entries to update any pending approvals and apply the most recent setup.

To update all entries:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Company Approvals » HMRC VAT Return Approval.**
3. In the HMRC Return Approval menu, click **Update all entries with approvers** .

VAT Code Combinations

Use the following guidelines to set up VAT code combinations.

Required System Settings

Before setting up the VAT Combinations, ensure that you have enabled System Code Settings.

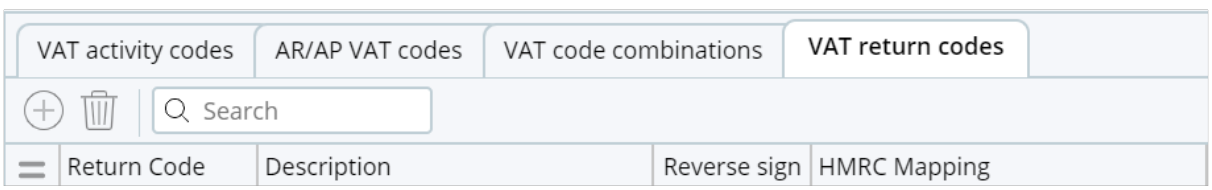
Once you enable System variable 935, you will have access to the VAT Return Codes tab in VAT settings. For instructions, see Set up System Variables.

VAT Return Codes

On the VAT return codes tab, set up the return codes that WorkBook will use to map the VAT settings to the HMRC VAT return, aligning your VAT settings to the nine boxes of the VAT 100 form. For more information about how each of the nine boxes on a VAT return is calculated, see How to fill in and submit your VAT Return (VAT Notice 700/12).

The VAT return codes tab is blank by default. You must create the VAT return codes that WorkBook will use to map to each of the individual VAT code combinations that you have in your VAT setup.

The following image shows the VAT return codes tab and columns:



The following table describes the columns on the VAT return codes tab:

Column Heading	Description
Return Code	A custom code or short name of the return code you are creating
Description	A custom description that further details the return code you are creating
Reverse Sign	A check box that is applied if the return code requires a change of sign
HMRC Mapping	The specific HMRC mapping to which your return code is being mapped

HMRC Mapping

Twelve predefined HMRC mappings are provided on the drop-down list. WorkBook uses these mappings in the calculation of your VAT return, and more specifically, to map the VAT code combinations within your VAT settings to the boxes within the VAT return. You will need to create individual mappings for invoices and credit notes.

Attention: These codes refer to the VAT calculation and to the values of supplies and purchases, as detailed in the VAT 700/12 Notice. As a minimum, each of these codes should be mapped to at least one VAT Return Code that you create to ensure full and complete calculation of your VAT return.

The following table describes the 12 HMRC Mappings and the appropriate settings to be applied to the **Reverse Sign** column for invoices and credit notes.

HMRC Mapping	Description	Reverse Sign (for Invoices)	Reverse Sign (for Credit Notes)
Output VAT (Box 1)	Used for the calculation of Output VAT which is to be recorded in Box 1 of the VAT return	TRUE (Selected)	FALSE (Cleared)
Acquisition EU VAT (Box 2)	Used for the calculation of Acquisition VAT which is to be recorded in Box 2 of the VAT return	TRUE (Selected)	FALSE (Cleared)
Input VAT (Box 4)	Used for the calculation of Input VAT which is to be recorded in Box 4 of the VAT return	FALSE (Cleared)	TRUE (Selected)
Value of Supply (Outputs from Box 1)	Used for the calculation of the value of Supply (outputs) upon which you have charged VAT reflected in Box 1	TRUE (Selected)	FALSE (Cleared)
Value of Purchases (Inputs from Box 4)	Used for the calculation of the value of Purchases (inputs) upon which you have been charged VAT reflected in Box 4	FALSE (Cleared)	TRUE (Selected)
Value of Supply (Dispatches to EU registered suppliers)	Used for the calculation of the value of dispatches to EU registered suppliers	TRUE (Selected)	FALSE (Cleared)
Value of Supply (relating to Acq EU Box 2)	Used for the calculation of the value of supply upon which Acquisition VAT is applicable	FALSE (Cleared)	TRUE (Selected)
Acquisition non-EU – Value of supply	Used for the calculation of the value of acquisitions from outside the EU	FALSE (Cleared)	TRUE (Selected)
Acquisition non-EU – VAT	Used for the calculation of VAT on acquisitions from outside the EU	FALSE (Cleared)	TRUE (Selected)
Reverse charge – Value of services supplied to you	Used for the calculation of the value of services supplied to you that are eligible for the Reverse Charge	FALSE (Cleared)	TRUE (Selected)
Reverse charge – VAT	Used for the calculation of the value of VAT applied under the Reverse Charge scheme	TRUE (Selected)	FALSE (Cleared)

HMRC Mapping	Description	Reverse Sign (for Invoices)	Reverse Sign (for Credit Notes)
Reverse charge – Value of services supplied by you	Used for the calculation of the value of services supplied by you that are eligible for the Reverse Charge	TRUE (Selected)	FALSE (Cleared)

Create VAT Return Codes

You must create the VAT return codes that WorkBook will use to map to each of the individual VAT code combinations that you have in your VAT setup.

To create VAT return codes:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Finance » VAT Settings » VAT Return Codes.**
3. In the VAT Return Codes grid, click **Add VAT Return Code** .
4. In the field, specify a name of a return code and click **OK**.

   WorkBook adds the new item to the grid list under the **Return Code** column.

   Note: Once entered, the name of a return code cannot be edited.

5. In the VAT Return Codes grid, click an item to select it.
6. Click the field under the **Description** column and specify a description.
7. Select the field under the **Reverse Sign** column. Use the HMRC Mapping table for reference.
8. Click the field under the **HMRC Mapping** column and select an option from the drop-down list. Use the HMRC Mapping table for reference.
9. Repeat steps three to eight until you have created the 12 VAT return codes.

VAT Return Codes and VAT Code Combinations

VAT code combinations are a combination of every VAT activity code and every AR/AP VAT code that are already in your setup. However, having enabled System Variable 935 during setup, additional columns are now available on the VAT Code Combinations tab. You must apply a VAT return code to each VAT code combination for the columns below, and review the appropriate settings for each column on the VAT Code Combinations tab:

- Goods or Services required
- Invoice net amount return code
- Invoice VAT amount return code
- Invoice import VAT amount return code
- Credit note net amount return code
- Credit note VAT amount return code
- Credit note import amount return code

Apply VAT Return Codes to VAT Code Combinations

After creating the VAT Return Codes, apply the codes to your VAT code combinations.

To apply VAT Return Codes to VAT Code Combinations:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Finance » VAT Settings » VAT Code Combinations**.
3. Double-click a cell and select the appropriate VAT return code (that you created previously) from the drop-down list.
    a. For the **Invoice Net Amount Return Code** and **Credit Note Net Amount Return Code** columns, use a return code that relates to the value of supply. This refers to a return code you created and mapped to one of the following:
        - Value of Supply (Outputs from Box 1)
        - Value of Purchases (Inputs from Box 4)
        - Value of Supply (Dispatches to EU-registered suppliers)
        - Value of Supply (Relating to Acq EU Box 2)
        - Acquisition non-EU – Value of supply
        - Reverse charge – Value of services supplied to you
        - Reverse charge – Value of services supplied to you

       Ensure that you select the return code with the appropriate "Reverse Sign" setting for handling Invoices and Credit Notes (refer to HMRC Mapping above).

    b. For the **Invoice VAT Amount Return Code**, **Invoice Import VAT Amount Return Code**, **Credit Note VAT Amount Return Code**, and **Credit Note Import VAT Amount Return Code** columns, use a return code that relates to the value of VAT. This refers to a return code that you created and mapped to one of the following:
        - Output VAT (Box 1)
        - Acquisition EU VAT (Box 2)
        - Input VAT (Box 4)
        - Acquisition non-EU – VAT
        - Reverse charge – VAT

       Ensure that you select the return code with the appropriate "Reverse Sign" setting for handling Invoices and Credit Notes (refer to HMRC Mapping above).

Set up the Goods or Services Required Column

Select the check box for VAT return codes that are calculated based on whether the transaction relates to goods or services. The value of the supply is calculated differently for each VAT return code.

To set up the Goods or Services Required column:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Settings** **» Finance » VAT Settings » VAT Code Combinations**.

3. In the **Goods or Services Required** column, select the check box where you have created a VAT return code that you applied to any of the following HMRC Mapping items:
   - Value of Supply (relating to Acq EU Box 2)
   - Reverse charge – Value of services supplied to you
   - Acquisition non-EU Value of supply
   - Reverse charge – Value of services supplied by you

Set up a VAT Group

Use these settings to designate a company to submit VAT returns on behalf of another company.

To set up a VAT group:

1. Log into WorkBook using your system administrator credentials.
2. On the main toolbar, click **Finance & Administration** **» Month-End » HMRC VAT Returns**.
3. In the HMRC VAT Returns tab, click **Setup** .
4. In the HMRC VAT Return Setup dialog box, click **VAT group setup** .
5. Click **Add new under company** and select a company from the drop-down list.

   Note: Only the companies that have been set up for the Digital VAT functionality and have the same currency (GBP) as the submitting company will appear on the drop-down list.

6. Click **OK**.

   Note: Once a company is added in a VAT group, the functionality to submit VAT returns for that company is disabled.

Appendix A: If You Need Assistance

If you need assistance installing, implementing, or using WorkBook, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Attention: Find out more about these and other services from the Deltek Support Center.

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

Additional Documentation

The following table lists the Deltek documentation available for this release.

You can perform a Deltek Support Center search for additional documentation at the following link: https://deltek.custhelp.com/app/answers/detail/a_id/79935.

Document Name	Description
WorkBook 10.3 Release Notes	This document discusses the features included in the Deltek WorkBook 10.3 release.
WorkBook 10.3 Installation Guide	This document contains instructions for installing Deltek WorkBook 10.3 in your system.

About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com