

## Article topic: Business Services

December 2009

### Sage 50 and online submissions

Sage 50 Accounts incorporates an Interest Submissions module designed to send a secure file format of the VAT Return and EC Sales list to H M Revenue & Customs.

To successfully submit the form, Internet Explorer V6 or above must be installed on the PC. Government Gateway User ID and Activation PIN will be required to set up the e-Submissions preference in Sage 50 Accounts.

#### Setting up Sage 50 accounts

- Click **Company > Company Preferences > VAT** tab
- Select **Enable e-VAT Submissions**

You must also complete the Credentials and Contact details – the password is the Activation PIN.

#### Submitting the VAT form

Once the return has been prepared:

- Click **Company > Tasks > Manage VAT** and the VAT Ledger will open.
- To submit a VAT Return it must have a Status of Pending.
- The Status column in the list view may be hidden. To unhide it, right click on a column heading and left click on status.
- Highlight the VAT Return required and click **Submit Return**.
- In the Sage Internet Submission Wizard follow the on screen instruction.
- When a submission has been successfully completed, a successful submission reply is received from HMRC. The VAT Ledger returns list Status column is updated from Pending to Submitted, against the specific Return.

#### To view HMRC receipts

When you make a successful VAT Return/EC Sales List e-Submission to HMRC, the HMRC receipt is saved by your Sage Accounts program folder in a sub-folder.

To view these receipts:

- Click **Company > Tasks > Manage VAT**. The VAT Ledger appears.
- Highlight the VAT Return and click HMRC Receipts.
- The HMRC receipt is then displayed as a PDF file.

**For more information on Sage 50 submissions, please speak to our Business Services team.**

#### Your contacts

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