

Sage Instructions for importing MTD information – Cash basis



This approach needs to be used separately to account for sales at 20% VAT and then again for any 0% VAT sales. i.e. you must run separate takings report where different VAT rates are applied during the month.

1. Download the Sage Audit Trail template [here](#) and open it.

The screenshot shows an Excel spreadsheet titled "Audit Trail Transaction FULL template - Read-Only - Compatibility Mode - Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, Help, DocsCorp, iManage, and Search. The Home ribbon is active, showing options for Paste, Copy, Format Painter, Font, Alignment, Number, and Styles. The spreadsheet has columns labeled A through O and rows 1 through 22. The first row (row 1) contains the following headers: Type, Account Reference, Nominal A/C Ref, Department Code, Date, Reference, Details, Net Amount, Tax Code, Tax Amount, Exchange Rate, Extra Reference, User Name, Project Ref, and Cost Code Ref. The cells are currently empty.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Type	Account Reference	Nominal A/C Ref	Department Code	Date	Reference	Details	Net Amount	Tax Code	Tax Amount	Exchange Rate	Extra Reference	User Name	Project Ref	Cost Code Ref
2															
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2. Open a new tab and copy the takings data from your vet system csv file into this worksheet. Sum the total for a gross figure and use a formula to work out 20% VAT,

Payment	Client	Client	Item	Date	Surname	Contact Name	Site	Siteid	Address	Operator	Cash	CreditCard	Total	ClientCate	PaymentT	ClientSite	ItemDate	NoTime	ClientSite	Contactid	paymentType
60000	46	163	01/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				101.96	101.96	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	44	163	02/03/2021	Doe	John	Veterinary Practice	1 1 Street R	Cash			40.00		40.00	SA	Cash	1	02/01/2021	Veterinar	####	2	
60000	46	163	04/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				95.33	95.33	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	05/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				35.87	35.87	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	07/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				125.22	125.22	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	07/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				108.99	108.99	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	10/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				170.50	170.50	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	11/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				364.72	364.72	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	13/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				254.04	254.04	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	14/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				97.70	97.70	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	15/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				58.08	58.08	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	112	16/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				13.00	13.00	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	20/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				12.50	12.50	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	20/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				48.58	48.58	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	21/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				48.00	48.00	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	24/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				200.00	200.00	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	25/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				35.20	35.20	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	46	163	26/03/2021	Doe	John	Veterinary Practice	1 1 Street R	CreditCard				207.94	207.94	SA	CreditCard	1	02/01/2021	Veterinar	####	2	
60000	44	163	28/03/2021	Doe	John	Veterinary Practice	1 1 Street R	Cash			60.00		60.00	SA	Cash	1	02/01/2021	Veterinar	####	2	
												3270.53	545.09	2725.44							
												Gross	VAT	Net							

3. Fill in the template, make sure you save this version in a safe place on your computer - do not overwrite the template.

Type	Account Reference	Nominal A/C Ref	Department Code	Date	Reference	Details	Net Amount	Tax Code	Tax Amount	Exchange Rate	Extra Reference	User Name	Project Refn	Cost Code Refn
SA	VETSYSTE	1235	0	31/03/2021	Reference	Takings March 2021	2725.44	T1	545.09					

The sales type is going to be SA, this will allow you to post the payment on account and allocate against a customer invoice in sage.

The accounts reference will be the code for the customer which is set up in Sage.

The nominal will be the nominal code for the takings control account.

The department code will be 0.

The date just needs to be the end date of the period, per the CSV file provided.

The details need to be descriptive (e.g. Takings March 2021).

The net amount should be the net figure worked out in step 2.

Link this by typing an "=" in cell H2, then clicking your takings data tab, and then selecting the net value summed in the previous action.

The tax code is T1 if importing 20% VAT or T0 if 0% VAT.

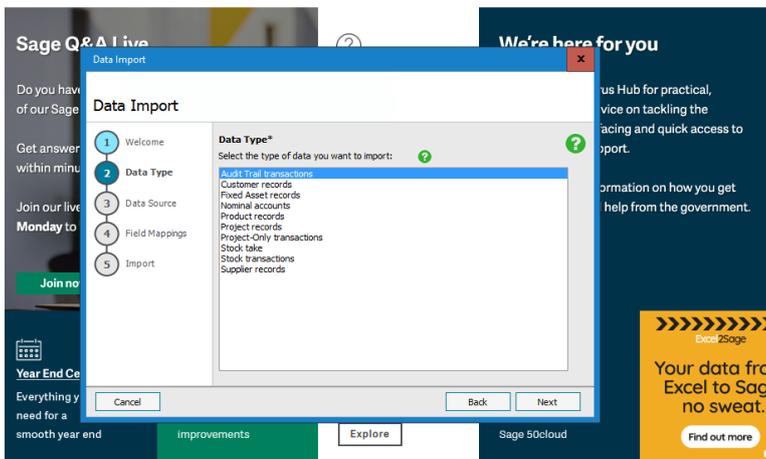
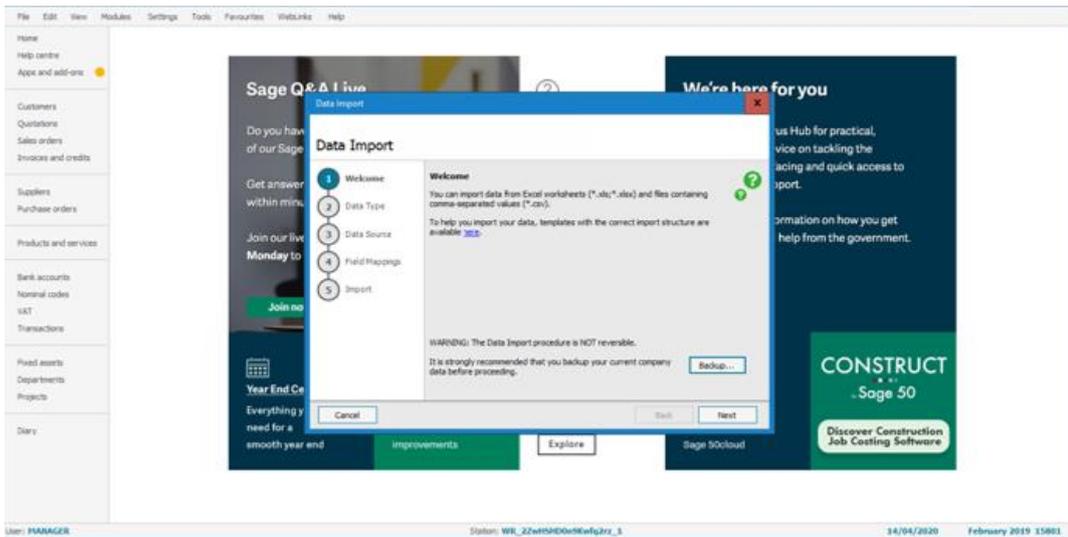
The tax amount should be the VAT figure worked out in the step above.

Link this by typing an "=" in cell J2, then clicking your takings data tab, and then selecting the VAT value summed in the previous action.

The net amount and tax amount should sum to the gross total on your takings data sheet.

The other columns are not usually needed but can be filled in if required for your certain client

4. In Sage there is an import wizard that will then allow you to import this document. To load the import wizard go to file and import. Be careful when importing as if there are a lot of transactions this can cause Sage to crash. **Make sure you have taken a backup before you carry out this step just in case!**



Select audit trail transactions and then next.

You can then browse to find your file. Make sure to choose csv if your file has been saved in a csv format.

Follow through the remaining steps until you can click IMPORT.

The net amount and tax amount should sum to the gross total on your takings data sheet.

- In sage, go to customers, select your vet system and then customer receipt. The date should be the last day of the period. In the receipts column, first type the full amount just imported, this can be spotted by the "SA" in the type column. Then against the oldest invoice, in the receipt columns type in the same amount as the imported takings. The amount in your receipt details should be 0.00 - see red box in example below. Select save.

Customer Receipt - Takings control

Bank Details: Account Ref: 1235, Name: Takings control, Balance: 6355.26

Customer Details: Account*: VETSYSTE, Name: Vet System, Balance: 246741.63

Receipt Details: Date*: 31/03/2021, Amount: 0.00, Reference:

No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Department	Details	T/C	Amount £	Disputed?	Receipt £	Discount £	Discount inc. VAT
19156	SI	VETSYSTE	31/08/2020	30/09/2020	G2-2		n/a	August sales	n/a	119764.44		3270.53	0.00	<input type="checkbox"/>
19157	SI	VETSYSTE	30/09/2020	30/10/2020	G2-3		n/a	September sales	n/a	132014.79		0.00	0.00	<input type="checkbox"/>
19386	SC	VETSYSTE	30/09/2020	30/09/2020			n/a	agree debtors to vet system rep...	n/a	1767.07		0.00	0.00	<input type="checkbox"/>
19469	SA	VETSYSTE	31/03/2021				n/a	Takings March 2021	n/a	3270.53		3270.53	0.00	<input type="checkbox"/>

Analysis Total: 0.00

Buttons: Save, Close

In this scenario, the VAT amount claimed will be the same value as step 2 and 3. This figure will show on your detailed VAT return.

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