

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.

	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															
3															
4															
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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,

AutoSave

File Home Insert Page Layout Formulas Data Review View Developer Sage 50 Accounts Help DocsCorp iManage QuickBooks

Calibri 11 A A

Font

General

Conditional Formatting Styles

Format as Table

Cell Styles

Insert Delete Format

Cells

Sort & Filter Select

Editing

Ideas

Sensitivity

Send Link

iManage

Timeline

Properties

Versions

Clipboard

Wrap Text

Alignment

Number

Share

Comments

A1

PaymentItemId

	A	B	C	D	E	F	G	H	I	J	K	M	R	S	T	U	V	W	X	AA	
1	Payment	PaymentC	ClientCat	ItemDate	Surname	ContactName	Site	SiteId	Address	Operator	Cash	CreditCard	Total	ClientCat	PaymentT	ClientSite	ItemDate	NoTime	ClientSite	ContactId	paymentType
2	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	Veterinarian	####		2	
3	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	Veterinarian	####		2	
4	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	Veterinarian	####		2	
5	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	Veterinarian	####		2	
6	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	Veterinarian	####		2	
7	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	Veterinarian	####		2	
8	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	Veterinarian	####		2	
9	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	Veterinarian	####		2	
10	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	Veterinarian	####		2	
11	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	Veterinarian	####		2	
12	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	Veterinarian	####		2	
13	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	Veterinarian	####		2	
14	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	Veterinarian	####		2	
15	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	Veterinarian	####		2	
16	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	Veterinarian	####		2	
17	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	Veterinarian	####		2	
18	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	Veterinarian	####		2	
19	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	Veterinarian	####		2	
20	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	Veterinarian	####		2	
32													3270.53	545.09	2725.44						
33													Gross	VAT	Net						
34																					
35																					

Audit Trail Template

Takings data

Ready

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.

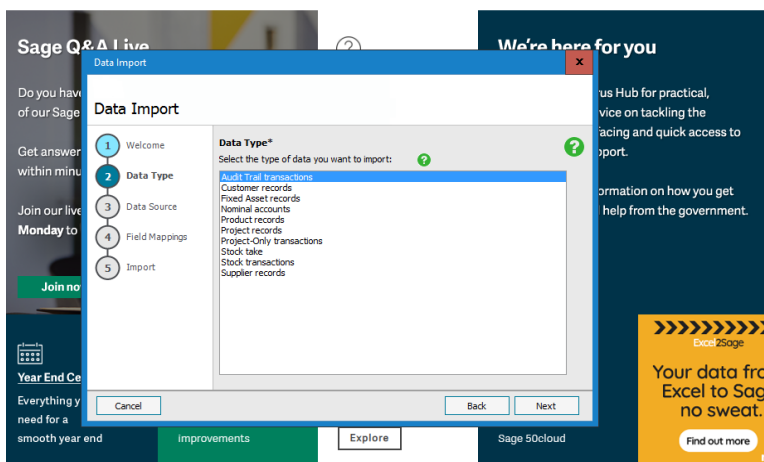
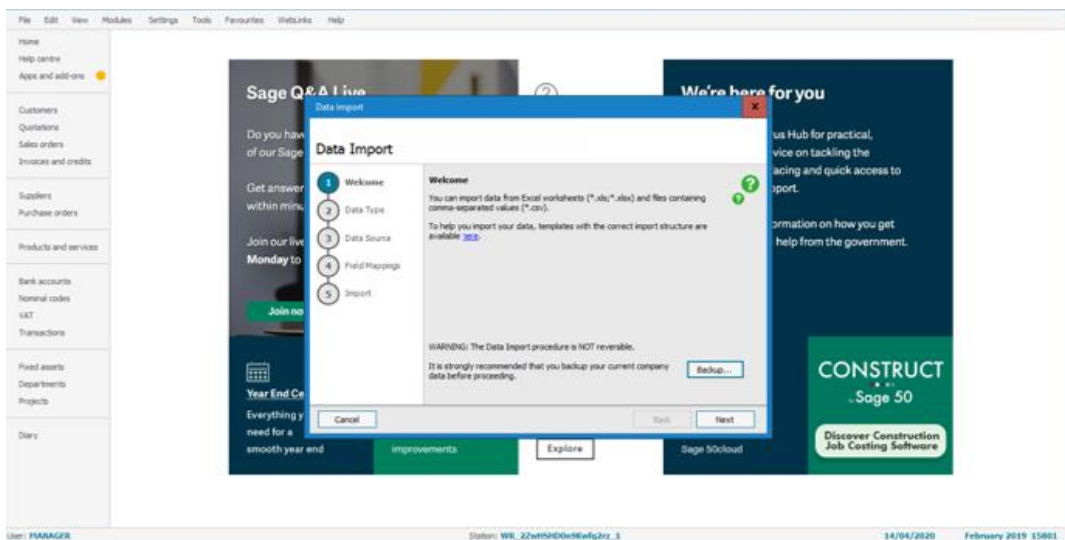
The tax amount should be the VAT figure worked out in the step above.

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.

5. 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

Improve client cash flow and reduce practice overheads with Direct Debits and Card Payments. [Find out more](#)

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:

Show: All From: / / To: / / ☐ List Invoice/Credit by item line

No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Departmer	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

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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