

100PcMTD is a stand-alone bridging App
for communicating
With HMRC's Making Tax Digital service.

100PcMTD User Manual

Comsci Ltd

Contents

1	Overview.....	2
1.1	Requirements.....	2
1.2	Installation.....	3
	64 bit Windows.....	3
	Mac OS.....	3
	Linux.....	3
2	Running the App.....	4
3	App Overview.....	11
3.1	Home Tab Panel.....	11
3.2	Self-Employment and Property Tab Panels.....	12
3.3	Extension Menu :.....	13
	Reset HMRC Authority.....	13
	About Dialog.....	13
	Logout.....	13
4	App Operation.....	14
5	Preparing your Data.....	24
5.1	Excel Source Data.....	24
5.2	Delimited Source Data: Comma or Tab (CSV or TSV files).....	26
5.3	Migration from 100PcVatFreeBridge.....	26
6	Tax Agent Accounts.....	27
7	Troubleshooting Guide.....	32
7.1	Known Limitations.....	32
7.2	Upgrading.....	32
7.3	How do I save my information?.....	32
7.4	How do I grant authority to the App?.....	32
7.5	How can copy to a new computer or reset all settings?.....	32
7.6	What Ports and URLs does the App Use?.....	33
7.7	How do I submit an error report?.....	33

Update Record

Date	Version	Comments
10 th April 2026	1.0	First release
12 th April 2026	2.0	Added Tax Agent Chapter

1 Overview

100PcMTD is a stand-alone bridging App for interacting with HMRC's Making Tax Digital service. It can handle both Income Tax and VAT and works for both individual tax payers and Tax Agents with Agent Service Account logins.

It provides a method of submitting VAT returns from accounts held in Excel spreadsheet (XLS, XLSX, XLSM) or delimited data (Comma Separated Value csv or Tab Separated Value tsv format).

1.1 Requirements

An HMRC government gateway tax account

64 bit Windows, Linux or Mac PC or Laptop

Internet access.

Installed 100PcMTD application

Accounts data held in spreadsheet or CSV format. Compatible with Microsoft Excel (1997 or later) and OpenOffice / LibreOffice data (saved as .xls, not .ods).

1.2 Installation

Follow the instructions appropriate for your PC type:

64 bit Windows

For 64 bit Windows PCs, download and run the 100PcMTD installer executable either from the website <https://comsci.co.uk/100PcMTD> or from the Windows store. This will install the application on your computer.

Mac OS

Download and install the Mac DMG distribution. You should be able to find 100PcMTD in Applications. User data and log files are stored at

“~/Libraries/Application Support/100PcMTD/...”

Linux

Download the 100PcMTD .deb file, and put it somewhere that you'll be able to find later. I'd recommend putting it into /tmp as i) it's easy to remember, ii) it'll clean itself up when you reboot, and iii) it's writeable by all users.

Open up a terminal window, and enter this (edit version number in filename as appropriate):

```
sudo dpkg -i /tmp/pcmt_d_2.2.0-amd64.deb
```

You'll need to provide the sudo (admin privileges) password for your user, which if you're the standard "first user installed on the box" will be your normal login password. Text will scroll past, and you'll be dropped back to the prompt. Close the terminal window, you're done with it.

Back in the GUI, open up the file manager and navigate to /opt/pcmt_d/bin - then double click on the PcMTD executable therein. The App should then run and interact with the user. Settings are stored in the folder local/share/100PcMTD created in the users home directory.

If this doesn't work, you can run the App directly from a terminal with the command:

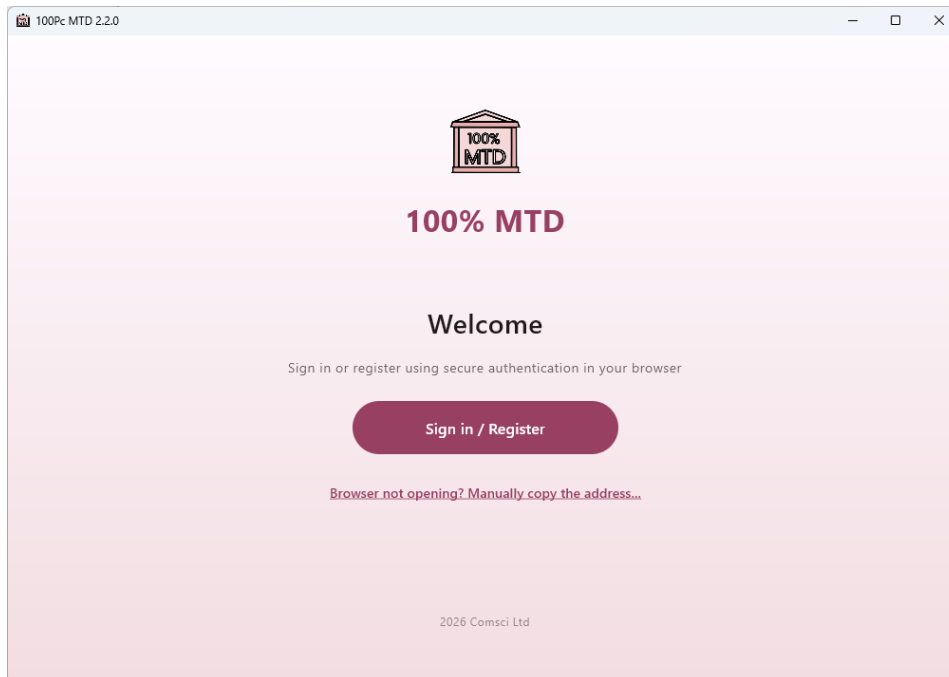
/opt/PcMTD/bin/PcMTD

To create a clickable shortcut, create a file called “100PcMTD.desktop” on your Desktop with the contents:

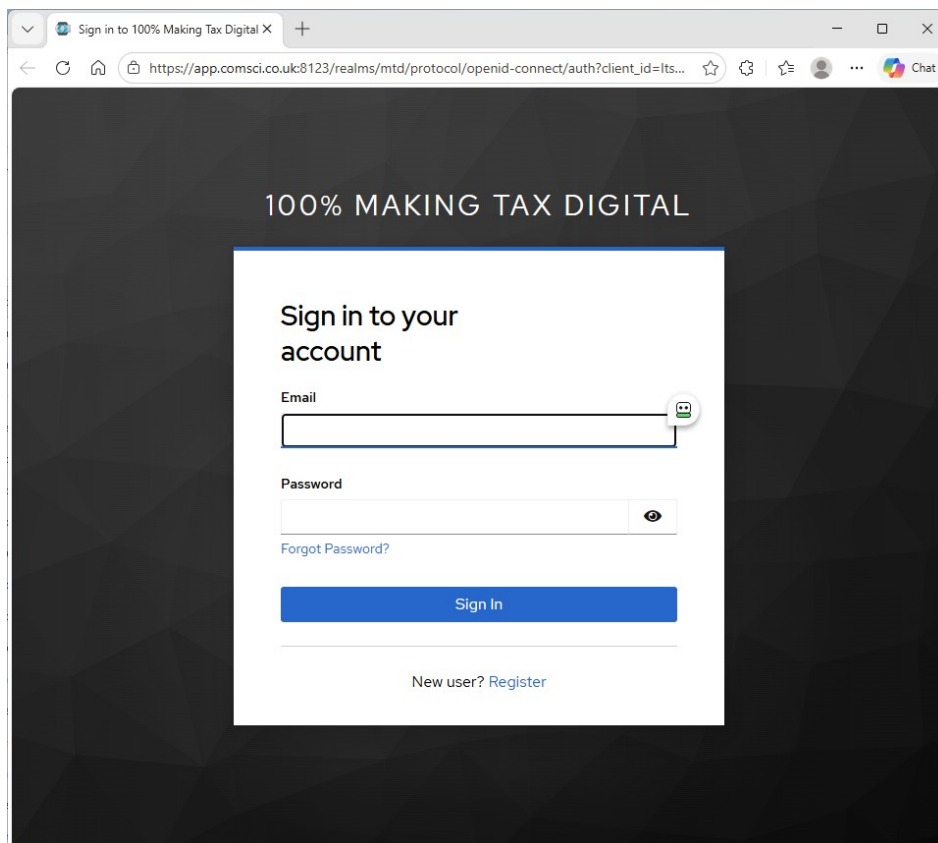
```
#!/usr/bin/env xdg-open
[Desktop Entry]
Version=1.0
Type=Application
Terminal=false
Exec=/opt/pcmt_d/bin/PcMTD
Name=100PcMTD
Comment=100Pc MTD
Icon=/opt/pcmt_d/lib/PcMTD.png
```

2 Running the App

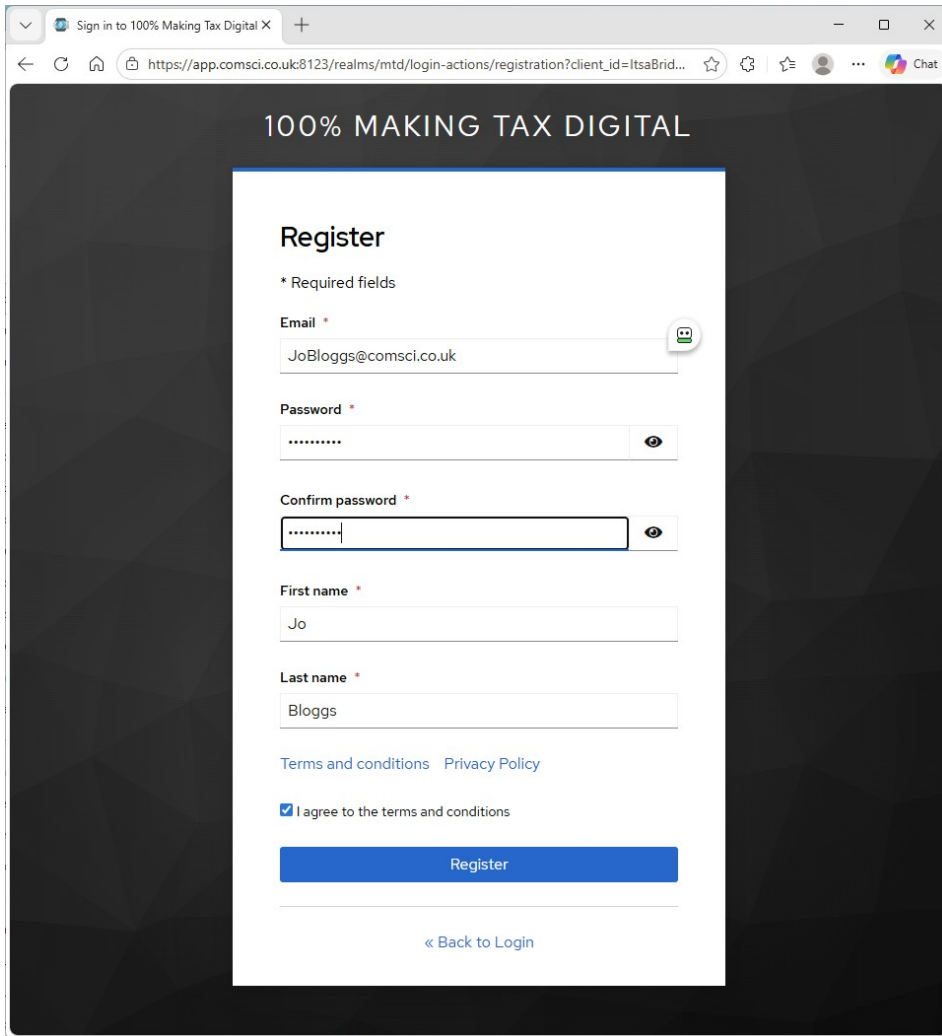
On first run, you will be prompted to sign in or register:



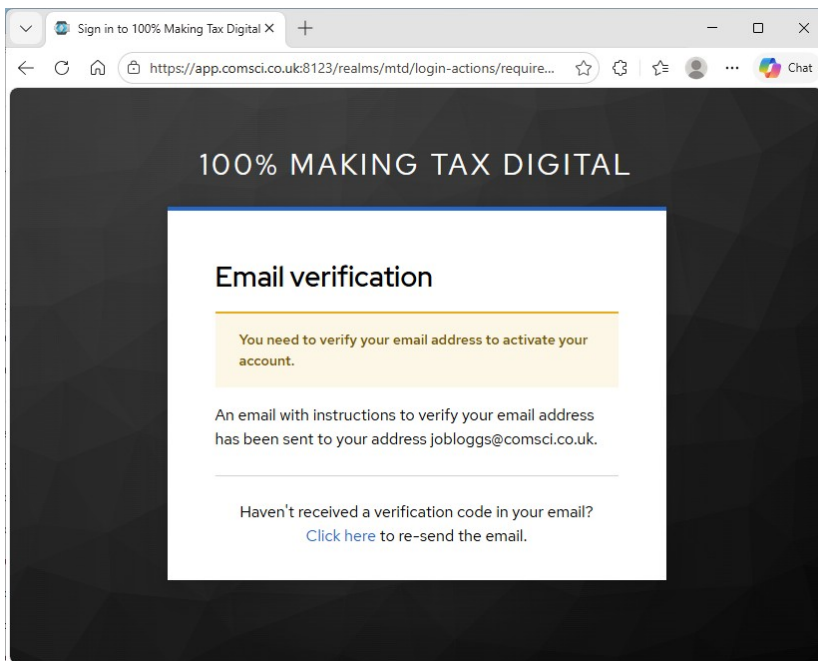
Click on the button and your system browser should open on the account sign in / registration page:



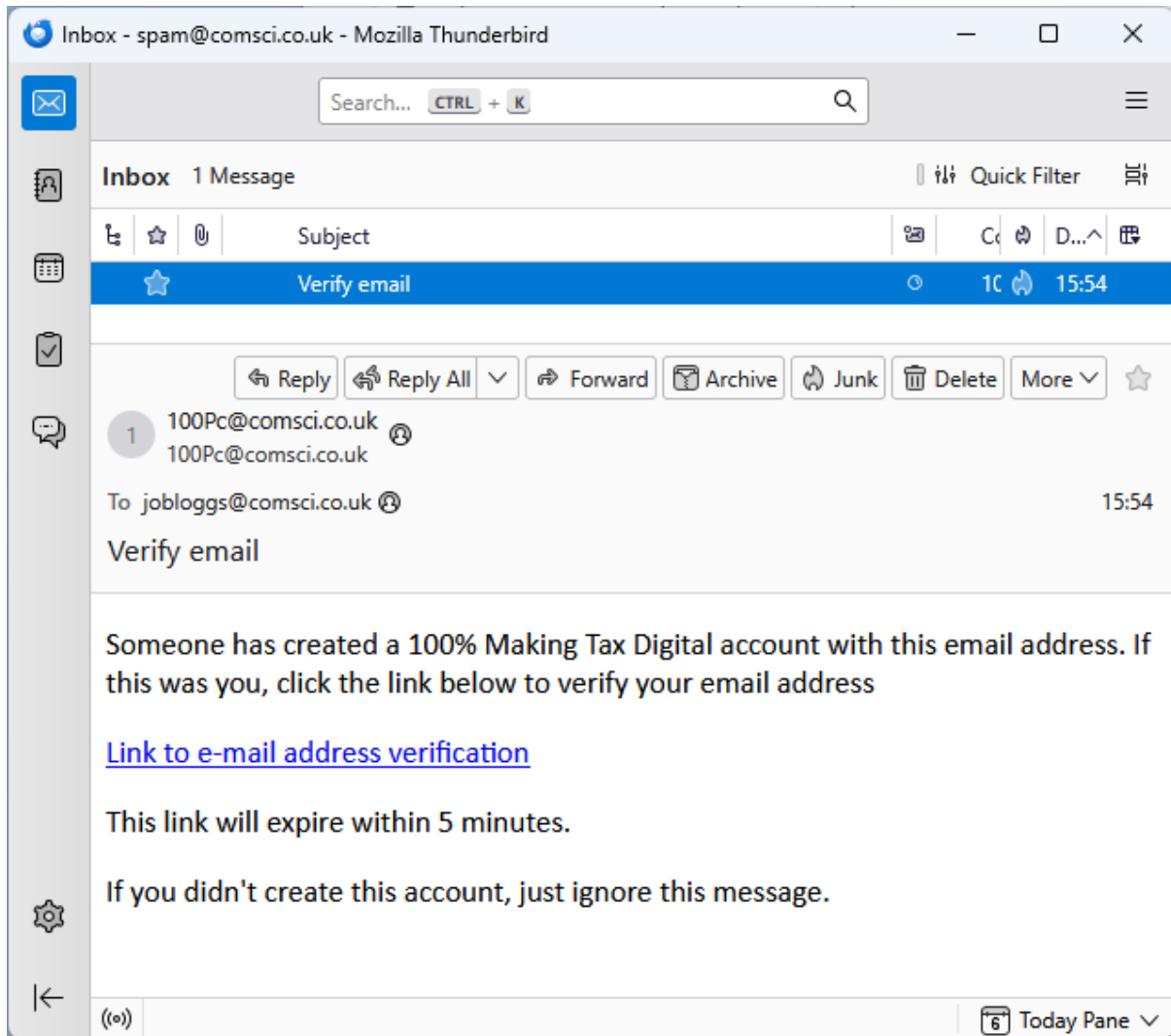
If you are a new 100PcMTD user then you will need to click on Register to create a new account:



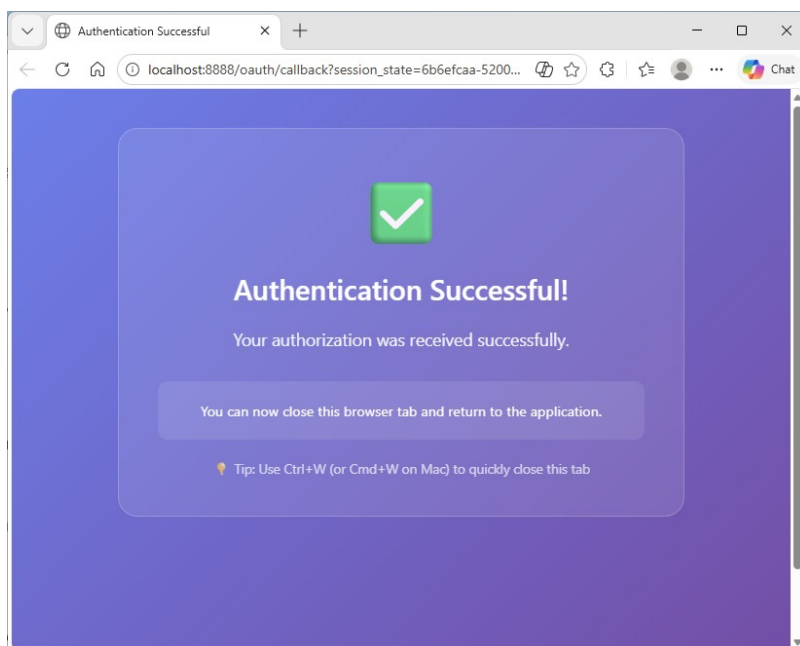
Having entered your details, click on register and you should be presented with a screen like:



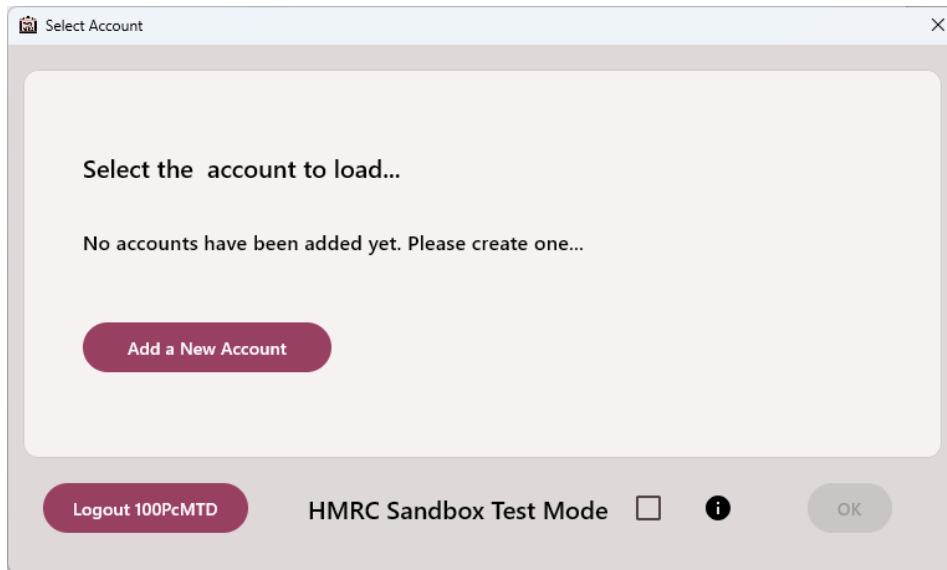
Open your email client (Checking your spam folder if necessary) and click on the verification link displayed:



Clicking the link in the email should cause the account to become authorised and the following screen displayed in the browser.

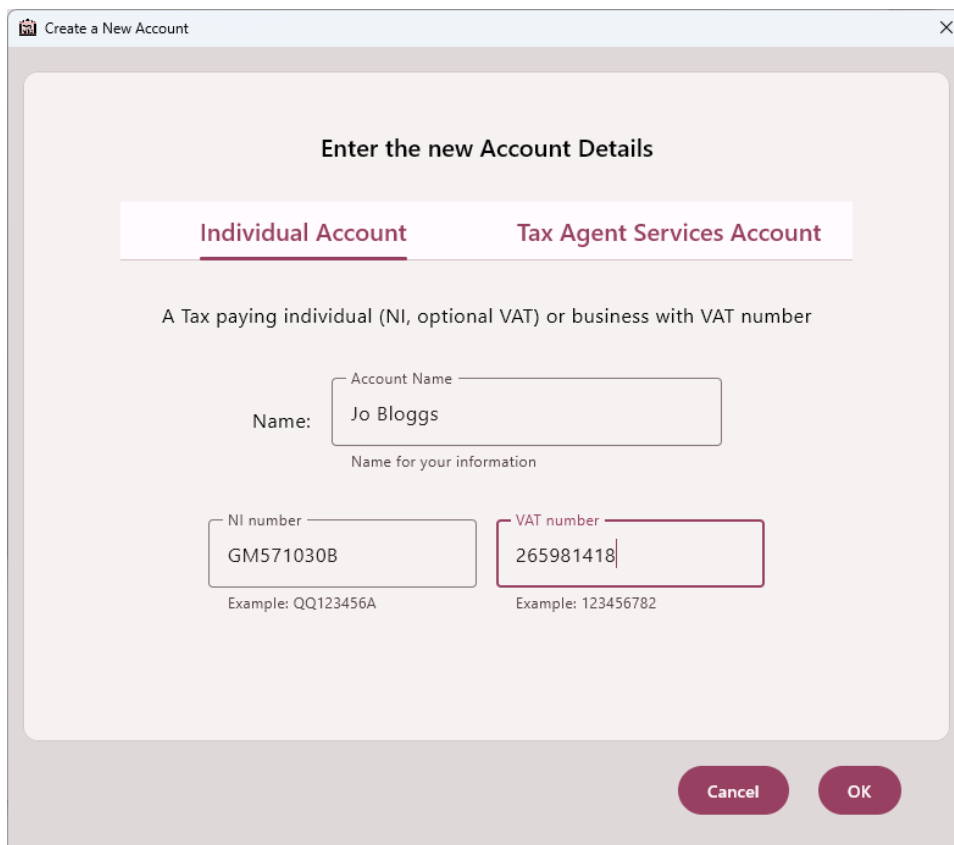


Your 100PcMTD User Account is now ready. As no HMRC Accounts have been added yet the App screen shows:



(HMRC Sandbox mode is a test mode that talks to HMRC’s test server. If you like, you can activate this mode by checking the box and hence test integration with your accounts. You will need to create fictitious users and associated businesses in this mode, but will then be able to link your actual data to these fake businesses. You can go through the motions of filing and adjusting the data without worrying about messing up your actual tax records. All test filings are ignored by HMRC and all test data is deleted by HMRC after 7 days of inactivity.)

So start by adding a new account to the App (We will refer to this as an HMRC account to differentiate between your 100PcMTD App registered User Account):

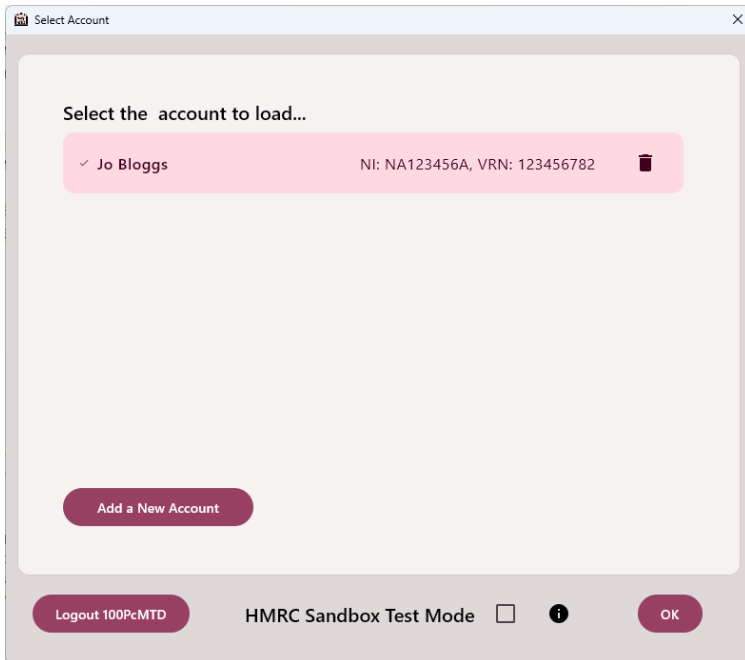


We will create an Individual Account. (If you are a registered Tax Agent, then see the separate chapter regarding Tax Agent operation)

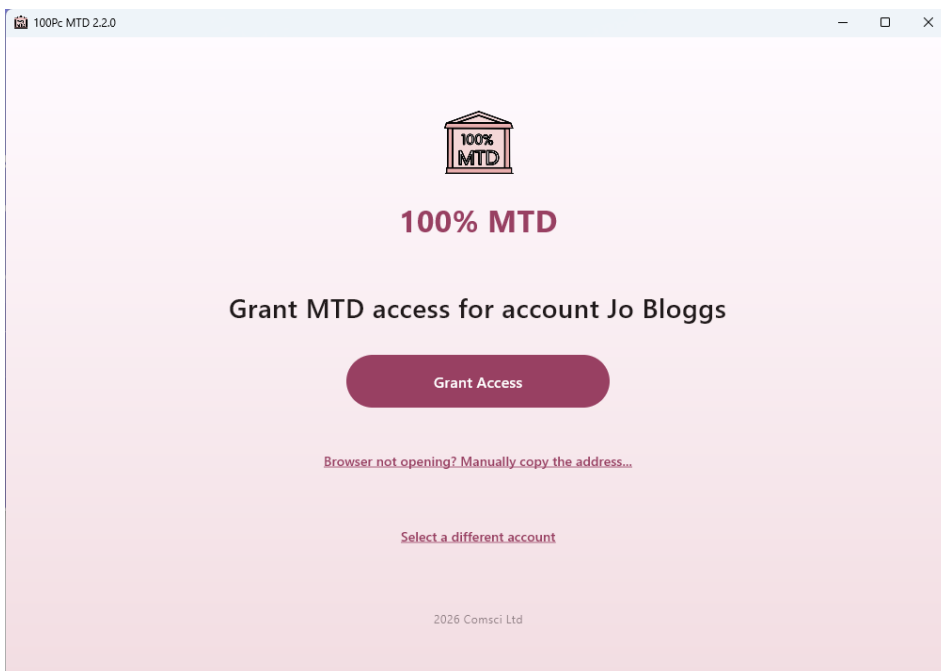
Your account name is for your information only and can be any suitable text string such as your name or business name.

The NI number and VAT number are checked to ensure they follow the correct patterns to represent a valid number.

Pressing OK will take you back to the account selection screen where you will be shown the newly created account. Click on this to select it then press OK

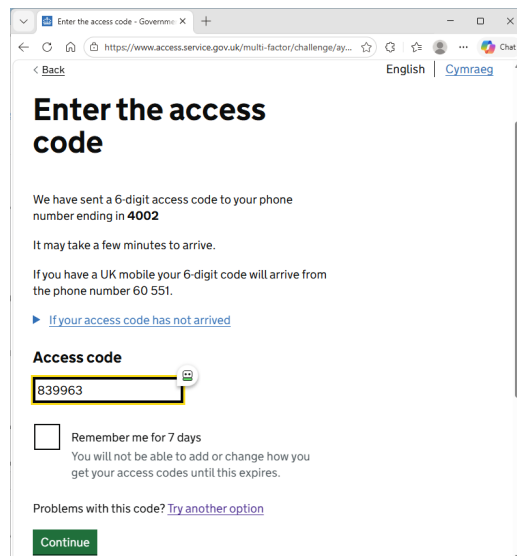
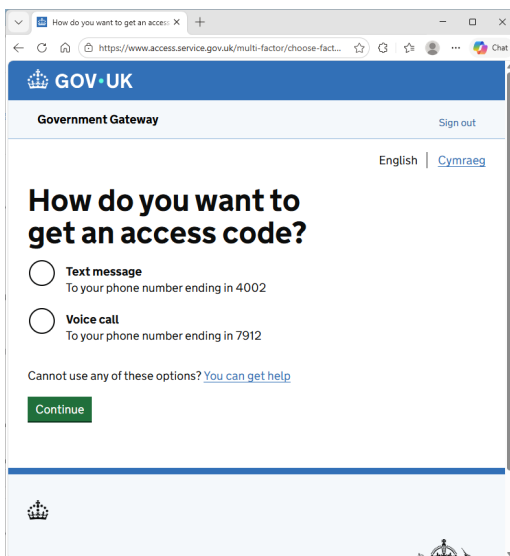
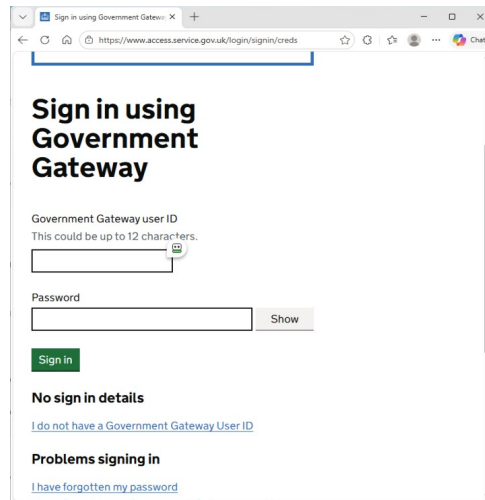
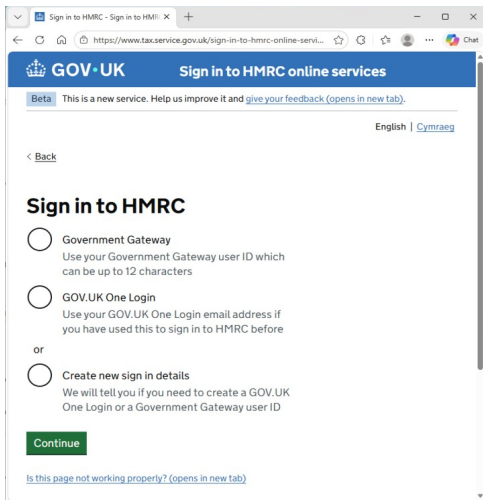
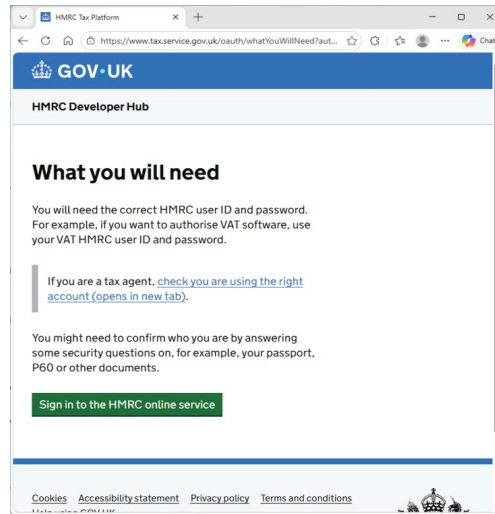
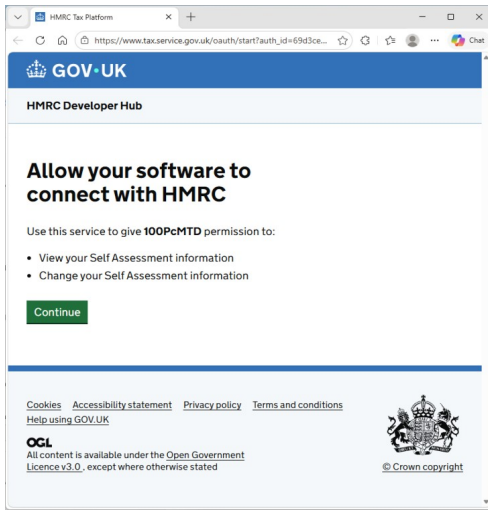


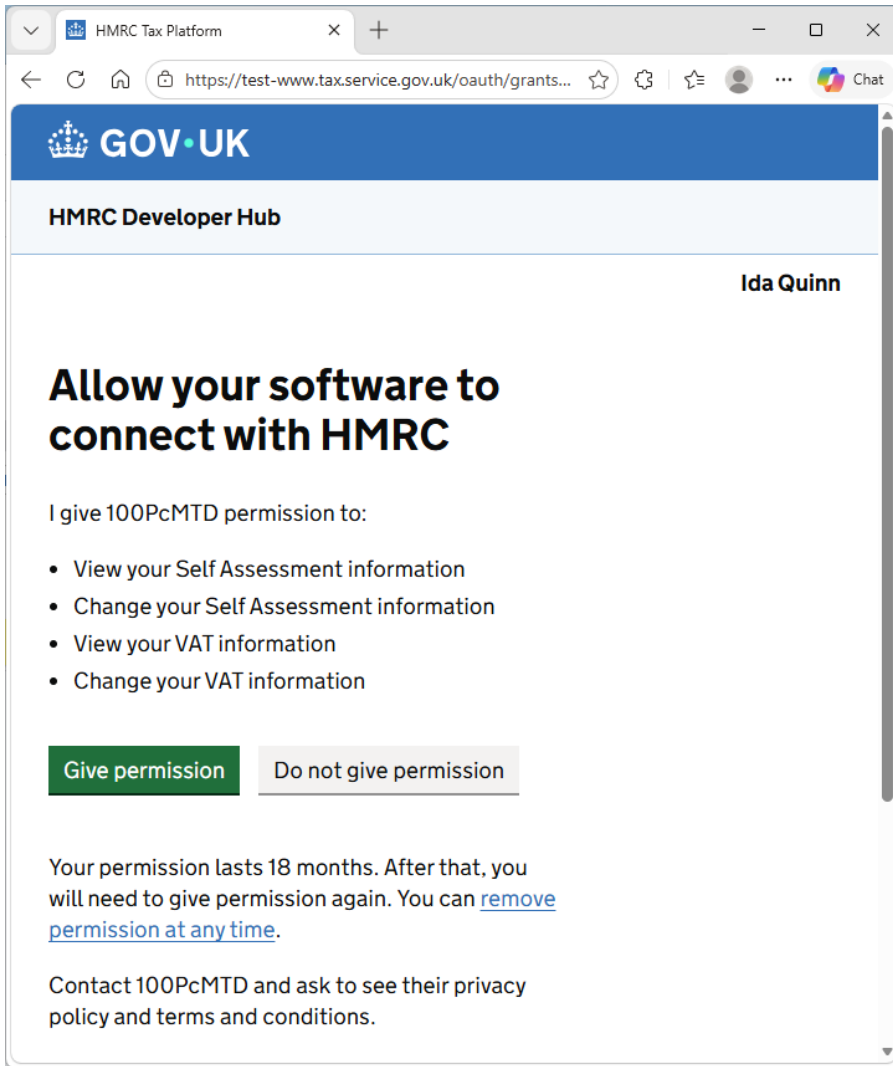
You will then be taken to the Grant Access screen:



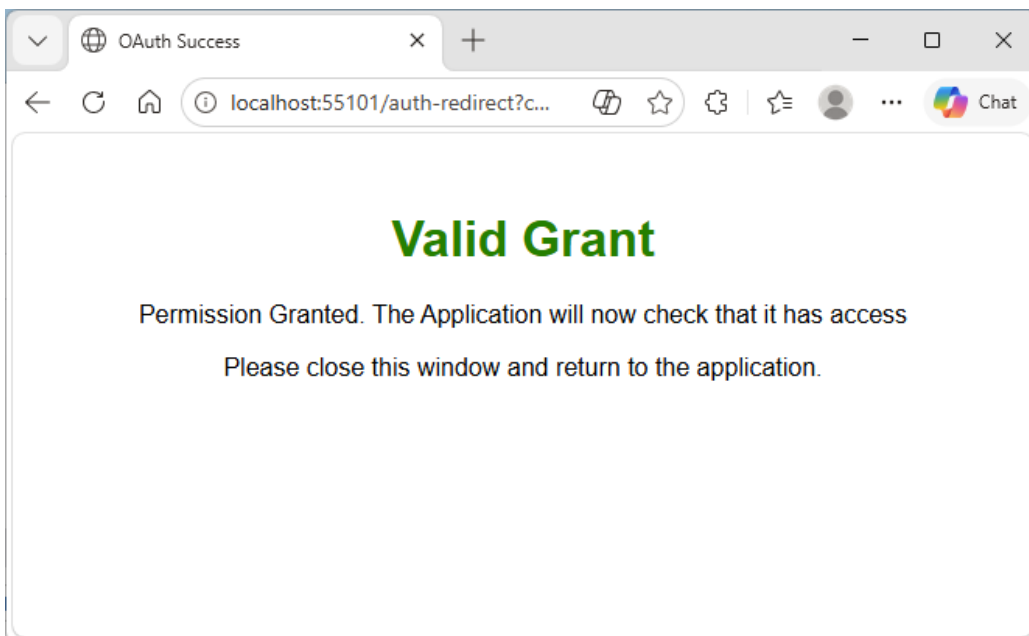
Clicking Grant Access will open your browser to authorise 100PcMTD to communicate with HMRC.

Press **Continue** and click through the HMRC verification procedure to sign in with your credentials and to grant permission:





Having granted permission, you should be presented with the Oauth Success valid grant message. The App will remember the authority for 18 months or until you explicitly reset the HMRC Authority from the menu.

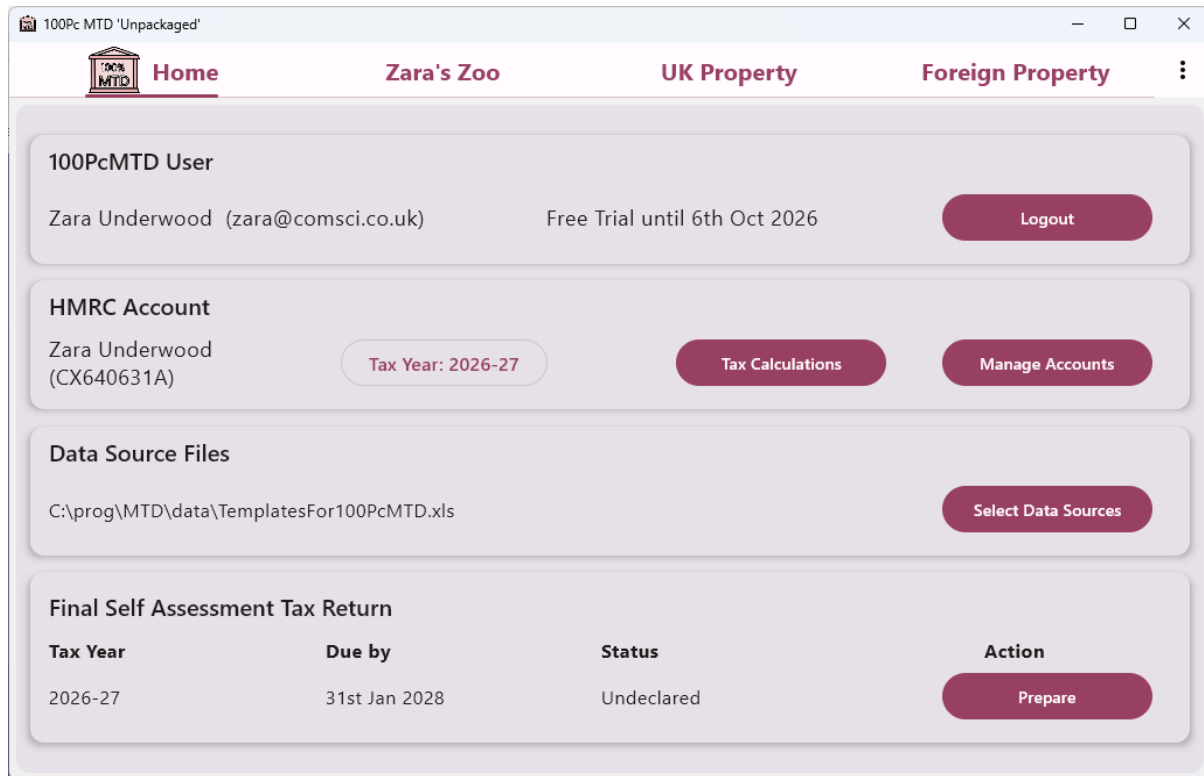


The App is now setup with HMRC and can be used to bridge your data.

3 App Overview

3.1 Home Tab Panel

When 100PcMTD is configured and you have logged in and selected an active account you should be presented with a screen similar to:



The number of tabs and their titles shown will depend on the number of separate businesses you have and whether you are VAT registered. In this case, Zara Underwood has a self-employment trading as “Zara’s Zoo” and with a UK property and a Foreign Property business.

The 100PcMTD User panel lists the App registered account and subscription details.

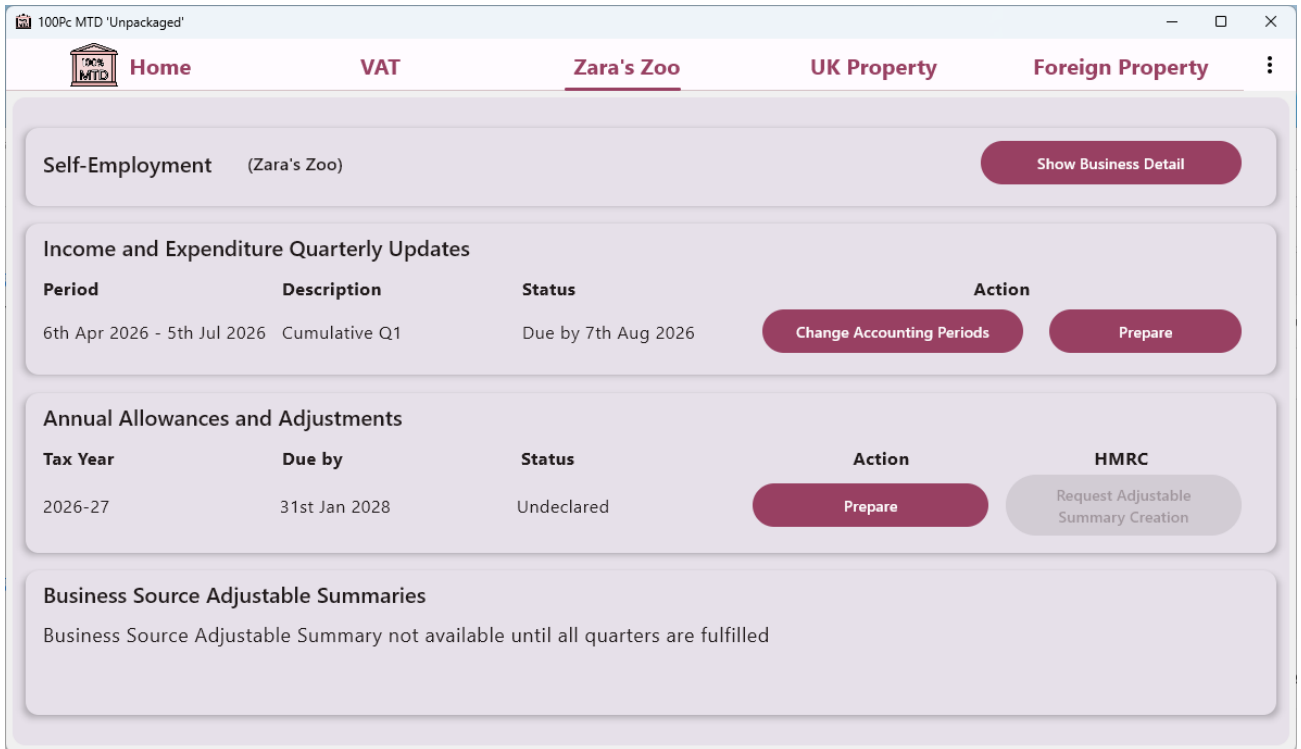
The HMRC Account panel shows the currently selected HMRC account and a button to select the active tax year. Note Tax Calculations is an end of year action and the service will be provided in a later update to the App.

The Data Source Files panel is where you can select your input spreadsheet or CSV accounts data files. These will contain the data that you wish to send to HMRC for each of your businesses.

The Final Self Assessment Tax Return panel is another end of year action and is not currently implemented. This service will be provided in an update to the App later in the year.

3.2 Self-Employment and Property Tab Panels

The self-employment panel(s) will be named with the trading names of your self-employment businesses. If you are also a landlord, you will have a UK Property tab and or a Foreign Property tab.



The first panel of each tab provides details of your business as registered with HMRC. The Foreign Property first panel also has a button to manage the details of each of your foreign properties.

The Income and Expenditure Quarterly Updates panels are used to prepare and submit your quarterly updates.

The Annual Allowances and Adjustments panel is used to keep track of annual allowances.

The Business Source Adjustable Summary panel allows you to file your BSAS with yet more adjustments.

3.3 Extension Menu :

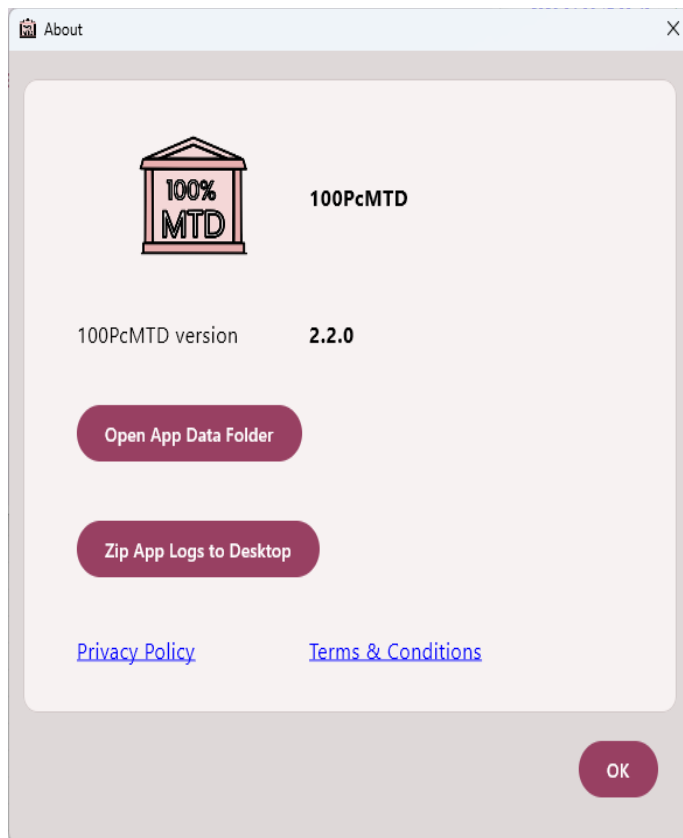
The extension menu on the right gives access to further commands:

Reset HMRC Authority

This will invalidate your currently logged in HMRC account login authority. The App login authority usually last 18 months before requiring you to revalidate. Selecting this item forces an early re-validate for this account. This can be useful if you have attempted to authorise the App with valid credentials but for the wrong HMRC account.

About Dialog

About Dialog. This dialog gives easy access to the App data folder and allows the user to zip all the logs to a folder on the desktop. This can aid fault diagnosis should you have a problem with the operation of the App on your system.



Logout

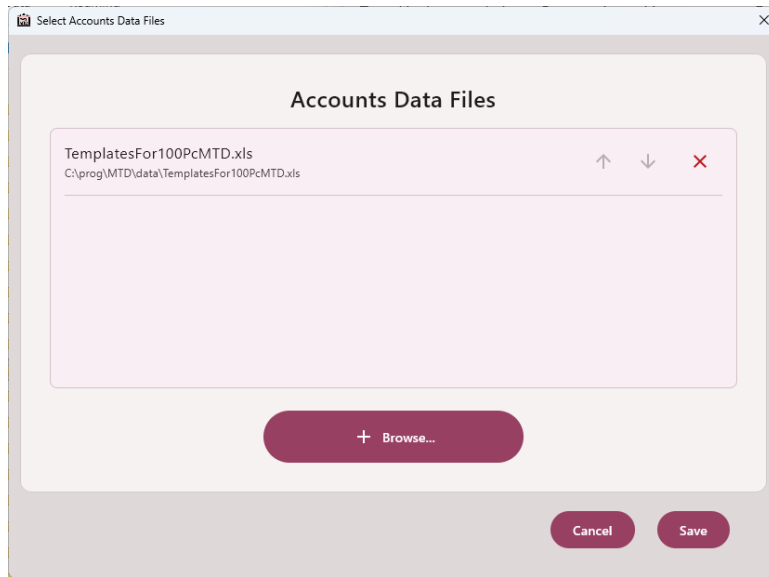
This will log you out of the 100PcMTD registered users account, requiring you to re-enter your user email and password login details to run the App. 100PcMTD will automatically require you to login after 2 hours of inactivity.

4 App Operation

The purpose of the App is to bridge from your accounts data and submit this to HMRC.

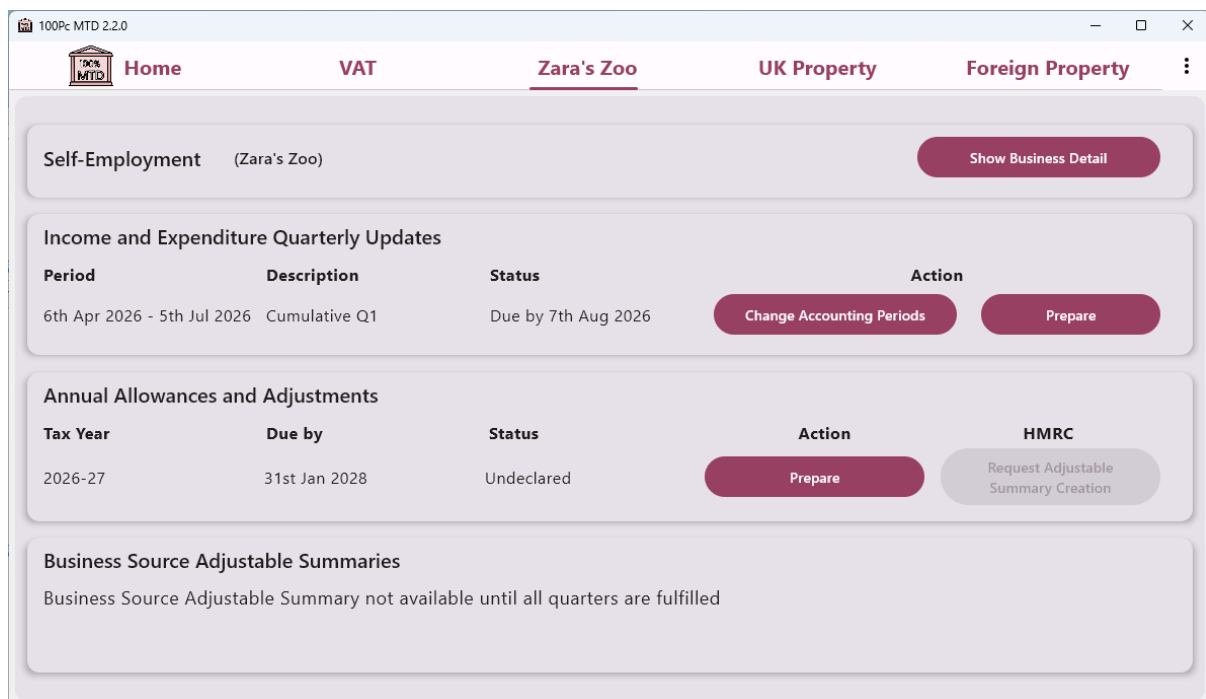
To do this, the App needs to know where your data is stored.

From the Home tab, use the Select Data Sources button to locate and select your data files. You may have one or more Excel spreadsheets or CSV files. They are processed sequentially in the order specified in the list. See the chapter on Data Configuration to ensure that your data is in a compatible format.

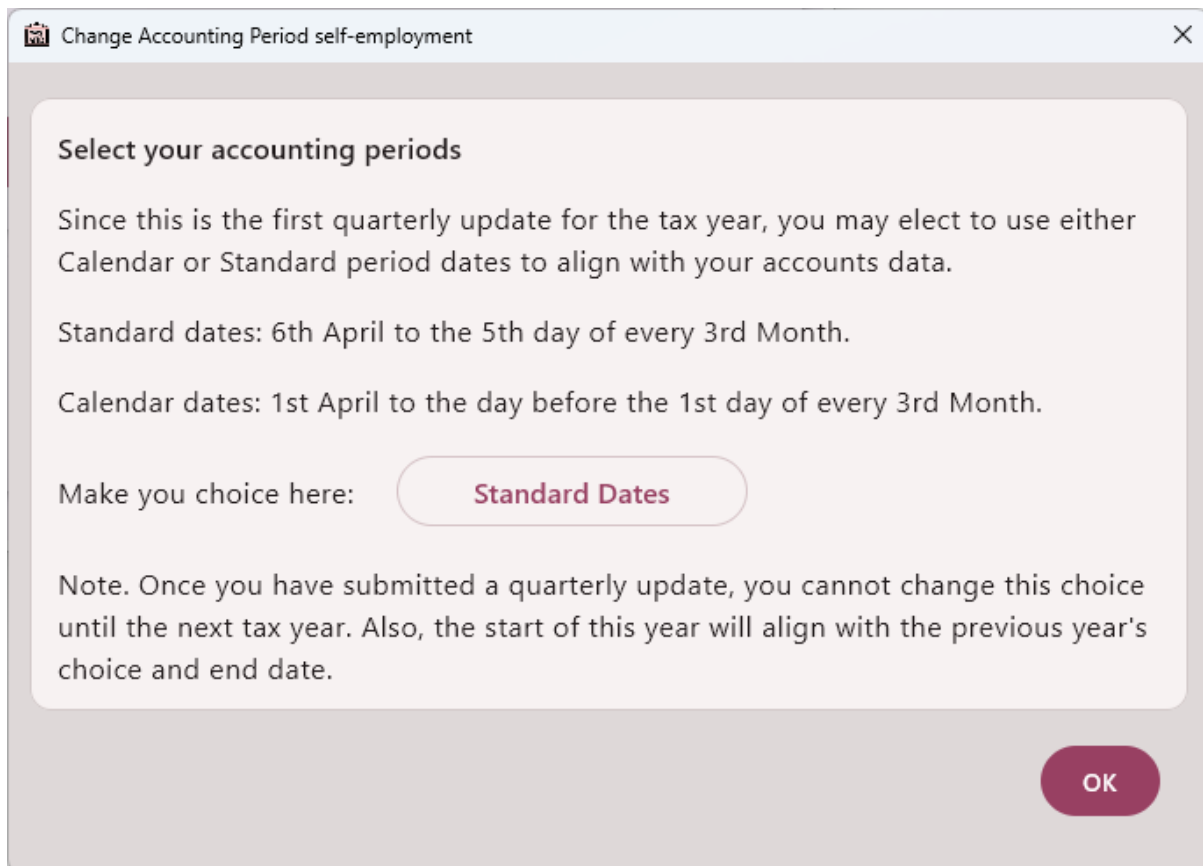


Having selected the data, preparing or viewing/ amending your submissions is a simple case of clicking on the appropriate buttons for each of your business in their respective tabs.

Using the Zara’s Zoo self-employment business as an example (the property submission process is very similar):

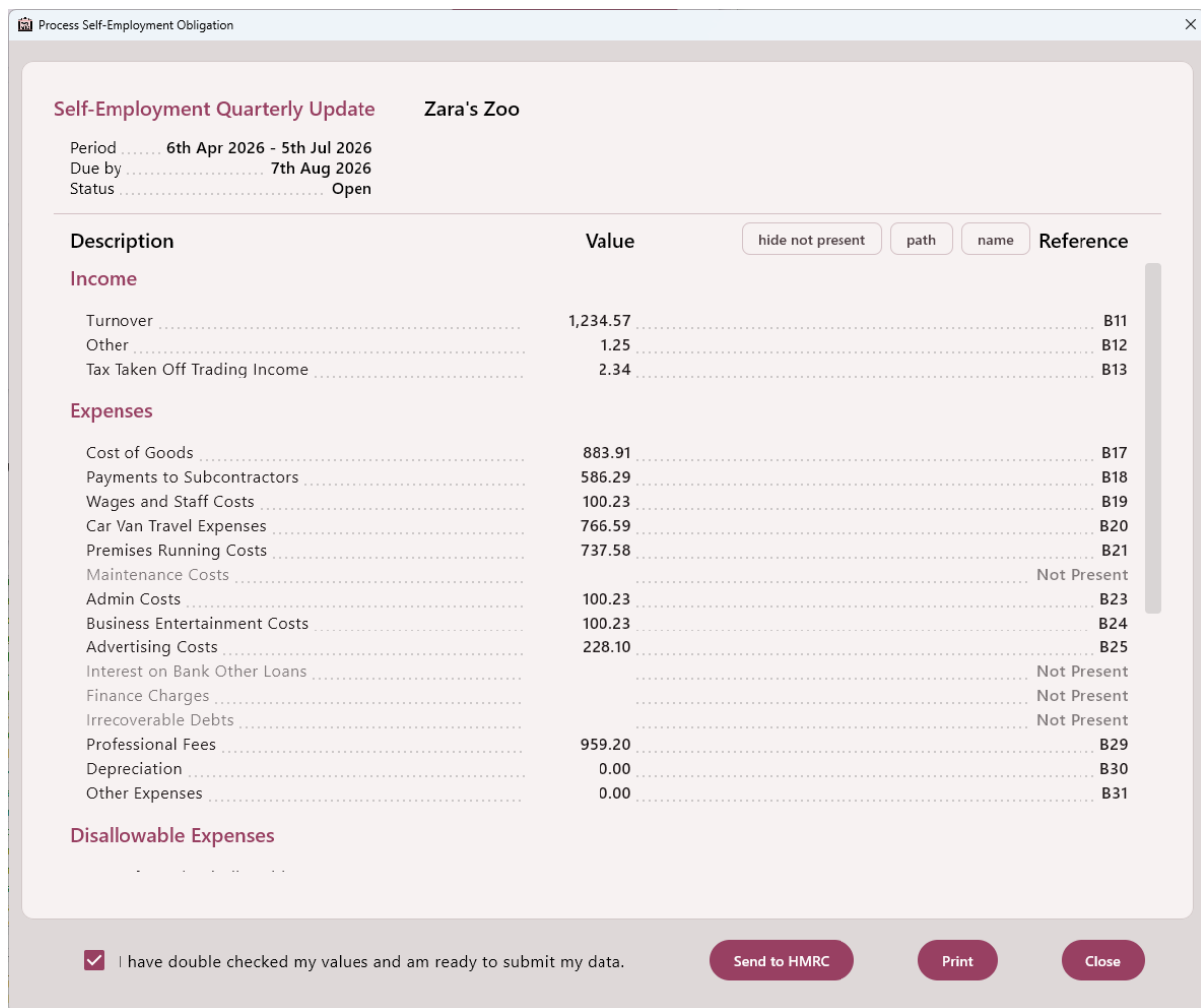


Before submitting the first update of each tax year you have the option to change the accounting periods between either standard periods or calendar periods. Pressing the change accounting periods button pops up the following dialog:



Choose whatever scheme matches the data you are bridging to HMRC. (Or just leave it on the currently selected choice if appropriate)

Pressing Prepare will attempt to load the correct data for the appropriate business and period from you linked data source. If it fails, a warning message will be displayed. On success the following screen is shown:



A description of each value, along with the loaded value and a reference of where it was loaded from is displayed for each line entry. You can use the “hide not present”, “path” and “name” chip buttons to display or hide further details as desired. This can be useful for tracking down errors if the values displayed are not what you were expecting. Note that the data source is ‘live’ in that if you discover an error in your Excel data you can edit it in the spreadsheet and save the file. The app will automatically detect that the file has been updated, reload the file and update the values displayed.

Once you are happy with the values, you can click on the checkbox and the “Send to HMRC” button is enabled. Clicking this will submit the data and you should see a submission result appended to the end of the display after a short time:

Self-Employment Quarterly Update **Zara's Zoo**

Period 6th Apr 2026 - 5th Jul 2026
 Due by 7th Aug 2026
 Status Open

Description	Value	hide not present	path	name	Reference
Professional Fees	959.20				B29
Depreciation	0.00				B30
Other Expenses	0.00				B31

Disallowable Expenses

Cost of Goods Disallowable	100.23				B35
Payments to Subcontractors Disallowable	100.23				B36
Wages and Staff Costs Disallowable	100.23				B37
Car Van Travel Expenses Disallowable	100.23				B38
Premises Running Costs Disallowable	100.23				B39
Maintenance Costs Disallowable	100.23				B40
Admin Costs Disallowable	100.23				B41
Business Entertainment Costs Disallowable	100.23				B42
Advertising Costs Disallowable	100.23				B43
Interest on Bank Other Loans Disallowable	100.23				B44
Finance Charges Disallowable	100.23				B45
Irrecoverable Debts Disallowable	100.23				B46
Professional Fees Disallowable					Not Present
Depreciation Disallowable	100.23				B48
Other Expenses Disallowable					Not Present

I DECLARE THAT THIS INFORMATION IS TRUE AND COMPLETE

Result of Submission

06-Apr-2026 18:49:05 - Successful test submission with ID : 13f74339-adea-4c09-bc14-e1e5f251365f

I have double checked my values and am ready to submit my data. [Send to HMRC](#) [Print](#) [Close](#)

Having submitted your Income and Expenditure data, unlike the MTD VAT reporting, it is possible to amend the values. You can do this in the App using the View/Amend button that will be displayed against previously submitted data:

100P: MTD 2.2.0

Home VAT **Zara's Zoo** UK Property Foreign Property Test Settings

Self-Employment (Zara's Zoo) [Show Business Detail](#)

Period	Description	Status	Action
6th Apr 2026 - 5th Jul 2026	Cumulative Q1	Fulfilled	View / Amend
6th Apr 2026 - 5th Oct 2026	Cumulative Q2	Due by 7th Nov 2027	Prepare

Tax Year	Due by	Status	Action	HMRC
2026-27	31st Jan 2028	Undeclared	Prepare	Request Adjustable Summary Creation

Business Source Adjustable Summaries
 Business Source Adjustable Summary not available until all quarters are fulfilled

Here, I've made a few minor changes to the source data for quarter 1:

Process Self-Employment Obligation
✕

Self-Employment Quarterly Update

Zara's Zoo

Period 6th Apr 2026 - 5th Jul 2026

Due by 7th Aug 2026

Status Fulfilled

Load Amendments

Description	Old Value -> New Value	hide not present	path	name	Reference
Income					
Turnover	1,234.57 -> 1,234.56				B11
Other	1.25 -> unchanged				B12
Tax Taken Off Trading Income	2.34 -> unchanged				B13
Expenses					
Cost of Goods	883.91 -> 883.92				B17
Payments to Subcontractors	586.29 -> unchanged				B18
Wages and Staff Costs	100.23 -> unchanged				B19
Car Van Travel Expenses	766.59 -> unchanged				B20
Premises Running Costs	737.58 -> unchanged				B21
Maintenance Costs					Not Present
Admin Costs	100.23 -> unchanged				B23
Business Entertainment Costs	100.23 -> unchanged				B24
Advertising Costs	228.10 -> 328.10				B25
Interest on Bank Other Loans					Not Present
Finance Charges					Not Present
Irrecoverable Debts					Not Present
Professional Fees	959.20 -> unchanged				B29
Depreciation	0.00 -> unchanged				B30
Other Expenses	0.00 -> unchanged				B31
Disallowable Expenses					

I have double checked my values and am ready to submit my data.

Send to HMRC
Print
Close

These changes are identified by the App and displayed as New Value. Anything that has not changed is shown as “unchanged”. As before, when you are happy with the figures, click on the checkbox then send the values to HMRC.

The same process can be used for the UK Property and Foreign Property Income and Expenditure updates, even though the submitted data fields are significantly different in each case.

If you are just submitting the quarterly updates and leaving all the end of year calculations to your accountant, then that is probably all you need to do. If you are also performing your own end of year returns then read on.

Submitting an Annual Allowances and Adjustments statement is very similar. Click on the Prepare button and you will be presented with a screen showing the linked figures:

Process Annual Allowances and Adjustments

Self Employment Annual Allowances and Adjustments

Tax Year 2026-27
 Due by 31st Jan 2028
 Status Undeclared

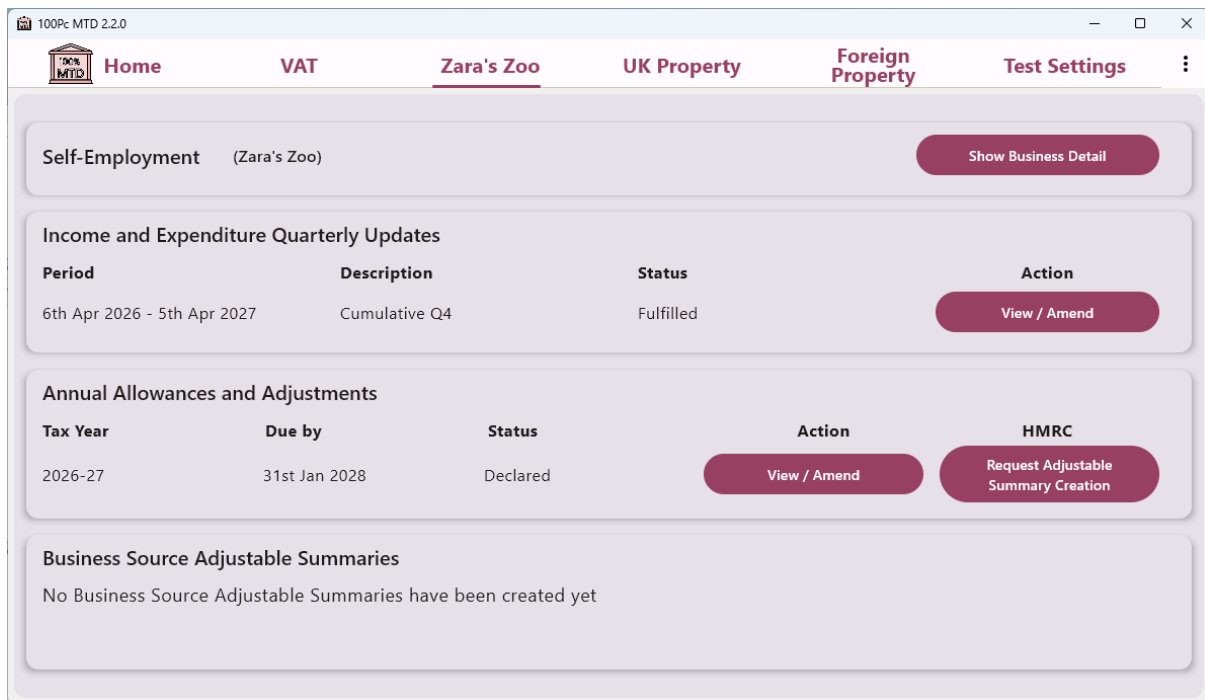
Description	Value	Reference
Adjustments		
Included Non Taxable Profits	23.45	B56
Basis Adjustment	123.45	B57
Overlap Relief Used	101.34	B58
Accounting Adjustment	546.67	B59
Averaging Adjustment	567.78	B60
Outstanding Business Income	345.45	B61
Balancing Charge Bpra	123.45	B62
Balancing Charge Other	213.45	B63
Goods and Services Own Use	444.56	B64
Transition Profit Amount	343.23	B65
Transition Profit Acceleration Amount	12.34	B66
Allowances		
Annual Investment Allowance	678.89	B70
Capital Allowance Main Pool	456.45	B71
Capital Allowance Special Rate Pool	333.23	B72
Business Premises Renovation Allowance	452.98	B73
Enhanced Capital Allowance	563.32	B74
Allowance on Sales	643.00	B75
Capital Allowance Single Asset Pool	545.55	B76
Zero Emissions Car Allowance	654.34	B77

I have double checked my values and am ready to submit my data.

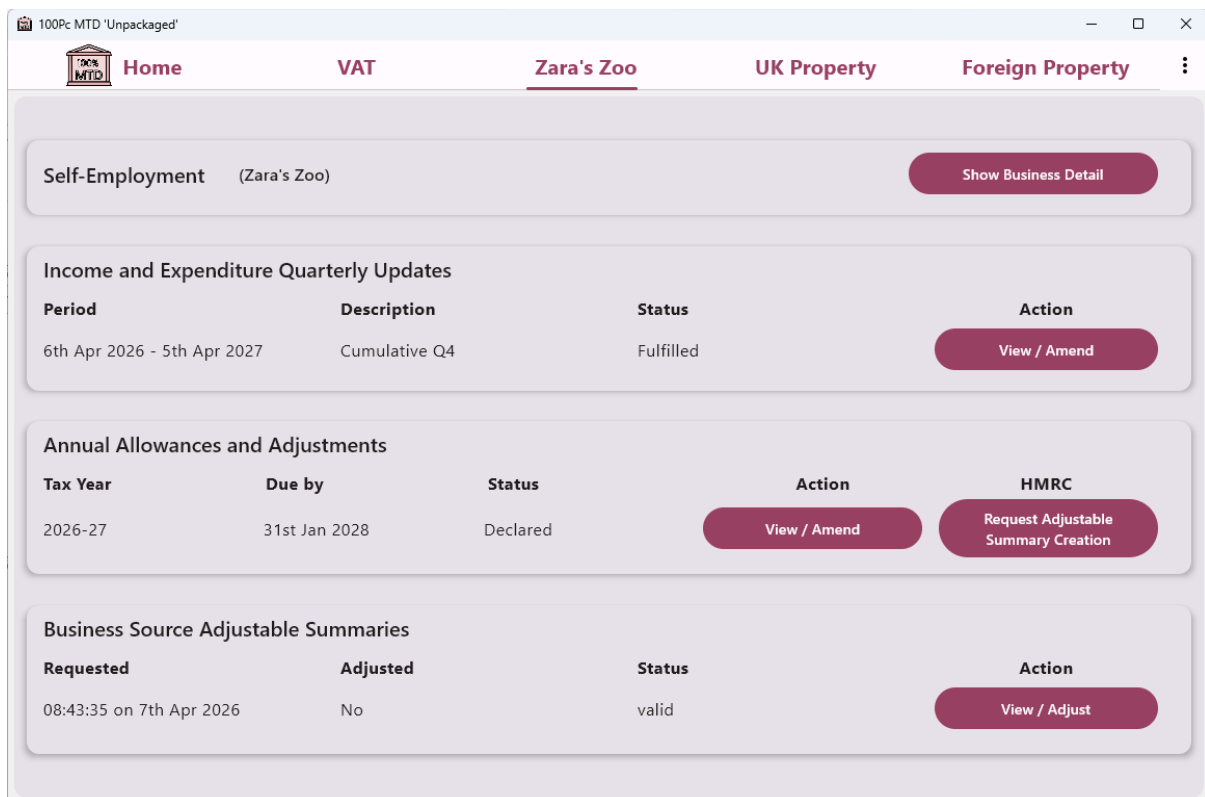
Send to HMRC
Print
Close

Click the checkbox and send the figures to HMRC. Once submitted Annual Allowances and Adjustments can be amended or deleted by using the new buttons displayed after submission.

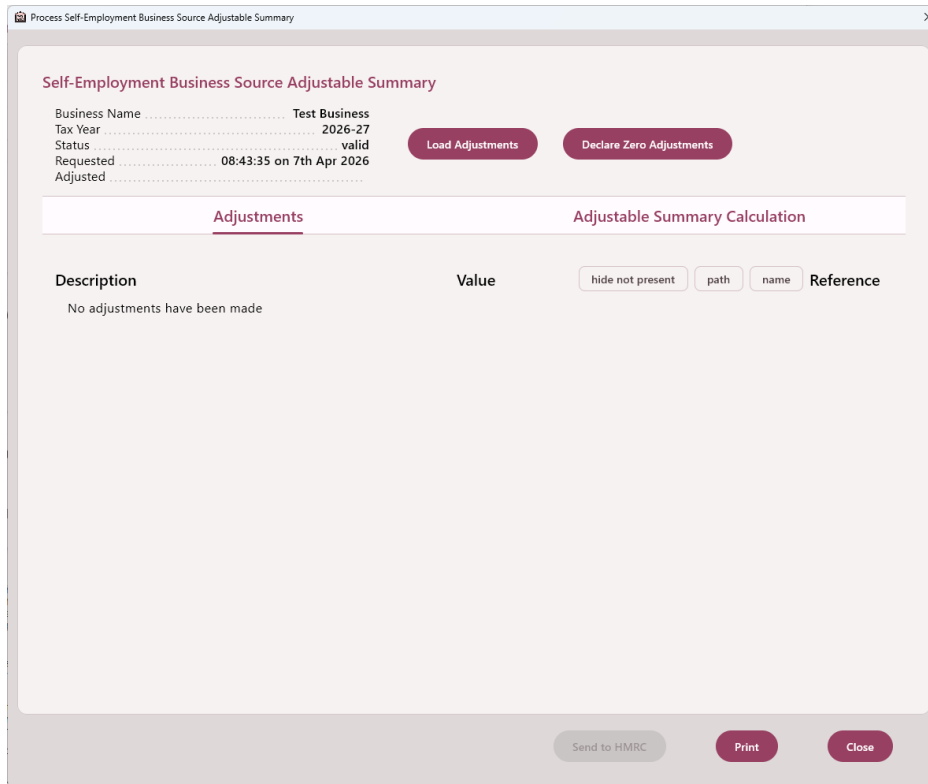
Once the final quarterly update has been submitted and you are happy that you have declared all your annual allowances and adjustments, the button “Request Adjustable Summary Creation” is enabled:



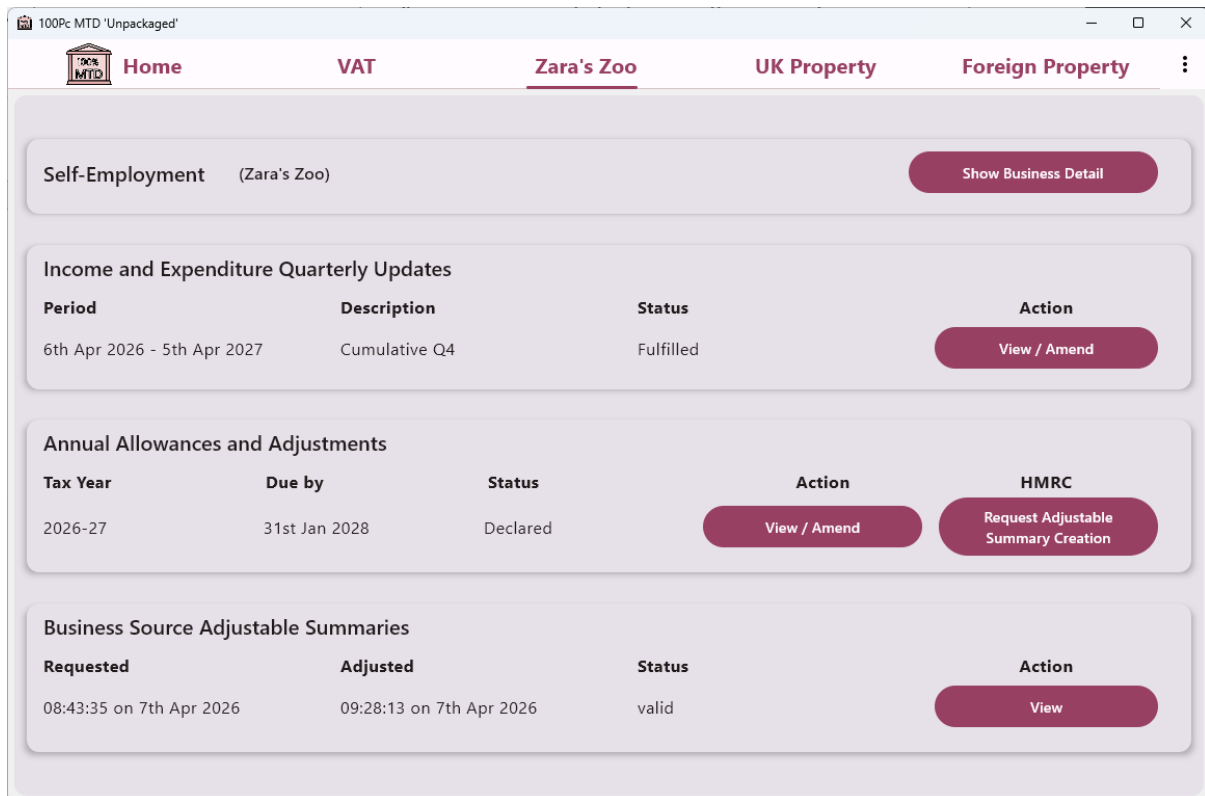
Clicking the button will instruct HMRC to create a Business Source Adjustable Summary of your tax status for this business:



This can be further adjusted by clicking on the View/Adjust button



This first screen has a button to load the Adjustments from your data source file and a button to declare zero adjustments. Selecting the “Adjustable Summary Calculation” tab allows you to view HMRC’s calculation of your tax position for this business. If you load your adjustments and send these to HMRC, the main screen shows the BSAS adjusted time and the Action button becomes view only:



Viewing your adjustments gives:

Process Self-Employment Business Source Adjustable Summary

Self-Employment Business Source Adjustable Summary

Business Name Test Business
 Tax Year 2026-27
 Status valid
 Requested 08:43:35 on 7th Apr 2026
 Adjusted 09:28:13 on 7th Apr 2026

Adjustments
Adjusted Summary Calculation

Description	Value	Reference
Income		
Turnover	660.66	HMRC
Other	174.86	HMRC
Expenses		
Cost of Goods	201.60	HMRC
Payments to Subcontractors	448.63	HMRC
Wages and Staff Costs	357.71	HMRC
Car Van Travel Expenses	326.89	HMRC
Premises Running Costs	608.05	HMRC
Maintenance Costs	988.92	HMRC
Admin Costs	454.80	HMRC
Interest on Bank Other Loans	128.21	HMRC
Finance Charges	272.65	HMRC
Irrecoverable Debts	510.14	HMRC
Professional Fees	497.72	HMRC
Depreciation	376.04	HMRC
Other Expenses	273.22	HMRC
Advertising Costs	737.50	HMRC
Business Entertainment Costs	553.83	HMRC
.....		

Send to HMRC
Print
Close

and

Process Self-Employment Business Source Adjustable Summary

Self-Employment Business Source Adjustable Summary

Business Name Test Business
 Tax Year 2026-27
 Status valid
 Requested 08:43:35 on 7th Apr 2026
 Adjusted 09:28:13 on 7th Apr 2026

Adjustments
Adjusted Summary Calculation

Description	Old Value -> New Value	Reference
Total Income	4,567.89 -> 5,403.41	HMRC
Income		
Turnover	4,567.89 -> 5,228.55	HMRC
Other	0.00 -> 174.86	HMRC
Total Expenses	19,685.40 -> 26,421.31	HMRC
Expenses		
Consolidated Expenses		Not Present
Cost of Goods	3,541.60 -> 3,743.20	HMRC
Payments to Subcontractors	2,351.16 -> 2,799.79	HMRC
Wages and Staff Costs	1,000.92 -> 1,358.63	HMRC
Car Van Travel Expenses	3,072.36 -> 3,399.25	HMRC
Premises Running Costs	2,956.32 -> 3,564.37	HMRC
Maintenance Costs	-> 988.92	HMRC
Admin Costs	1,000.92 -> 1,455.72	HMRC
Interest on Bank Other Loans	-> 128.21	HMRC
Finance Charges	-> 272.65	HMRC
Irrecoverable Debts	-> 510.14	HMRC
Professional Fees	3,842.80 -> 4,340.52	HMRC
Depreciation	0.00 -> 376.04	HMRC
Other Expenses	0.00 -> 273.22	HMRC

Send to HMRC
Print
Close

Note that the Tab title is now “**Adjusted** Summary Calculation” and shows the old values and updated values.

The triggering of an adjustable summary and the uploading of adjustments process can be repeated until you are happy with your final figures.

The process for UK Property and Foreign Property businesses is very similar but with slightly different fields displayed reflecting the differing tax data requirements.

5 Preparing your Data

5.1 Excel Source Data

100PcMTD is bridging software so requires a data source that contains the data you wish to send to HMRC. It is your responsibility to ensure that the correct source files are selected and the correct figures are extracted. The data source can consist of one or more Excel spreadsheet files (.xls, .xlsx or .xlsm files) and or comma or tab delimited text files (CSV or TSV files).

100PcMTD needs to know how to interpret your accounts data. i.e. which figures correspond to what tax return values. This is performed by “label association”, that is the value is identified by the text label immediately to the left of the data. There are Excel templates available to download from the website <https://comsci.co.uk/100PcMTD> for both full expenses declarations and consolidated expenses declarations. Each template has example entries for self-employment, UK property, Foreign Property and VAT. You can mix, match and duplicate the tabs when you incorporate these into your workbooks. When processing the data, there are a few constraints to be aware of:

1. Files are processed sequentially, row by row in the order shown in the selection dialogue
2. For Excel input, only TABS named with the prefix “MTD_” are processed.
3. The areas identified with a yellow background are the labels and should not require editing unless HMRC change their tax categories or data requirements.
4. The areas in green are where you should link your appropriate data. The examples have hard coded values in here. Typically you would change these to link to your actual values or enter formulae that calculates the appropriate values.
5. The quarterly reports should contain cumulative data. Your accounts probably consist of separate data for each quarter. In Excel you can easily convert to cumulative by adding in the value of the previous column.

Here's a screenshot of the consolidated self-employment section:

	A	B	C	D	E
1	Self Employment				
2					
3	Type of Business	self-employment			
4	Trading Name	Franks Finest			
5					
6	Quarterly Updates				
7					
8	Cumulative Period Ending	Quarter 1	Quarter 2	Quarter 3	Quarter 4
9					
10	<i>Period Income</i>				
11					
12	Turnover	£1,234.57	£3,456.76	£3,456.78	£4,567.89
13	Other Income		£123.00	£0.00	£0.00
14	Tax Taken Off Trading Income		£0.00	£0.00	£0.00
15					
16					
17	<i>Period Expenses</i>				
18					
19	Consolidated Expenses	4462.37	4463.37	4464.37	4465.37
20					
21					
22	Annual Summary				
23					
24	<i>Adjustments</i>				
25	Included Non Taxable Profits		23.45		
26	Basis Adjustment		123.45		
27	Overlap Relief Used		101.34		
28	Accounting Adjustment		546.67		
29	Averaging Adjustment		567.78		
30	Outstanding Business Income		345.45		
31	Balancing Charge Bpra		123.45		
32	Balancing Charge Other				
33	Goods And Services Own Use		444.56		
34	Transition Profit Amount		343.23		
35	Transition Profit Acceleration Amount		12.34		
36					
37	<i>Allowances</i>				
38	Trading Income Allowance		999.99		
39					
40	<i>Non Financials</i>				
41	Business Details Changed Recently		FALSE		
42	Class 4 Nics Exemption Reason		under-16		
43					
44					
45	Business Source Adjustable Summary				
46					
47	<i>Income</i>				
48	Turnover		660.66		
49	Other		174.86		
50					
51	<i>Expenses</i>				
52	Consolidated Expenses		201.6		
53					

The values in yellow background are the identifying labels and should not be changed unless HMRC change the tax categories or requirements. The red triangles indicate that the field has a comment. This is the HMRC description for the field as defined in their submission APIs. The values with a green background are where you should edit to insert a link to the appropriate values in your accounts data.

The “Trading Name” value should be changed to match your self-employment business name. This field is used to differentiate different sets of accounts data for the case of multiple self employments. If you have multiple self-employments, you can either duplicate the whole tab (Ensuring the tab name still starts with the “MTD_” prefix name) or stack the rows on top of each other in single tab or have the data in completely different spreadsheets. The choice is yours.

The labels in Bold (“Self Employment”, “Quarterly Updates”, “Annual Summary” and “Business Source Adjustable Summary”) are the section headings for the different submission types and allow common field names such as Turnover and Other to be allocated to the correct section.

Not all fields are required. If you don’t want a value simply delete the green cell contents. Having no entry is different from having a value of 0.00. For certain submissions, there are mandatory requirements. For example, for a periodic update there must be at least one value of Income and one value of Expenditure even if the values are zero. !00PcMTD will make some validity checks before submission and will also report back HMRC’s error message if any submission fails.

The UK Property and Foreign Property templates follow a very similar format but with slightly different fields to reflect HMRC's filing requirements. In the case of Foreign Property, you can have multiple properties but these must be identified by unique property names.

The full expenses templates are also similar, but have a lot more entries, reflecting the more detailed filing requirements.

5.2 Delimited Source Data: Comma or Tab (CSV or TSV files)

The CSV data requirements follow a very similar pattern to the Excel data input, but without the luxury of having separate tabs per business, coloured backgrounds or cell comments. See the example file at <https://comsci.co.uk/100PcMTD/ConsolidatedTemplatesFor100PcMTD.csv> The same labels are used to process the data sequentially line by line and allocate values to message fields. Again you can specify multiple different files, one per business ,or append one after the other to create a single CSV source file.

The field parsing is clever enough to create a numeric value from an entry such as

```
Turnover , "£1, 234 . 57"
```

That is the pound symbol and the quoted comma characters are ignored to create the turnover number 1234.57

5.3 Migration from 100PcVatFreeBridge

The 100PcMTD offers several advantages over the legacy 100PcVatFreeBridge App:

- More detailed data reporting
- Ongoing support and development
- Automatic App Updates
- Live file reloading
- Modern user interface
- VAT reporting is still free forever

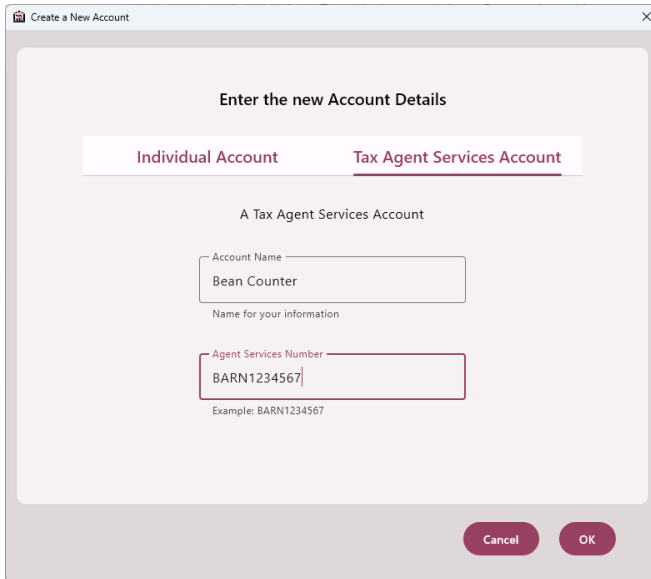
Support of the 100PcVatFreeBridge named ranges will be added in a future update to 100PcMTD. In the meantime, you can either migrate to the MTD_VAT labelled tab sheet format or continue to use the old app.

6 Tax Agent Accounts

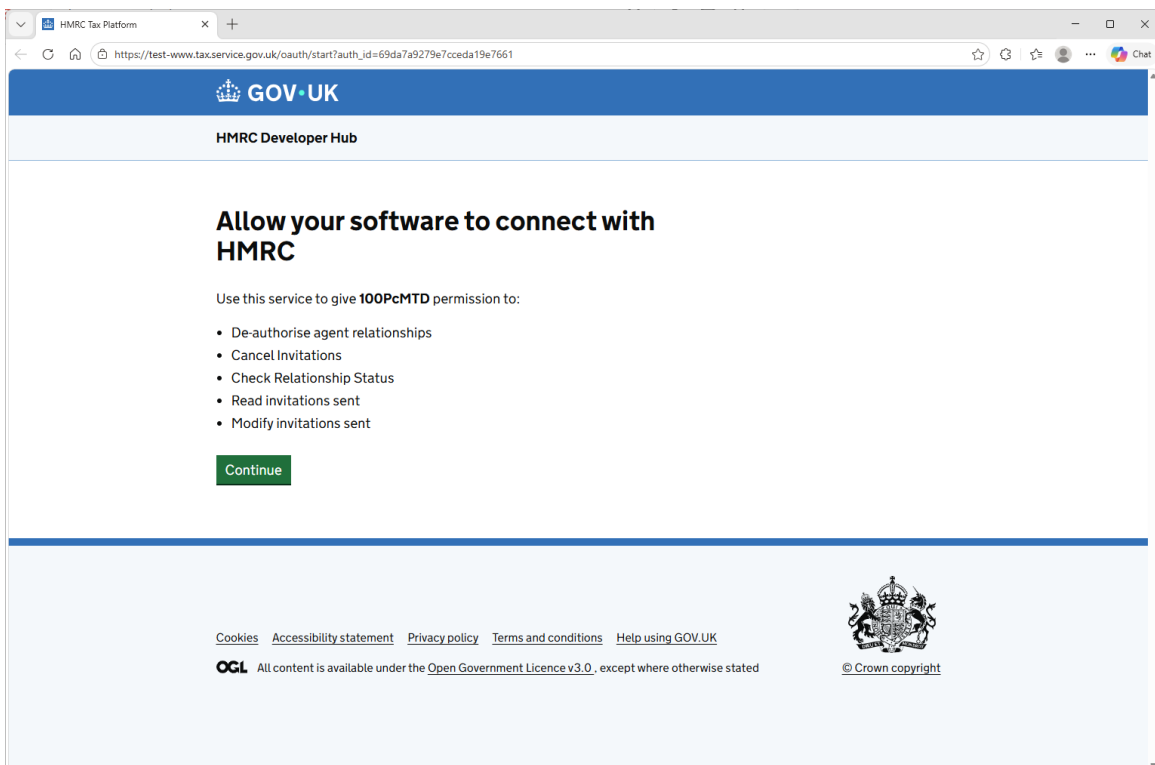
Tax agents can use the 100PcMTD App to manage their clients and make submissions on their behalf.

You will need an HMRC agent services account to use 100PcMTD in this mode. Apply here <https://www.gov.uk/guidance/get-an-hmrc-agent-services-account>, if you do not already have an ASA account.

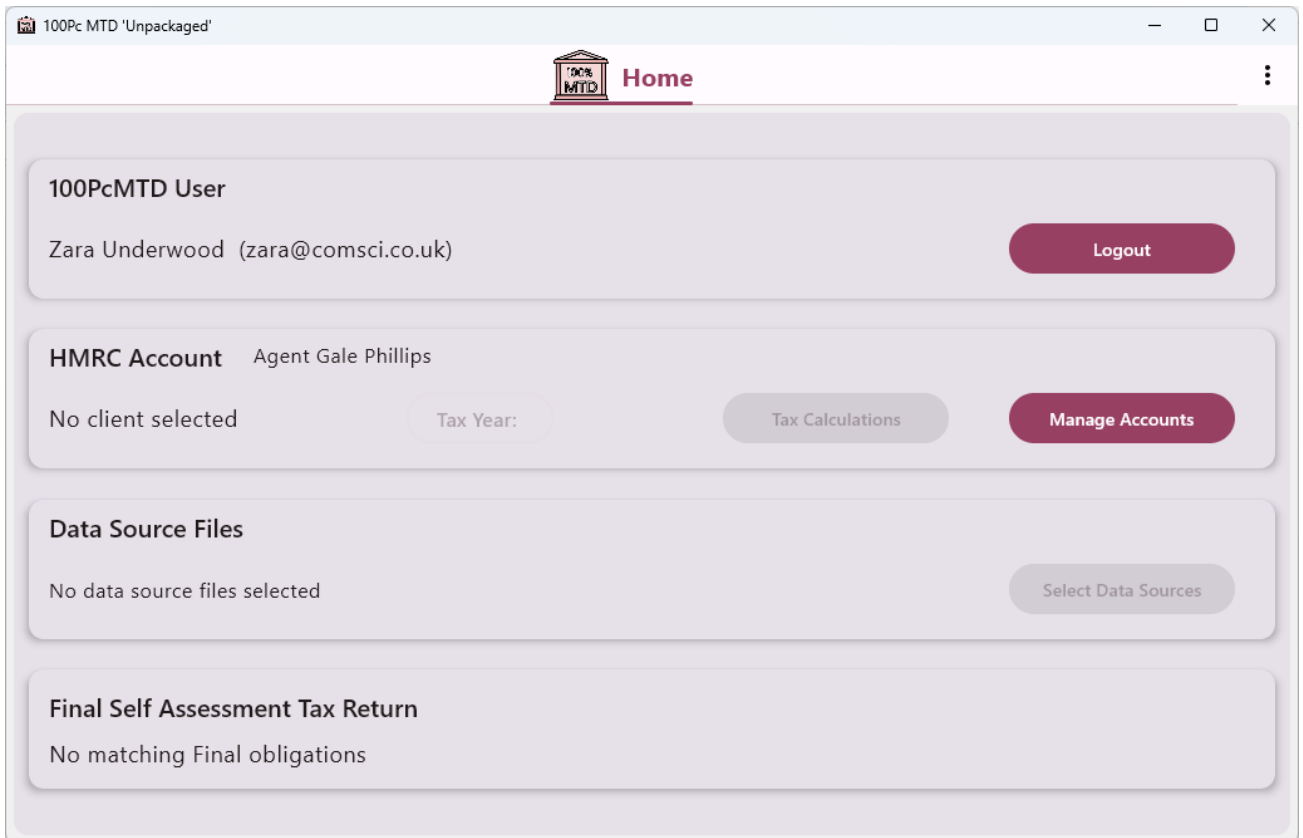
After logging in to 100PcMTD in the usual fashion described above, create an Agent Account within the App from the Add a New Account dialog, selecting Tax Agent Services Account (ASA):



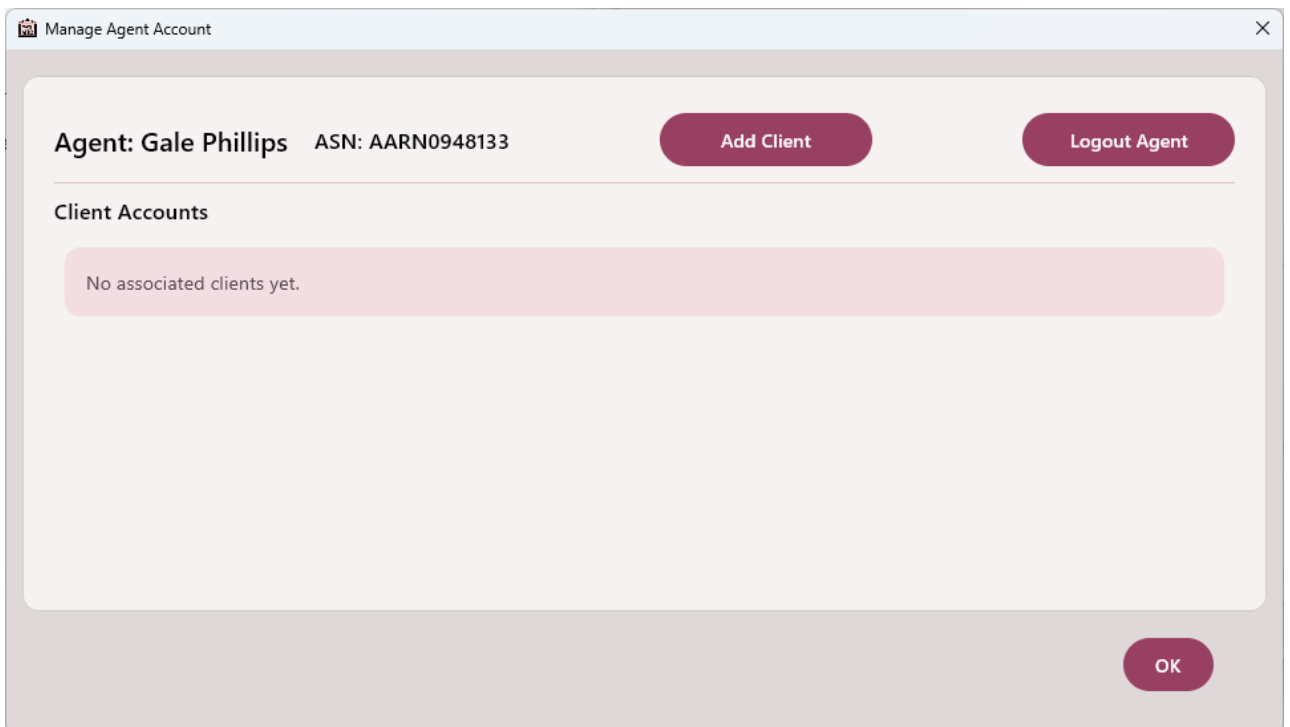
You will then need to grant access to 100PcMTD to read write and modify agent client relationships. On pressing grant access, the browser should display:



After logging in with your ASA credentials and going through the steps to grant permission to 100PcMTD, the App should respond with a blank agent page and no client selected status:



Click on **Manage Accounts** to invite clients to your services:



Click on Add Client and enter their details:

Invite a new Client for

Income Tax reporting Agent Role: **main**

VAT Reporting

Client Name
Mercer Owen

NI Number
SA857513B

Client postcode
TS15 1PA

VAT Number
43643724B

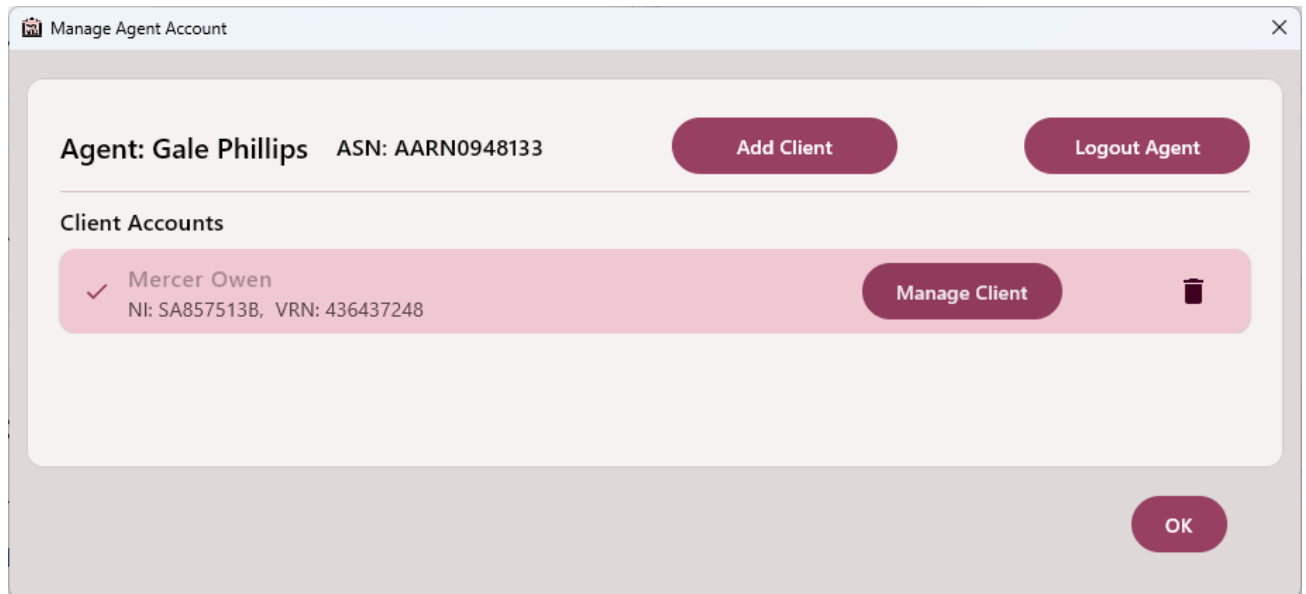
VAT Reg. Start Date (YYYY-MM-DD)
2016-04-11

Cancel OK

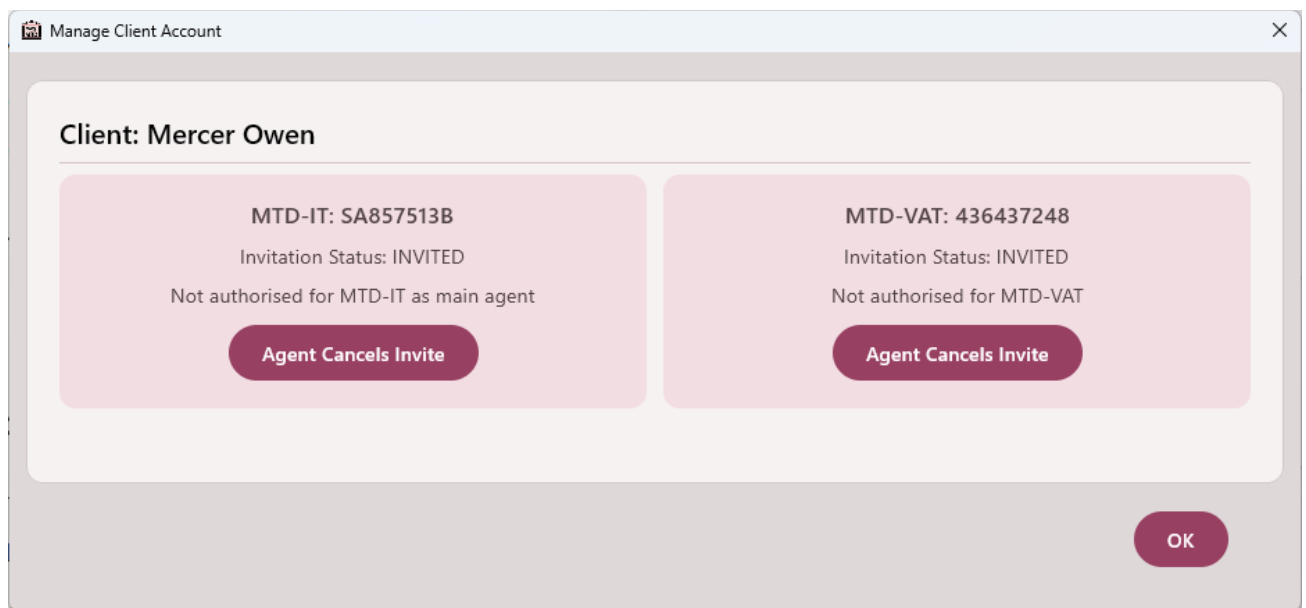
Use the dropdown Agent Role menu to act as either their Main agent or their Supporting agent. This HMRC link describes the differences <https://www.gov.uk/guidance/choose-agents-for-making-tax-digital-for-income-tax>

The client's postcode and VAT registration start date are required by HMRC as extra factors to prove that you have knowledge about the client.

On pressing **OK**, the defined client will be invited to authorise you as their agent. Returning to the Manage Account Screen shows the client in the disabled state:



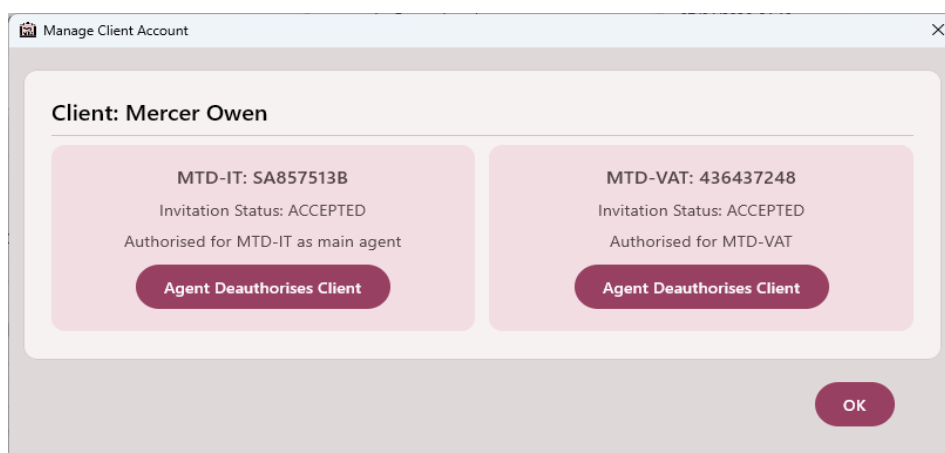
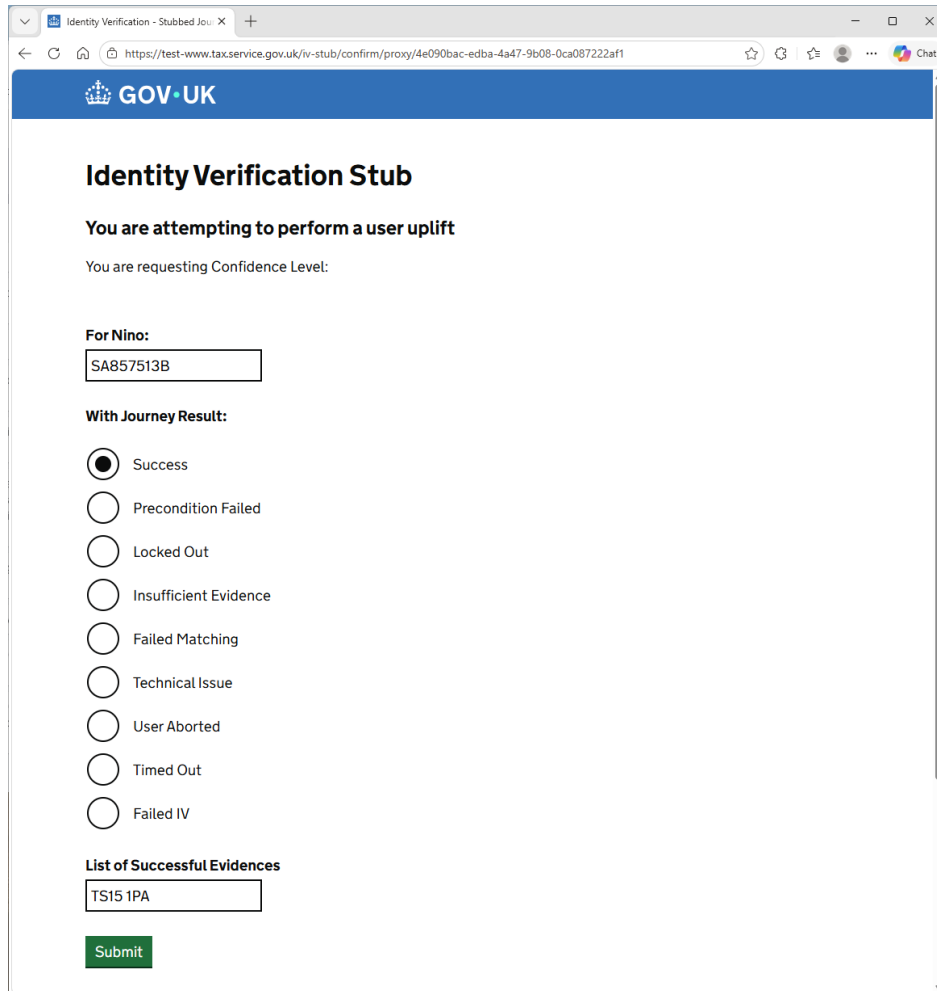
Pressing **Manage Client** gives the current invitation status and the option to cancel the invite:



As part of the invitation process, HMRC will send the client a message saying that you wish to act as their agent for Income Tax and or VAT. After they have responded to the invitation, the dialog will show the updated status:

If the client has accepted the invitation, you can select their account as this will become the active account. Hence, 100PcMTD will allow you, as the agent, to view, prepare and submit returns on the client’s behalf. Refer to the chapter App Operation for detailed instructions on how to do this.

Note, for the first client that accepts your services, you will be taken through HMRC’s grant agent access again in order to gain authority for your agent account to “view and change self assessment” and “view and change VAT”. Enter your agent credentials and then when presented with this screen, enter the Client’s National Insurance number and postcode. Or VAT Number and VAT registration date if requested. (This is the HMRC test service page, the real live server page probably looks quite different. E.g. I doubt the live page allows you to choose the journey result!)



For subsequent clients, your agent account will already have the appropriate access so you should not need to go through this process again for at least 18 months.

If you no longer wish to act for a client, then you have the option to de-authorise your agent client relationship by clicking on **Agent De-authorise Client**.

7 Troubleshooting Guide

7.1 Known Limitations.

OpenOffice .ods format not supported. However, OpenOffice can save as .xls, .xlsx or .xlsm format (Excel 97 or later).

7.2 Upgrading.

Updates to the App are detected on startup and give the user the option to download and update to the later version. The download is security checked to ensure that it is valid and has not been tampered with.

Your settings are preserved across updates, so your linked datafile and data choices will not be lost in the update.

7.3 How do I save my information?

If you want to save a file copy of any information rather than a paper printout then choose a “PDF file printer” from any Print Dialog. This will allow you to save the information to a PDF file of your choice.

7.4 How do I grant authority to the App?

The App will ask for authority to talk to HMRC if it does not already possess this. (Authority typically lasts for 18 months or until manually revoked.) Granting authority must be done from within the App and it will guide you through the HMRC screens to do this. You can check what software has authority from this link:

<https://www.gov.uk/permission-software-tax-information>

7.5 How can copy to a new computer or reset all settings?

All the configuration settings are stored in the AppData directory: typically:

C:\Users*YourName*\AppData\Roaming\100PcMTD\...

(For Macs it's /Users/*YourName*/Library/Application Support/100PcMTD/...)

To change computers, simply copy this directory tree to the similar position on your new PC and install the latest version of the App.

To reset all settings simply delete this directory and contents

Note that this will factory reset the application and lose all stored settings. (VAT, NI numbers, authorisation tokens, agent client details etc. It will not affect any data already submitted to HMRC or your spreadsheets.

7.6 What Ports and URLs does the App Use?

Your IT department may need this information to configure firewalls and or Internet Proxies:

<https://api.service.hmrc.gov.uk> : To access the HMRC endpoints

<https://app.comsci.co.uk> : To check for updates and HMRC service status

<http://localhost:55101/auth-redirect> : As part of the OAuth2 authentication process

TLS1.2 or higher (enabled in the App) is required to access HMRC endpoints and the connection must be direct. I.e. An https proxy server will appear to the App as a 'man in the middle' attack. There is currently no provision in the App for adding extra security certificates to allow such a setup.

7.7 How do I submit an error report?

Please detail what version you are using (upgrade to the latest if not already) and what operating system you are running. Include details of the problem with screenshots and log information data files if required. The log files can easily be zipped to a file on the Desktop from the About dialog

Email the information to 100PcMTD@comsci.co.uk