

**EC Sales List Submissions -
2010 changes.
Operational User Guidance
for users of Access
Dimensions and Dimensions
Lite.**

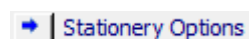
Operational user guidance - changes to the submission of the EC Sales List

From 1st January 2010, there are a number of changes to the submission of the EC Sales List (ECSL). Details on the regulatory requirements and business impacts are contained in a separate document available at http://www.theaccessgroup.com/media/132681/vat_changes_1st_january_2010.pdf.

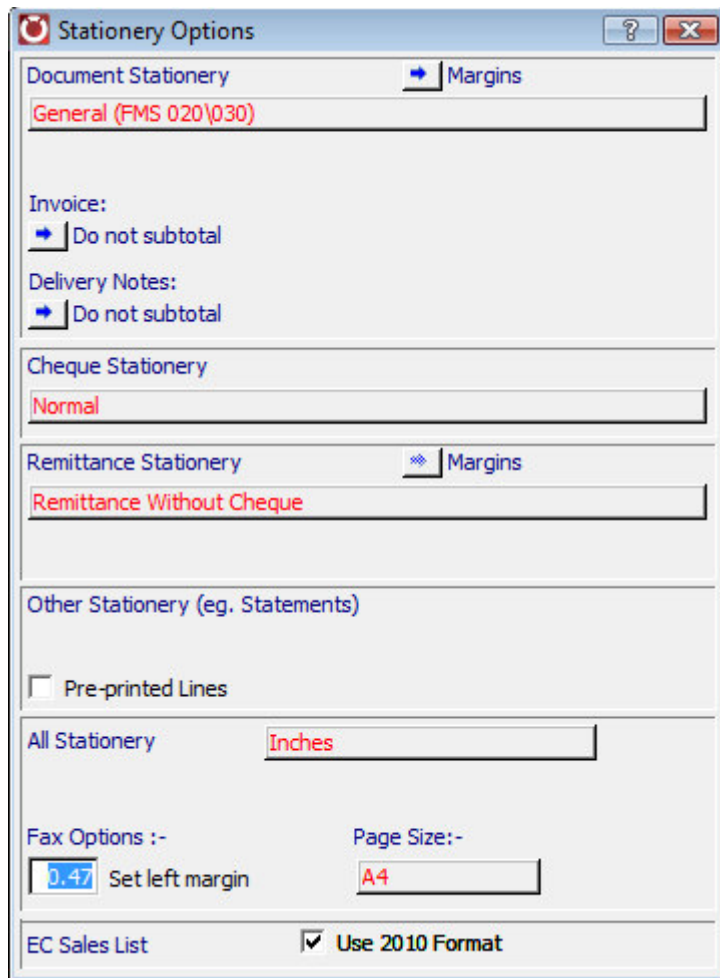
This Operational User Guide provides the practical guidance on using Access Dimensions software to submit the new EC Sales list (ECSL). The instructions within this document only apply to those users who submit their ECSL electronically from within their Access software and have either had the benefit of a Service Pack, or version upgrade, to enable the features below. Although these instructions are written for users of Dimensions or Dimensions Lite, the instructions should assist users of Access Horizons as well.

Switching on the new EC Sales List format.

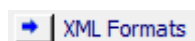
When you are ready to submit your first EC Sales for 2010 data then you will need to ensure that the software is submitting in the new format. This is done by going into System Control>>Options>>System Options, and clicking on the Documents tab. From the documents tab, select the Stationery Options drill down



This will open a new window, at the bottom of which is a new tick box called “EC Sales List – User 2010 Format”. Tick this box as (see below) and close the window.



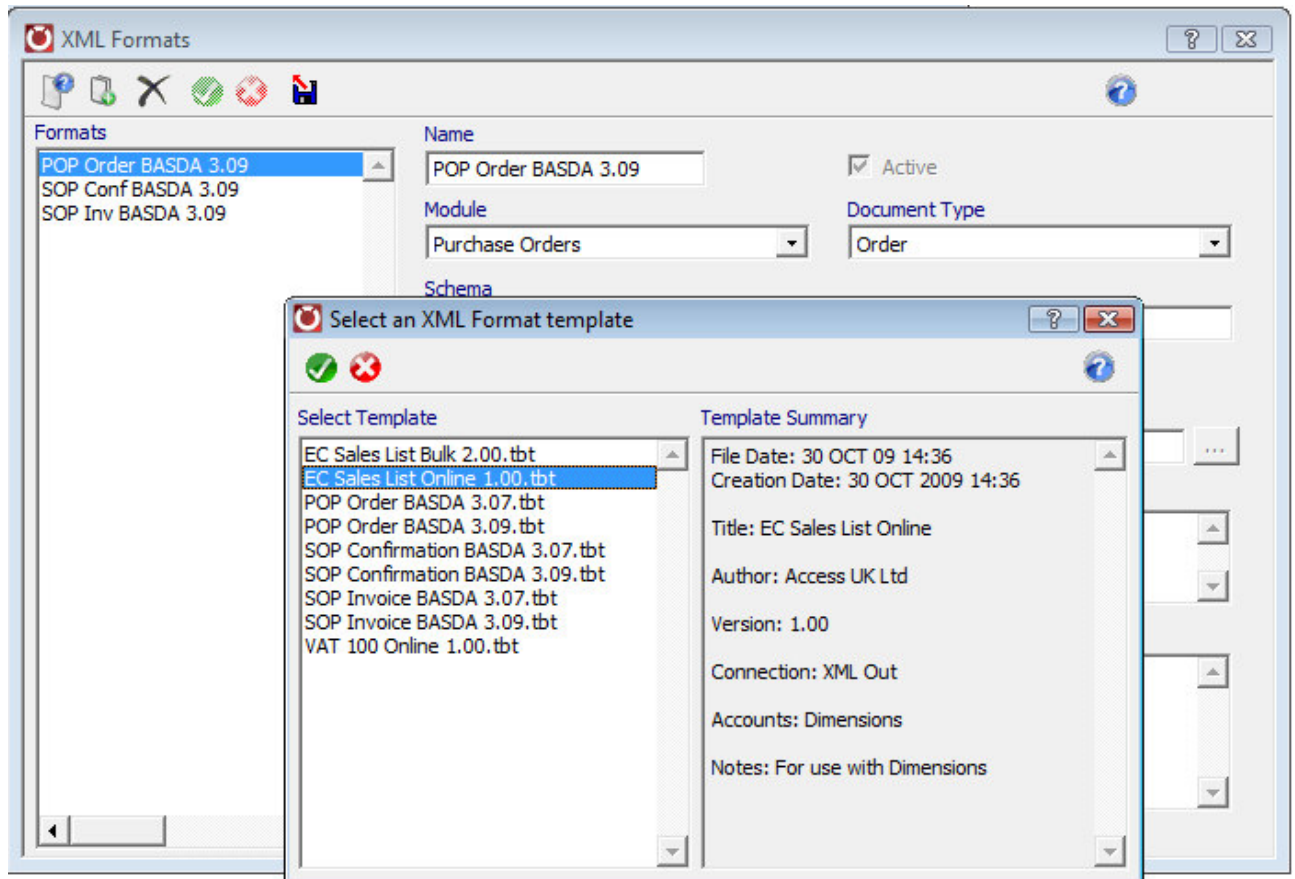
Next, from the same Document tab select the drill down for XM Formats.



From the XML formats window that opens, then select the option to Import Formats by clicking on the icon as below:



A new window called “Select an XML Import Template” will appear as below.

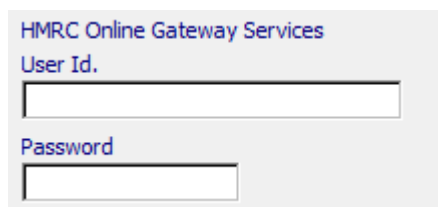


Click on the option called “EC Sales List Online 1.00 tbt”. Click on the green tick and save all changes made.

Next go into System Control>>Company.

Edit your company record and click on the Comms tab.

On the bottom right of the screen you will be need to complete your Government Gateway login details. These are available from HMRC.



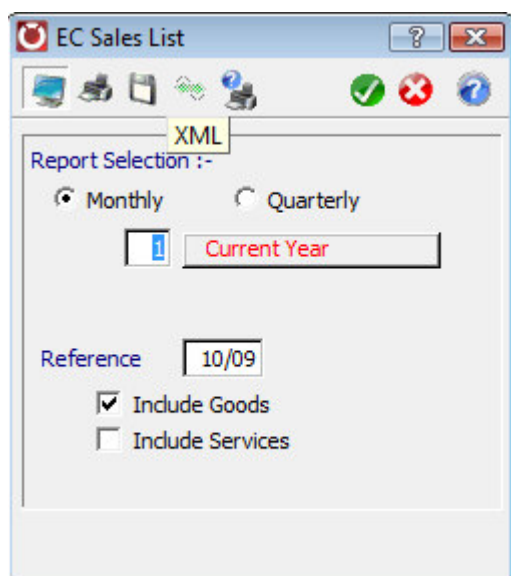
You are now ready to produce and submit the new EC Sales List format.

Production and Submission

To produce the new EC Sales List please go into System Control>>VAT>>EC Reports>>EC Sales List.

From the window below you can define whether you are submitting a monthly or quarterly report and whether the report covers Goods, Services, or both Goods and Services.

The 4th Icon in from the right provides you with the additional feature to submit the ECSL to HMRC electronically using “XML”. Selecting this option and clicking the Green Tick will make the submission to HMRC via the internet.



The inclusion of Services in the ECSL is part of new “Reverse Charge” legislation, and is covered in a separate guide.