1   Action Checklist

The following checklist is designed to help you ensure that your COINS system is ready for the MTD VAT Workbench.

No.	Task	Done
	Complete final VAT return in OLD METHOD	
1	Complete VAT reconciliation up to date	
2	Activate VAT Workbench License	
3	Review and Document existing VAT business process	
4	Make sure a recent COPY of COINS is available for Testing	
5	Complete UK VAT Parameter settings	
6	Create all VAT Registrations in COINS VAT Workbench	
7	Ensure every GL Element requires has a Sector	
8	Add Company to a VAT Registration	
9	Make a note of required GL accounts ie VAT Clearing account	
8	Complete Sector GL Element links to appropriate VAT Registrations	-
10	**Check you are ready to Create a VAT Return:** Ensure all transactions have been posted Create VAT Return Run VAT Reconciliation Report Run VAT Return Report Review Unreturned transactions	
11	**Submitting your VAT Return** Submit your Return Manually/ Submit your Return Automatically via the HMRC Gateway	

No.	Task	Done
12	**Posting your VAT Return** Post your VAT Return to GL Unpost your VAT Return to GL	
13	Cancelling a VAT Return	
	NB: Please note that from April 2019 HMRC VAT Submissions need to be electronic and the old portal (Government Gateway) will no longer be available for VAT Returns.	