



# Making Tax Digital User Guide

Dear user,

You must make sure that you have read "Navigating the System" first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System: https://dataflow.co.uk/images/uploads/release notes/Clarity - Navigating the System .pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd



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#### Introduction

Using the Clarity MTD module you will be able to submit your VAT 100 Tax Return Digitally. We have aimed to make the process of submitting the VAT 100 Tax Return as seamless as possible.

### **Company Vat Registration Number**

In order to submitt a company Vat 100 via Clarity you must first ensure that the VRN has been entered for that entity within the Company Setup. To do so navigate to the *System* tab (red arrow below), click on the *Company & Consolidation* option and select *Company Setup* (highlighted in green).

Within the Company Setup window select the required company (if more than one) and click the *Modify* button (highlighted in yellow). Enter the VRN in the *VAT Number* field (highlighted in blue).

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										$\rangle$		Company I	1iles Brown	and Sons	& Co. 🔻	User:	SUPERVI	SOR
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Com	pany							-		<								
Details										-								
Name	Miles Brown and Sons	& Co.			Phone	0171 4	56 4567											
Address	Miles Brown House				Fax	0171 4	56 4568			5								
	The High Street London			Re	gistration No.					5								
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Click the OK button highlighted in orange to commit changes.



#### **Setting up VAT Periods**

If you were previously using the Dataflow application and have migrated to Clarity the existing VAT period detail and status will automatically be pulled across from the database and displayed within the Clarity application. The start date will default to the date after the last VAT period closure carried out within the Dataflow application. If no VAT periods have ever been closed within the Dataflow application you will need to enter the period dates within Clarity, starting with the first VAT period you will be submitting using Clarity. In the following example we have used quarterly periods but you should enter the periods as required.

To create the VAT periods navigate to the *Audit & VAT* tab (red arrow below) and select the *Manage VAT Periods* option (blue arrow). You may notice that the VAT Reg. Number field has been automatically populated with the VRN for the company in use (highlighted in yellow). You may also notice that if you have prefixed the companies VRN with GB (for example) this detail has been removed within this window as only the numeric value is required for MTD processing.

Dataflow Clarity	[Audit & VAT]	$\wedge$	- 🗆 ×
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		November - 2019 December - 2019 January - 2020	
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	Close 🔀		



To add your first VAT period simply adjust the year display using the left or right arrows highlighted in orange below and click on the required start date for the first period (highlighted in blue). Once you have selected your start date Clarity will enter the selection on the left-hand side (highlighted in yellow).

Note - Initially the end date dislayed will automatically default to 365 days after the defined start date. This will automatically adjust once you add the remaining periods and complete your year.

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To add your next VAT period adjust the year display if required (highlighted in orange below) and click on the required <u>start date</u> of the next period (highlighted in blue). Once you have selected the start date for the next period Clarity will enter the selection on the left-hand side (highlighted in yellow).

You'll notice that because the selected <u>start date</u> of 01-Apr for the next period Clarity has automatically adjusted the first period end date and set it as the 31-Mar.

👌 Dataflow Clarity (Audit &	VAT]												-	
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As before adjust the year display if required (highlighted in orange below) and click on the required <u>start date</u> of the next period (highlighted in blue). Once you have selected the start date for the next period Clarity will enter the selection on the left-hand side (highlighted in yellow).

You'll now notice that having selected a <u>start date</u> of 01-Jul for the next period Clarity has automatically adjusted the second period end date and set it as the 30-Jun.

Repeat the process for the remaining periods until you have a complete year.

👌 Dataflow Clarity [Audit & VAT]	Company Miles Brown and Sons & Co.	- D × User: SUPERVISOR*
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reports VAT Period Submission Journals VAT Periods Credit Reporting VAT & MTD Processing	ntials Connectivity	
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01-Jan-2020 - 31-Mar-2020	19     20     21     22     23     24     25     16     17     18     19     20     21     22     21     22     23     24     25     26     27       26     27     28     29     30     31     23     24     25     26     27     28     29     30     31	
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Once you have completed your VAT calendar setup click the Update button highlighted in orange below to commit the changes.

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	END dates of the periods will be automatically calculated. The periods		
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	01-Jan-2020 - 31-Mar-2020	24 25 26 27 28 29 30 28 29 30 26 27 28 29 30 31 31	
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If you find that you have accidently selected an incorrect start date for one of the periods and wish to undo it simply locate that date in the calender and click on it (highlighted below in blue). In this example we have chosen to remove 01-Jul as a demonstration. Note that Clarity has automatically adjusted the period end date for 01-Apr period from the 01-Jul (as it has been removed ) to 30-Sep.

👌 Dataflow Clarity [	Audit & VAT]		- 0
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	(or 366) days exactly	19 20 21 22 23 24 25 16 17 18 19 20 21 22 21 22 23 24 25 26 27	
	01-Jan-2020 - 31-Mar-2020	26 27 28 29 30 31 23 24 25 26 27 28 29 28 29 30 31 30	
	01-Apr-2020 - 30-Sep-2020	November - 2019 December - 2019 January - 2020	
	01-Oct-2020 - 31-Dec-2020	Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun	
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To insert the required date simply locate the date and click on it. We are re-inserting 01-Jul (highlighted in blue below). Note that the period end dates have been automatically adjusted (highlighted in yellow).

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les Ledger	Sales Orders - Durchase Ledner - Durch	ase Orders Nomin	al Ledger	Audit & VAT	Timecheetc	Dashboard	System	ompany Miles Brown and Sons & Co. •	User: SUPERVIS
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	01-Jan-2020 - 31-Mar-2020	26 27 28 29	30 31	23 24 25 30	5 26 27 28	29 28 29	30 31		
	01-Apr-2020 - 30-Jun-2020	November	- 2019	Dece	ember - 2019	Ja	anuary - 2020		
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	01-Oct-2020 - 31-Dec-2020	11 12 13 14	15 16 17	9 10 11	12 13 14	15 13 14	15 16 17 18	19	
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Once you start processing MTD via Clarity you will not be able to amend the period structure so it is important to ensure that it is correct <u>before</u> you start processing VAT returns.

Once you start processing, MTD Clarity will automatically roll-over the Vat period dates and insert the next required period based upon the existing calendar entries. So once established you will not need to re-visit this process and maintain the period dates manually.



# **Testing MTD Connectivity**

For troubleshooting purposes Clarity has the facility to test the connection to HMRC's MTD portal. This should be tested in advance from the PC or laptop you're looking to use for submissions.

To test the connection navigate to the Test MTD Connectivity option (highlighted below in red). There are two ways of testing the connection, the first is to use the *Login into your HMRC VAT account* button (highlighted in blue), the second option is to use the *Login into the HMRC VAT test service* (highlighted in orange).

2 Dataflow Clarity [Audit & VAT]					- 🗆 ×
Sales Ledoer Sales Orders Purcha	se Ledger Purchase Orders Nominal Ledger	Audit & VAT Timesheets	Dashboard System	Company Miles Brown and Sons & Co.	User: SUPERVISOR
All Cose MTD VAT Period Submission	Is VAT Percessing				
Keporting VAI 8	CRID Processing I Test MID Connectivity This window allows you to test connectivity submitting your VAT 100 Return. You can test connectivity to your actual user Id and password, or you can conne credentials generated when you start. Click on either of the buttons below to t service. Your default browser should op page. The Dataflow Accounts MID Dataflow Accounts is not able to close y please be aware that it will still be open Connect to your HMRC VAT account Follow the instructions on the HMRC wand password to your VAT account, and Follow the instructions on the HMRC wand password to your VAT account, and Follow the instructions on the HMRC wand password to your VAT account, and Follow the instructions on the HMRC wand password to your VAT account. Follow the instructions on the HMRC wand password to your VAT account, and Follow the instructions on the HMRC wand password to the time instruction on the HMRC wand is a the instruction on the instruction	vity to the HMRC MTD VAT service, i HMRC VAT account using your HMR ect to the HMRC test service using te test connectivity to the HMRC MTD V en and will be redirected to the HMR displayed. Please be avare that log will time out after 2 minutes. Your browser after the connectivity to in the background. The background. The background. The background. HMRC VAT account HMRC VAT account the background of the displayed for a test prior boulde-clicking the Id or passes ard ready for you to paste into the ge. HMRC VAT test service	X ssed for C VAT st AT C login ging set so we ld i		

In this example we are going to use the *Login into the HMRC VAT test service* option. Clicking the option will launch your default internet browser and direct you to the GOV.Uk HMRC Developer Hub webpage. You'll notice that there will be an additional *Logging into HMRC* window appear (highlighted below in orange).



HMRC Tax Platform × + → C ■ test-www.tax.service.qov.uk/oauth/start?auth_id=61168db21700001036adfa90&state=b6747d0	♀ 2-809d-4c81-972b-76ac1a3d ☆	-	в
GOV.UK HMRC Developer Hub			
Authority to interact with HMRC on your behalf			
<b>Dataflow Accounts</b> needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:			
<ol> <li>Sign in to your Government Gateway account.</li> <li>Enter the 6 digit access code we'll send to your mobile phone, landline or other device.</li> <li>You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.</li> <li>Grant authority for this software to interact with HMRC on your behalf.</li> <li>This authority will last for 18 months. You can <u>remove this authority</u> at any time.</li> </ol>	Logging into HMRC ×		
If you're an agent			
Make sure you use the right account for the service you want to access.			
For more details see <u>HMRC services for tax agents.</u>			
Continue			

Click the *Continue* button (highlighted above in red).

Clicking *Continue* will take you to a *Sign In* page where you'll need to enter a *User ID* and *Password*. The User ID is highlighted below in blue. Double click on this value, click on the User ID field (highlighted below in orange) and press Ctrl+V to paste the value into the User ID field.



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👾 <b>G</b>	OV.UK	HMRC Developer H	łub	
Sign	in			
Enter yo	ur Test User credentials to s	ign in.		
User ID				
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Sign in			••	
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The Password is highlighted below in blue. Double click on this value, click on the *Password* field (highlighted below in orange) and press Ctrl+V to paste the value into the Password field.



Sign in	×	+				0	- 🗆
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	GOV.UK	н	MRC Developer	r Hub			
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Once you have entered both the User ID and Password click on the *Sign in* button (highlighted above in red).

Clicking the *Sign in* button will take you to the next page *Authority to interact with HMRC on your behalf.* In order to complete the test connection you must click the *Grant authority* button (highlighted below in red).



<image/> C C Contract and the contract of the contr	IMRC Tax Platform	× +		0	-	-
Oakley Newton         Authority to interact with JMRC on your behalt         The Dataflow Accounts software application is requesting to do the following:         • View your VAT information         • Change your VAT information         It will be able to do the above for 18 months from when you grant authority.         Fort authority         Do not grant authority         You can remove this authority (opens in a new tab) at any time.		HMRC Developer Hub	-D6 9	- ¥		77
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<ul> <li>View your VAT information</li> <li>Change your VAT information</li> <li>It will be able to do the above for 18 months from when you grant authority.</li> <li>Grant authority Do not grant authority</li> <li>You can remove this authority (opens in a new tab) at any time.</li> </ul>	The <b>Dataflow Accou</b> following:	unts software application is requesting to do the				
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Grant authority       Do not grant authority.         You can remove this authority (opens in a new tab) at any time.       Image: Comparison of the second se	It will be able to do th	he above for 18 months from when you grant authority.				
You can <u>remove this authority (opens in a new tab)</u> at any time.	Grant authority	Do not grant authority				
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Cookies Accessibility statement Privacy policy. Terms and conditions Help using GOV.UK	Cookies Accessibility:	statement Privacy.policy. Terms and conditions Help using GOV.UK	2			222

Clicking the *Grant authority* will take you to The MTD landing page on our website shown below. If you are not able to reach this page your browser may indicate that the page is restricted. This will be an accessibility restriction applied internally to your internet usage and wesite accessibility. It's not a restriction applied by Clarity or HMRC.





If successful you should also receive a confirmation dialogue upon returning to Clarity. Highlighted

#### below in orange).

🕗 Dataflow Clarity [Audit & VAT]		×
		Company Miles Brown and Sons & Co. Vuser: SUPERVISOR
Sales Ledger Sales Orders Purchase Ledge	r Purchase Orders Nominal Ledger Audit & VAT Timesheets Dash	iboard System
All reports • VAT Period Submission Journals VAT P	Connectivity	
Reporting VAT & MTD Pro	ocessing	
	A Test MTD Connectivity >	
	This window allows you to test connectivity to the HMRC MTD VAT service, used for submitting your VAT 100 Return.	
	You can test connectivity to your actual HMRC VAT account using your HMRC VAT user Id and password, or you can connect to the HMRC test service using test credentials generated when you start.	
	Click on either of the buttons below to test connectivity to the HMRC MTD VAT service. Your default browser should open and will be redirected to the HMRC login page. The Dataflow "busy" dialog will be displayed. Please be aware that logging into HMRC from Dataflow Accounts MTD will time out after 2 minutes.	
	Dataflow Accounts is not able to close your browser after the connectivity test so please be aware that it will still be open in the background.	
	Connect to your HMRC VAT account	Test MTD Connectivity
	Follow the instructions on the HMRC web page to login. You will need the user Id and password to your VAT account, and access to the security code for multi- factor authentication if it is required. Login into your HMRC VAT account	A connection to the HMRC MTD service was successfully made
	Connect to the HMRC test service	ОК
	Follow the instructions on the HMRC web page to login. You will need a test user Id and password but multi-factor authorisation will not be required.	
	Test credentials will be displayed at the bottom of the Dataflow "busy" dialog - user Id on the left, password on the right". Double-clicking the Id or password will automatically copy it to the clip-board ready for you to paste into the appropriate field on the HMRC login page.	
	Login into to the HMRC VAT test service	



You do have a reasonable amount of time to complete the test connection but if the allowable time elapses you'll receive a similar message to the one below. If you do it's not a problem. Just close the dialogue and re-do the test connection, but quicker.

A MTD Error	_		×
An error was returned from the HMRC MTD service:			
ID: 80002, Code: TimedOut, Message: HMRC login timed out			
	Сору 🐚	Clos	e 🔀

The other option of testing the connection is to use the *Login into your HMRC VAT account* button. The stages are exactly the same as detailed above but instead of using our test account User ID and Password you'll use your HMRC credentials issued to you by HMRC. You will also need to go through the multi-factor authentication method you use with HMRC, whether this is a code sent via text or email etc.

# **Manage MTD Credentials**

If you prefer not having to enter your HMRC credentials each time you wish to access the online submission module you have the option of saving an Access Token provided by HMRC for up to 365 days.

HMRC credentials are only valid for the VAT registration numbers that you specified when you signed up to MTD. Similarly, an access token generated for a set of HMRC credentials is only valid for those same VAT registration numbers. Make sure that you specify the correct VAT numbers against each saved access token record. Users are set against the VAT Registration Number.

To create an access token navigate to the *Manage MTD Credentials* option (red arrow below). Tick the user (or users) you wish to be able to process HMRC submissions.



Dataflow Clarity [Audit & VAT]		- 🗆 ×
		Company Green Retailers Ltd   User: SUPERVISOR
Sales Ledger Sales Orders Purchase Ledger Purchase	Orders Nominal Ledger Audit & VAT Timesheets Dashboard	System
All reports- VAT Period Submission Journals VAT Periods Creden	MTD Test MTD Jala Connectivity	
Reporting VAT & MTD Processing	<u> </u>	
	Manage MID Credentials       ×         VAT Reg. Number: 611014118       Expiry days         Expiry days       35 ★         The token will expire on 16-Aug-2022         All         COLIN CHAPMAN         JAMES SMITH         JEAN PAUL BOUCHER         MARK SCHMIDT         SUPERVISOR         Filter         Filter         In order to update the MTD access token you will be required to log in to your MMC VAT account when you click on the Update button. You will need the user I d and password to your VAT account access to the security code for multi-factor authentication if it is required.         Remove X       Discard ♥       Update 🏈	

Having selected the required users for that VRN click on the *Update* button to proceed to the HMRC login via your default browser. Click continue in the first HMRC browser page.





Enter your HMRC User ID and Password credentials and click the Sign in button.

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Entery	our Test User crede	ntials to sign in.						
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As this is a test example there is no multi-factor authentication. You will need to enter your multifactor authentication. On the next page click the *Grant Authority* button.





Clicking Grant Authority will complete the process and take you to the landing page for MTD on our website.



The process is now complete and access tokens have been assigned to the specified users.



# **Closing VAT periods**

To close a VAT period navigate to the *Audit & VAT* tab (red arrow below) and select the *Close VAT Period* option (blue arrow). VAT periods need to be closed before you are able to submit your VAT 100 to HMRC via MTD.

In this example this is the first VAT period closure so you will only see the single period in the VAT Period list (highlighted in yellow).

Firstly you'll need to retrieve the VAT 100 values. To do so click on the Calculate button (highlighted in green)

Dataflow Clarity [Audit & VAT]	$\checkmark$		-	
	Company Miles Brown and Sons & Co.	•	User:	SUPERVISO
les Ledger Sales Orders Purchase Ledg All Cose MTD Fordo Submission Journals VAT borting VAT & MTD F	Audit & VAT     Timesheets     Dashboard     System       Image NTD     Image NTD     Test NTO       Periods     Credentials     Connectivity			
Close VAT Period		-		×
VAT period 01-Jan-2020 - 31-Mar-2020	VAT 100 Return			
	VAT due in this period on SALES and other outputs			
	VAT due in the period on ACQUISITIONS of goods made in Northern Ireland from EU MEMBER STATES			
	Total VAT due			
	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS in Northern Ireland from EU MEMBER STATES)			
	Net VAT to be			
	Total value of SALES and all other outputs excluding VAT			
	Total value of PURCHASES and all other inputs excluding VAT			
	Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU MEMBER STATES			
Calculate D	Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU MEMBER STATES			
Period end Before closing the period, check that the figures are correct. Once the VAT period has been closed you will be able to re-open it until your VAT 100 return has been sublitted to HMRC.				
Close 📥				

Having clicked the *Calculate* button the VAT 100 figures will be displayed (highlighted below in yellow) and the *Close* button will become active (highlighted below in green).



Ledger Sales Orders Purchase Ledger	Company Miles Brown and Sons & Purchase Orders Nominal Ledger Audit & VAT Timesheets Dashboard System Manage MTD Test MTD des Credentuals Connectivity ssing	Co. • User: SUPER
Oclose VAT Period VAT period 01-Jan-2020 - 31-Mar-2020		0 ×
	VAT due in this period on SALES and other outputs	350.00
	VAT due in this period on ACQUISITIONS from other EC MEMBER STATES	0.00
	Total VAT due	350.00
	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)	0.00
	Net VAT to be PAID	350.00
	Total value of SALES and all other outputs excluding VAT	354,678
Calculate 🚬	Total value of PURCHASES and all other inputs excluding VAT	61,032
Deried and	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES	0
Before closing the period, check	Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES	0
the VAT period has been closed you will be able to re-open it until your VAT 100 return has been subitted to HMRC.	Notes: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of imports, bonded good declarations notified by HM Customs and Excise, etc The VAT correction limit is set at 10,000.	ls, or under/over

A number of reporting options will also become available once you have clicked the Calculate button. The first option is *Turnover Analysis* (highlighted above in blue).

Selecting the Turnover Analysis option will open a new window containing the totals for each VAT code used for both Outputs and Inputs. An example of this window is below.

edger	Sales	Orders	Purchase Le	dger Purc	hase Ord	fers Nomi	nal Ledger	Audit & VAT	Tin	neshe	ets Das	hboard S	System	Compa	ny Miles	Brown and Sor	ns & Co.	•	User:	SUP
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																			678	
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There are additional reporting options within the Turnover Analysis window, the first is *Print in PDF Viewer* (highlighted above in blue). This will open a PDF containing the totals that allows you to save or print.

taflow Clarit	ty [Audit & VA	ŋ											-	
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Ledger	Sales Order	s Purchase Le	edger	Purchase Orders	Nominal Ledger	Audit & VAT	Timesheets	Dashboard	System					
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There is also the option to *Print in Browser* (highlighted below in blue). Once exported to a browser you have various options available, you can choose to save the information as an Excel, PDF or Word file. In this example we have chosen to save the information in Exel format (highlighted below in green).

Once you've chosen your required format the downloaded file will appear on the footer of the window. Click the down arrow (highlighted in orange) to show file accessibility options.



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	,										Compan	Miles Brown and Sons & Co	• User	
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When choosing the option to *Print to Browser* you also have the option of clicking on the Turnover value to drill down and view the underlaying transactions. To do so simply hover the mouse cursor over the required value, the mouse arrow will change to a finger pointer, click on the required value and the window will display the source transactions making up the selected turnover value.



The window previously displaying the turnover totals is replaced with one listing the source transactions. Like before you are able to export the information in Excel , PDF and Word formats (highlighted below in green), and as before the downloaded file will appear on the footer of the window (highlighted in orange). You can return to the previous totals window by clicking the back arrow (highlighted below in yellow).



Dataflo	w Clarity	/ [Audit & VAT]									-		-	X
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An example of the source transaction export to Excel below.

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1 Miles Brown and Sons & Co.	л к	L IVI	1	13 August 2021 14:	07
2 3 4	Value Added	Tax Return			
6	VRM	N:			
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10	Turnover &	VAT Detail			
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Batch Audit Nomnal Code Dated Type Source	e Reference	Value	Value Code	Discount EC VAT	Notes
14 Outputs:VAT Code 0					
15 183 3038 20/12/2019 SA INV CHAN	'00120	250,000.00	0.00 0		
17	Batch Total	352,677.64	0.00		
18 Outputs:VAT	Code 0 Total	352,677.64	0.00		
19	Outputs Total	352,677.64	0.00		
20	Grand Total	352,677.64	0.00		
21					
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There is also the option of right clicking on the Turnover value from the Turnover analysis window to view the source transactions (highlighted below in orange).

edger	Sales	Orders	; F	urchase L	.edger	· Pur	chase On	ders Nom	inal Ledger	Audit & VAT	Tin	neshee	ts (	Dashboa	rd s	System	Comp	any Miles	Brown a	ind Sons 8	«Co. ▼	User:	SUPER
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By doing so opens up another window containing the source transactions of the selected turnover total. Example below. From this window you will also have the same *Print in PDF Viewer* and *Print in Browser* reporting functionality detailed previously.

staflow Clanty	Sal	udit & V	AT]	Purchase Leo	lger	Purcha	se Ord	ers Nomi	nal Ledger	Audit & VAT	Т	imeshee	ts Das	hboard	System	Compa	Niles	Brown and	Sons 8	k Co.	• User:	SUPE	RVISC
ting	erioc	M Subm	TD iissio	VAT VAT source no VAT & MTD	Manag T Peri Proce	ge Mana ods Cred	ge MTI lentials	D Test MTD Connectivit	ty														
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				Date	Туре	Reference	e Note	s			Ar	mount	AT Code	VAT Amount	EC VAT	Batch No. 4	udit No.	Currency	Excha	nge Rate	Currency #	ters	
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that				20-Jan-2020	TNU	005	OBA	LS DEC96		,	6.2.6	00.00	, ,	£ 0.00	£ 0.00	190 3	128		1		£ 12,0		
you				20-120-2020	INV	008	OBA	LS DEC96			£ 2,5	70.50	,	£ 0.00	£ 0.00	190 3	130		1		£ 12 s		
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Dataflow Clarity [Audit & VAT]     Sales Ledger Sales Orders	Purchase Ledger	Purchase Orders Nominal	Ledaer Audit & VAT Tim	esheets Dashboa	Company	y Miles Brown and S	ions & Co. 🔻	− □ × User: SUPERVISOR *
All reports* VAT Period Submission	VAT Manar Journals VAT Per	ge Manage MTD Test MTD				пх		
Reporting	C 🖷 🗃 🔊	C 1 /1 P	P 🗄 🖗 🚺					
Close VAT Period VAT period 01-Jan-2020	Miles Bro	own and Sons & Co.	Value Added Tax R VRN: 123479583 or the VAT Period: 01/01/2020 -	13 August 202 eturn 43 31/03/2020	21 14:09 Page 1 of	f1 =	- h, 2020	
	VA	due in this period on SAL	ES and other outputs	1	350.0	0	outputs	350.00
	VA	in this period due on ACQ MEMBER STATES	UISITIONS from other	2	0.00	D	STATES //AT due	0.00
	Tota	al VAT due		3	350.00	D	the EU)	0.00
Calcul	VA	「reclaimed in this period or uts	PURCHASES and other	4	0.0	D	ing VAT	354,678 61,032
Period end Before closing the that the figures a	Net (Dif	VAT to be paid to Customs ference between boxes 3 a	s or reclaimed by you nd 4)	5	350.00	D	STATES STATES	0
the VAT period ha you will be able to your VAT 100 retu subitted to HMRC						Close 🔀	oonded goods, or u	inder/over
Clos	e 🌵			Turn	over Analysis 🔬 🏼 Print in P	DF Viewer 📙 Print	t in browser 🎱	Close 🔀

The screen below shows an example of the VAT 100 when using the *Print in PDF Viewer* option.

The screen below shows an example of the VAT 100 when using the *Print in Browser* option where you have the facility to export to Excel, PDF or Word (highlighted below in green). Like the other windows the exported file displays on the footer of the window allowing you to choose your required action. (highlighted in orange).

lger Sales Orders	Purchase Ledger Purchase Orders Nominal Ledger Audit & VAT T	imesheets Dashboard	System	
Close VAT Period	ی Vat100 × +		• - •	× - • ×
01-Jan-2020	← → C ▲ Not secure   support.clarity.dataflow.co.uk/dataflow	.wcf.demo.ben/Reporting/.	- 🛧 🛃 🏞 📵	i rch, 2020
	14 4 1 of 1 ▷ ▷1 4 Find   Next	٢		<u>^</u>
	Miles Brown and Sons & Co.	Excel Rugust 2021 14:13	Page 1 of 1	autauta 250.00
	Value Added Tax	Nord		
	VRN: 12347958343			51A125 0.00
	for the VAT Period: 01/01/2020 - 31/	03/2020		VAI due 350.00
	VAT due in this period on SALES and other outputs	1	350.00	the EU) 0.00
				be PAID 350.00
	VAT in this period due on ACQUISITIONS from other	2	0.00	Sing VAT 354,678
				ting VAT 61,032
	Total VAT due	3	350.00	STATES 0
				STATES 0
Calcu	VAT reclaimed in this period on PURCHASES and other inputs	4	0.00	mports, bonded goods, or
Before closing the that the figures a the VAT period his you will be able to	Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	5	350.00	
your VAT 100 ret subitted to HMRC	Vat100 (2).xlsx		Show all	×
Clos	Open Always open files of this type	Turnover Analysis	🖌 Print in PDF Viewer 📕	Print in browser 🎱 Close 🔀
-	Chamle folder			
	Show in folder			



Once the VAT 100 figures have been reviewed and you wish to close the period click on the *Close* button (highlighted below in green). Clicking the *Close* button will open a prompt confirming that you wish to close the selected VAT period (highlighted below in orange).

	Company Miles Brown and Sons	s & Co. 🔻 User: SUPERV									
Ledger Sales Orders Purchase Ledger	Purchase Orders Nominal Ledger Audit & VAT Timesheets Dashboard System										
s- VAT Period Submission Journals VAT Period	Ranage MTD Test MTD Is Credentials Connectivity ing										
Close VAT Period		×									
01-Jan-2020 - 31-Mar-2020	VAT 100 Return for the period 01 January, 2020 to 31 March, 2	020									
	VRN: 12347958343										
	VAT due in this period on SALES and other outputs 350.00										
	Close VAT Period XISTIONS from other EC MEMBER STATES	0.00									
	Total VAT due	350.00									
	Close VAT period 01-Jan-2020 to 31-Mar-2020? Its (including ACQUISITIONS from the EU)	0.00									
	Net VAT to be PAID	350.00									
	Yes No SALES and all other outputs excluding VAT	354,678									
	Total value of PURCHASES and all other inputs excluding VAT 61,032										
Calculate 🔰	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES										
Calculate 🚬	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES										
Calculate $\sum$ Period end Before closing the period, check	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES	0									
Calculate Period and Before closing the period, check that the figures are correct. Once the VAT period has been closed you will be able to re-open it until your VAT 100 return has been subitted to HMRC.	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES           Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES           Notes:         The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of imports, bon under/over declarations notified by HM Customs and Excise, etc           The VAT correction limit is set at 10,000.	0 Ided goods, or									

Clicking Yes on the prompt will finalise the closing of the selected period.

Having closed the period you will notice that the next period will automatically appear in the VAT period listing (highlighted below in orange). The closed period will also now appear greyed in the list of VAT periods.

es Ledger Sales Orders Purchase Ledger Pu	Company Miles Brown and Sons & Co. 🔹 User: SUPERV
Its- VAT Penod Submission Journals VAT Penods vtring VAT & MTD Processing	and the second s
Close VAT Period	- 🗆 X
VAT pend 01-Apr-2020 - 30-Jun-2020	VAT 100 Return
	VAT due in this period on SALES and other outputs
	VAT due in this period on ACQUISITIONS from other EC MEMBER STATES
	Total VAT due
	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)
	Net VAT to be
	Total value of SALES and all other outputs excluding VAT
Calculate 🚬	Tabl uplus foll 0100 KEC of each and soluble annual for any MAT to alke 50 MEMBER CATEGO
Period end Before closing the period, check that the figures are correct. Once the UVT circle has been been dead	Total value of all ACQUISITIONS of goods and related services, accluding any VAT, from other EC MEMBER STATES Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES
you will be able to re-open it until your VAT 100 return has been subitted to HMRC.	
Class dia	



With Clarity you are able to re-open the VAT period up until the point where your VAT 100 return has been submitted to HMRC.

To open the last closed VAT period simply click on that VAT period on the left-hand side (highlighted below in orange) and click on the *Calculate* button (highlighted in blue). Clicking Calculate will then activate the *Open* button.

Dataflow Clarity [Audit & VAT]	- C × Company Miles Brown and Sons & Co.      User: SUPERVISOR Durchura Outer
Sales Leujel Sales Viters Full das Leujel All VAT Pendo Submission Journals VAT Pendo Reporting VAT & MTD Process	Publice Orders Rouman Ledger Audit & VAT Timesneels Desinded U System Range MD Scherk MD s Credentals Connectivity ing
Close VAT Period VAT period 01-Jan-2020 - 31-Mar-2020 01-Apr-2020 - 30-Jun-2020	VAT 100 Return
	VAT due in this period on SALES and other outputs VAT due in this period on ACQUISITIONS from other EC MEMBER STATES Total VAT due VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)
	Net VAT to be Total value of SALES and all other outputs excluding VAT
Calculate 2	Total value of PURCHASES and all other inputs excluding VAT
Period end The last closed period can be re- opened if it has not been subitted to HMRC.	Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES
Open 🗙	Turnover Analysis 🔬 Print in PDF Viewer 📙 Print in browser 🍥 🛛 Close 🔀

Clicking the *Open* button (highlighted below in blue) will generate a prompt confirming that you wish to open the VAT period (highlighted in orange). Clicking Yes on the prompt will finalise the openning of the last closed period.

Pataflow Clarity (Audit & VAT) ales Ledger Sales Orders Purchase Ledge	Company Miles Brown and Sons & Co. 🔹 User: SL r Purchase Orders: Nominal Ledger: Audit & VAT Timesheets: Dashboard System	PERVIS
All Cose MTD var Ma VAT Period Submission Journals VAT porting VAT & MTD Pr	S     S     S     S     S	
Octose VAT Period           VAT period           01-Jan-2020 - 31-Mar-2020           01-Apr-2020 - 30-Jun-2020	× VAT 100 Return for the period 01 January, 2020 to 31 March, 2020 VRN: 12347958343	
	VAT due in this period on SALES and other outputs 350.00	
	Open VAT Period     Comparison on Call QUISITIONS from other EC MEMBER STATES     O.00     Comparison of the Comparison of Call QUISITIONS from other EC MEMBER STATES     O.00     Comparison of Call QUISITIONS from other EC MEMBER STATES     O.00     Comparison of Call QUISITIONS from other EC MEMBER STATES     O.00     Comparison of Call QUISITIONS from other EC MEMBER STATES     O.00     Comparison of Call QUISITIONS from other EC MEMBER STATES     O.00     Comparison of Call QUISITIONS     Comparison of	
	Open VAT period 01-Jan-2020 to 31-Mar-2020     puts (including ACQUISITIONS from the EU)     0.00	
	Net VAT to be PAID 350.00	
	Ves No of SALES and all other outputs excluding VAT 354,678	
Calculate 🚬	Total value of PORCHASES and all other inputs excluding VAT 61,032	
Period end The last closed period can be re- opened if it has not been subitted to HMRC.	Total value of all SUPPLES of goods and related services, excluding any VAT, to other EC MEMBER STATES 0 Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES 0 Notes: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of imports, bonded goods, or The VAT correction limit is set at 10,000.	
Open 🗙	Period Close and MTD Submission Details	



#### VAT Journals

The VAT period <u>must be closed before</u> you can carry out VAT adjustments using the VAT Journals routine. The VAT Journals must also be posted <u>prior to submitting</u> the VAT 100 to HMRC.

Before you can make VAT Adjustments you must set 'Adjustment' Nominals against the VAT Codes. Once the Adjustment Nominals are set against the VAT Codes those VAT Codes will become eligible and therefore appear in VAT Journals window.

### **Setting VAT Adjustment Nominals**

Navigate to the *System* tab (red arrow below), the *VAT* & *Currency* option and select *VAT* Setup (highlighted in orange). Click on the required VAT code (highlighted in green) and click the *Modify* button (highlighted in blue). Set the Adjustment Control and Contra Nominal codes against the selected VAT code (highlighted in yellow). Click *OK* to commit changes (highlighted in purple).

Dataflow Clarity (System)	steml										•	$\checkmark$	>			_	
												Company	Miles Bro	wn and So	ons & Co. 💌	User:	SUPERVISO
Sales Ledger Sale	es Orders	Purchase	e Ledger	Purchase Or	ders Nomi	nal Ledger	Audit & VAT	Timeshe	ets Dash	board	System						
Users & Company Security	v & VAT on * Currer	& Auth	orisation	General Invoi	cing Order Processin	Genera Setup	al Cost Centre & Apportionment	Bank Accounts	Authority Limit Setup	General Setup*	Invoicing	Order Processing	Product Setup	Prices Setup &	Price Category Measurements *	Data Import	Merge
(	Gen 💽 🛛	/AT Setup		Sales	Ledger		Nominal	Ledger		Pu	irchase Led	ger		Stoc	:k	Тос	ols
	<b>(</b>	Currency S	etup														
Г	👌 VAT Set	up											_	-			
I	Code Desc	ription	Rate	Kind	Out of scope	Obsolete											
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			Out	t of scope													
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L		l									UK 🍯	Cancer					
L								_	_		Add 🌵	Modify ;	Remo	ove 🗙	Close 🔀		

# **Explanation**

Control account	The VAT Default Nominal Code where VAT values will be posted during day to day transaction
	processing.
Adjustment Control Nominal	Is the Adjustment Control Nominal. If preferred it
	can be set as the same Nominal used for the Control
	account above.
Adjustment Contra Nominal	P & L Account.



(The above Nominal Codes may have to be created and assigned to the Chart of Accounts. If Account level Security is implemented this may also need to be assessed).

For direction on how to create new Nominal codes refer to the *Chart of Accounts and Report Groups assignment.pdf.* Click here to read *Chart of Accounts and Report Groups assignment.pdf*: <u>https://dataflow.co.uk/images/uploads/release\_notes/Chart\_of\_Accounts\_and\_Report\_Groups\_ass</u> <u>ignment.pdf</u>

Posting a VAT Adjustment Journal (or is it VAT Journal Adjustment?)

The VAT period <u>must be closed before</u> you can carry out VAT adjustments using the VAT Journals routine. The VAT Journals must also be posted <u>prior to submitting</u> the VAT 100 to HMRC.

To post a VAT Adjustment Journal navigate to the *Audit & VAT* tab and select *VAT Journals* (red arow). Define the VAT Period you wish to adjust (highlighted in orange). Select the VAT Code (highlighted in green). As you've previously defined the Adjustment Control and Contra accounts those fields will automatically populate (highlighted in yellow) upon selecting the associated VAT code.

Define whether the VAT Adjustment is either a *Sales* or Purchase *VAT* Type (highlighed in purple). Enter a *Reference, Notes* (not manditory) and an *Amount*. Click the *Update* button (highlighted in blue) to commit the Journal.

**Note**: Positive Adjustments will increase the VAT Obligation for both Sales and Purchase VAT Types.

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Polatanow clarity (Addit &	val
Calas Ladara — Calas Ord	Company Miles Brown and Sons & Co. V User: SUPERVISU
All var Period Subr	HE'S FOLLARE LOUGH TURING VIEWS WITH LEAVE AND AND THE SHORES DESIDENT SYSTEM
	VAT Period 01 January, 2020 - 31 March, 2020 •
	Control A/c Code Control A/c Code Contra A/c Code Contra A/c Description VAT Code VAT Type Reference Notes Amount
	VATADJCONTROL VAT Adjustment Control VATADJCONTRA VAT Adjustment Contro 0 Sales £ 0.00
	Vat Code 0 - Zero Rated Sales - Reference
	Control Account VATADJCONTROL VAT Adjustment Control V Notes
	Contra Account VATADJCONTRA • VAT Adjustment Contra •
	Amount 0
	Cost Centres add
	Add 🌵 Remove 🗙 Update 😣 Close 🔀



#### **MTD Submission**

Now the VAT period is closed it's awaiting submission to HMRC. To submit navigate to the *MTD Submission* option (red arrow below).

Within this window note the *Obligations* on the left-hand side and the status of said obligations. The Obligation (highlighted in green) is the current VAT 100 awaiting submission. The status details *Awaiting Submission*.

The Obligation (highlighted in orange) is the following scheduled VAT 100 awaiting submission. The status details *VAT Period not Closed*!.

You have the opportunity of reviewing the *Turnover Analysis* (highlighted in purple) and the same *Print in PDF Viewer* and *Browser* reporting options (highlighted in yellow) within the MTD Submission window. The options include same features and functionality covered in the *Close VAT Period* section.

When you are ready to submit your VAT 100 click the *Login to HMRC* button on the footer of the window (highlighted in blue).

Dataflow Clarity [Audit & VAT]	-	- 0 ×
Company Green Retailers Ltd	▼ Use	er: SUPERVISOR *
Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit & VAT Timesheets Dashboard System		
All reports- VAT Penod     Close Submission     MTD Submission     VAT Submission     Manage Submission     Manage Submissio		
	- 0	J X
VRN: 611014118		
Year 2018 VAT 100 Return for the period 01 January, 2018 to 31 Marc	h, 201	18
Obligations VRN: 611014118		
Awaiting submission Submit now VAT due in this period on SALES and other outputs	13	,134.28
U1_Apr_2UI3 - 30-Jun-2UI3     Due: 07-Aug-2018     VAT due in this period on ACQUISITIONS from other EC MEMBER STATES     Dataflow VAT period not closed!		0.00
01-3U-2018 - 30-Sep-2018     Total VAT due	13	,134.28
Due: U7-NOV-2018 Dataflow VAT period not closed! VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU) OUT OF 2019.		0.00
Due: 07-Eb-2019 Net VAT to be PAID	13	,134.28
Total value of SALES and all other outputs excluding VAT		75,053
Total value of PURCHASES and all other inputs excluding VAT		0
Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES		0
Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES		0
Notes:         The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of goods, or under/over declarations notified by HM Customs and Excise, etc           The VAT correction limit is set at 100.	imports, bo	nded
When you submit the above information you are making a legal declaration that the information is true and complete. can result in prosecution.	A false decl	aration
Period Close and MTD Submission Details		
Login to HMRC	ıser 🎯	Close 🔀



Clicking the Login to HMRC button will launch the default internet browser and open the HMRC MTD webpage. Click the *Continue* button (highlighted below in red) to proceed to the login page.





Enter your *User ID* and *Password* issued to you by HMRC into the fields highlighted below in yellow and click the *Sign in* button (highlighted in red).

→ C (	test-www.tax.service.gov.u	k/api-test-login/sig	n-in?continue=%2Foauth	%2Fgrantscope%3Fauth_ic	1%3D611a34ca150000	<b>0-7</b> ☆	Л	* (
<del>نيني</del> : G	OV.UK	н	1RC Developer	Hub				
Sigr	n in							
Enteryo	our Test User credentia	ls to sign in.						
User ID								
10333	8796159				Logging into HMRC	×		
Passwo	rd							
	••••							
					···			
Sign ir	1				Cancel			
Proble	ems signing in							
Don't ha	ave Test User credentia	als (opens in ne	<u>ew tab)</u>					
<u>Is this pa</u>	<u>ge not working properly? (</u>	<u>pens in new tab)</u>						
						<b>%</b> G	b 🖌	
						2		S
Cookies	Accessibility statement	Privacy policy	Terms and conditions	Help using GOV.UK		Sand		e.

Note – as this is a test example there is no multi-factor authentication. You will also need to go through the multi-factor authentication method you use with HMRC, whether this is a code sent via text or email etc. The option to enter your Multi-factor authentication code will appear when you proceed to the next webpage.



Having entered your User ID, Password and Authentication code you'll be taken through to the next webpage where you'll need to Grant authority for the Clarity system to post your VAT submission.

Click on the *Grant Authority* button highlighted in red below. If you do not grant authority you will not be able to complete the submission to HMRC.





Successfully granting authority will take you to the final webpage which is the Dataflow Making Tax Digital page on our website. At this point you can close the web browser and return to the Clarity application to complete your submission.



Clarity has a default 2 minute timeout period for logging into the HMRC. If you fail to login within the the 2 minute timeframe you will have to re-start the login process. This timeout period should be sufficient but can be extended if your internet connection speed is poor.

An example timeout message is shown below.

A MTD Error	_		×
An error was returned from the HMRC MTD service:			
ID: 80002, Code: TimedOut, Message: HMRC login timed out			
	Сору 🗅	Clos	e 🔀



HMRC will share key information with Clarity to enable you to submit the VAT 100 through Clarity. This information includes Payments received, outstanding liabilities and obligations. The Obligations, Liabilities and Payments listed in the corresponding tabs are returned values from HMRC upon a successful HMRC login.

Once you have successfully logged into HMRC and returned to Clarity you may receive information dialogue prompts such as the example below detailing that there are outstanding liabilities.

${\it a}$ MTD Submission to HMRC		- 🗆 ×
VRN: 611014118 Year 2018   Obligations Liabilities Payments  0 01-Jan-2018 - 31-Mar-2018	VAT 100 Return for the period 01 January, 2018 to 31 March VRN: 611014118	ı, 2018
Due: 07-May-2018 Awaiting submission Submit now	VAT due in this period on SALES and other outputs	13,134.28
	VAT due in this period on ACQUISITIONS from other EC MEMBER STATES	0.00
	Total VAT due	13,134.28
	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)	0.00
	MTD Submission to HMRC X Net VAT to be PAID	13,134.28
	SALES and all other outputs excluding VAT	75,053
	CHASES and all other inputs excluding VAT	0
	Total value of all OK ding any VAT, to other EC MEMBER STATES	0
	Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES	0
	Notes:       The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of ir goods, or under/over declarations notified by HM Customs and Excise, etc         The VAT correction limit is set at 100.         When you submit the above information you are making a legal declaration that the information is true and complete. A can result in prosecution.         Period Close and MTD Submission Details	nports, bonded false declaration
Reset Show HMRC dat	a Turnover Analysis 🔬 Print in PDF Viewer 📜 Print in brows	er 🎱 🛛 Close 🔀

Simply click the *OK* button on the dialogue window and Clarity will automatically take you to the *Liabilities* tab (highlighted below in orange).



A MTD Submission to HMRC		- 🗆 X
VRN: 611014118 Year 2018 🔻	VAT 100 Return for the period 01 January, 2018 to 31 March	, 2018
Obligations Liabilities Payments	VRN: 611014118	
O1-Jan-2018 - 30-Apr-2018     Type: VAT Return Debit Charge     Original Amount: 463 972 00	VAT due in this period on SALES and other outputs	12 124 29
Outstanding Amount: 463,872.00 Due: 07-Jun-2018	VAT due in this period on SALLS and other outputs	0.00
<ul> <li>01-Aug-2018 - 31-Aug-2018</li> <li>Type: V/T_CA_Charge</li> </ul>	Total VAT due	13.134.28
Original Amount: 8,493.38 Outstanding Amount: 7,493.38	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)	0.00
● 01-Oct-2018 - 31-Oct-2018	Net VAT to be PAID	13,134.28
Type: VAT OA Debit Charge Original Amount: 3,000.00 Outstanding, Amount: 2,845.00	Total value of SALES and all other outputs excluding VAT	75,053
Due: 07-Dec-2018	Total value of PURCHASES and all other inputs excluding VAT	0
	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES	0
	Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES	0
	Notes: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of im goods, or under/over declarations notified by HM Customs and Excise, etc The VAT correction limit is set at 100.	ports, bonded
	When you submit the above information you are making a legal declaration that the information is true and complete. A f can result in prosecution.	alse declaration
	Period Close and MTD Submission Details	
Reset Show HMRC data	Turnover Analysis 🔬 🏼 Print in PDF Viewer 🚺 Print in browse	r 🎱 🛛 Close 🔀

The tab detailing the payments received (highlighted below in orange).

MTD Submission to HMRC		- 🗆 ×
VRN: 611014118 Year 2018	VAT 100 Return for the period 01 January, 2018 to 31 March	, 2018
Obligations Liabilities Payments Amount: 91.00	VRN: 611014118	
Amount: 5.00 Received: 11-Feb-2018	VAT due in this period on SALES and other outputs	13,134.28
Amount: 50.00 Received: 11-Mar-2018	VAT due in this period on ACQUISITIONS from other EC MEMBER STATES	0.00
Amount: 1,000.00	Total VAT due	13,134.28
Amount: 321.00	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)	0.00
Received: 05-Aug-2018	Net VAT to be PAID	13,134.28
Received: 12-Sep-2018	Total value of SALES and all other outputs excluding VAT	75,053
	Total value of PURCHASES and all other inputs excluding VAT	0
	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES	0
	Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES	0
	Notes: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of im goods, or under/over declarations notified by HM Customs and Excise, etc The VAT correction limit is set at 100.	ports, bonded
	When you submit the above information you are making a legal declaration that the information is true and complete. A can result in prosecution.	false declaration
	Period Close and MTD Submission Details	
Reset Show HMRC data	Turnover Analysis 🔬 Print in PDF Viewer 📜 Print in browse	r 🎱 Close 🔀

Once you have reviewed the information, made any necessary amendments and are ready to submit navigate to the *Obligations* tab (highlighted below in orange), tick the declaration box (highlighted in red) and click on the *Submit now* link (highlighted in green).



		– 🗆 X
VRN: 611014118 Year 2018 •	VAT 100 Return for the period 01 January, 2018 to 31 March	, 2018
Obligations Liabilities Payments  Oligations - 31-Mar-2018  Description - 2018	VRN: 611014118	
Awaiting submission Submit now	VAT due in this period on SALES and other outputs	13,134.28
	VAT due in this period on ACQUISITIONS from other EC MEMBER STATES	0.00
	Total VAT due	13,134.28
	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)	0.00
	Net VAT to be PAID	13,134.28
	Total value of SALES and all other outputs excluding VAT	75,053
	Total value of PURCHASES and all other inputs excluding VAT	0
	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES	0
	Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES	0
	Notes: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of in goods, or under/over declarations notified by HM Customs and Excise, etc The VAT correction limit is set at 100.	nports, bonded
	When you submit the above information you are making a legal declaration that the information is true and complete. A can result in prosecution.	false declaration
	Period Close and MTD Submission Details	
Reset Show HMRC data	Turnover Analysis 🖌 Print in PDF Viewer 📜 Print in brows	er 🎱 🛛 Close 🔀

Clicking on *Submit now* will generate a confirmation prompt asking if you wish to continue.

A MTD Submission to HMRC			-	
Year 2018 -		VAT 100 Return for the period 01 Janua	ary, 2018 to 31 March,	2018
Obligations Liabilities Payments	]	VRN: 611014	118	
Due: 07-May-2018 Awaiting submission	Submit now	VAT due in	this period on SALES and other outputs	13,134.28
		VAT due in this period on ACQUIS	ITIONS from other EC MEMBER STATES	0.00
			Total VAT due	13,134.28
		MTD Submission to HMRC ×	cluding ACQUISITIONS from the EU)	0.00
		You are about to submit your VAT100 Return for the period	Net VAT to be PAID	13,134.28
		01-Jan-2018 to 31-Mar-2018 to HMRC. Do you wish to continue?	S and all other outputs excluding VAT	75,053
			ES and all other inputs excluding VAT	0
		Yes No	any VAT, to other EC MEMBER STATES	0
		Total value of all ACQUISITIONS of goods and related services, excluding a	ny VAT, from other EC MEMBER STATES	0
		Notes: The above totals must be checked before use for VAT Return purposes goods, or under/over declarations notified by HM Customs and Excise, The VAT correction limit is set at 100.	s as no account is taken, for example, of impo , etc	rts, bonded
		When you submit the above information you are making a legal declaration the can result in prosecution.	at the information is true and complete. A fals	e declaration
		Period Close and MTD Submission Details		
Reset S	Show HMRC data	Turnover Analysis 🔬	Print in PDF Viewer 💹 Print in browser 🕯	Close

Clicking *Yes* on the confirmation prompt will load a *User Authentication* window where you will need to enter your <u>Clarity user password</u> to complete the VAT 100 submission to HMRC.



A MTD Submission to HMRC		·	- 🗆 ×
VRN: 611014118 Year 2018		VAT 100 Return for the period 01 January, 2018 to 31 March	, 2018
Obligations Liabilities Payments  Ol-Jan-2018 - 31-Mar-2018		VRN: 611014118	
Awaiting submission	Submit now	VAT due in this period on SALES and other outputs	13,134.28
		VAT due in this period on ACQUISITIONS from other EC MEMBER STATES	0.00
		Total VAT due	13,134.28
		O User Authentication X and other inputs (including ACQUISITIONS from the EU)	0.00
		Enter your password Net VAT to be PAID	13,134.28
		otal value of SALES and all other outputs excluding VAT	75,053
		Proceed Cancel value of PURCHASES and all other inputs excluding VAT	0
		- Total Value of all SOFFEES of goods and related services, excluding any VAT, to other EC MEMBER STATES	0
		Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES	0
		Notes: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of im goods, or under/over declarations notified by HM Customs and Excise, etc The VAT correction limit is set at 100.	ports, bonded
		When you submit the above information you are making a legal declaration that the information is true and complete. A fi can result in prosecution.	alse declaration
		Period Close and MTD Submission Details	
Reset	Show HMRC data	Turnover Analysis 🔬 Print in PDF Viewer 📜 Print in browser	r 🎱 Close 🔀

Having successfully submitted the VAT 100 to HMRC you will notice that the Obligation status has now changed to Received together with the date it was received (highlighted below in orange). Also note that the marker against that obligation has now changed from red to green.

A MTD Submission to HMRC		-		×
VRN: 611014118 Year 2018 Obligations Liabilities Payments	VAT 100 Return			
<ul> <li>01-Jan-2018 - 31-Mar-2018</li> <li>Due: 07-May-2018</li> <li>Received : 16-Aur-2021</li> </ul>	VAT due in this period on FALES and other subjute			
01-Apr-2018 - 30-Jun-2018     Due: 07-Aug-2018     Detail - 2018     Detail - 2	VAL due in this period on ACQUISITIONS from other EC MEMBER STATES			
Datatiow VAL period not closed!	Total VAT due			
	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU)			
	Net VAT to be			
	Total value of SALES and all other outputs excluding VAT			
	Total value of PURCHASES and all other inputs excluding VAT			
	Total value of all SUPPLIES of goods and related services, excluding any VAT, to other EC MEMBER STATES			
	Total value of all ACQUISITIONS of goods and related services, excluding any VAT, from other EC MEMBER STATES			
	when you submit the above information you are making a legal declaration that the information is true and complete. A can result in prosecution.	false de	eclaratio	on
Reset Show HMRC data	Turnover Analysis 🔬 🛛 Print in PDF Viewer 📜 Print in brows	er 🍥	Clos	ie 🔀



Even though you have now submitted you may still produce the VAT 100 in PDF, Print in browser and export to excel and also review the Turnover Analysis. To do so simply click on the required submission within the Obligations tab (highlighted below in orange) and choose the reporting option required (highlighted in yellow). There's also an additonal option of viewing the *Period Close and MTD Submission Details* (highlighted in green).

MTD Submission to HMRC	>
VRN: 611014118 Year 2018 •	VAT 100 Return for the period 01 January, 2018 to 31 March, 2018
Obligations Obligations Obligations Obligations Obligations Obligations	VRN: 611014118
Due: 07-May-2018 Submitted : 16-Aug-2021 View submission	VAT due in this period on SALES and other outputs 13,134.28
<ul> <li>01-Apr-2018 - 30-Jun-2018</li> <li>Due: 07-Aug-2018</li> <li>Dataflow VAT period pot closed!</li> </ul>	VAT due in this period on ACQUISITIONS from other EC MEMBER STATES 0.00
01-Jul-2018 - 30-Sep-2018     Due: 07-Nov-2018	Total VAT due 13,134.28
Dataflow VAT period not closed!	VAT reclaimed in the period on PURCHASES and other inputs (including ACQUISITIONS from the EU) 0.00
O1-Oct-2018 - 31-Dec-2018     Due: 07-Feb-2019     Dataflow VAT period not closed!	Net VAT to be PAID 13,134.28 Period Close and MTD Submission Details
	Period close details       MTD submission details         Closed by       SUPERVISOR         Closed on       16-Aug-2021 10:46:49         Submitted by       SUPERVISOR         Submitted on       16-Aug-2021 10:57:52         Response       { <ul> <li>"processingDate": "2021-08-16T09:57:52.965Z",</li> <li>"formBundleNumber": "349815088489",</li> <li>"paymentIndicator": "BANK",</li> <li>"chargeERNumber": null,</li> <li>"receiptImestamper": "201-08-16T09:57:52.27",</li> <li>"xCorrelationId": "bbd89346-71a8-4564-9a18-eb5c35431700"</li> </ul> Period Close and MTD Submission Details       Period Close and MTD Submission Details
Login to HMRC	Turnover Analysis 🔬 Print in PDF Viewer 📜 Print in browser 🚳 Close 💈

# **Group VAT 100 Submissions**

The Group VAT 100 MTD submission process to HMRC via Clarity is indentical to the process detailed above. Clarity recognises that the Companies with the same VAT Registration Number are to be treated as a group VAT submission and therefore consolidates the VAT return information for all entities into a single submission.

Prior to processing a group submission you must ensure that the corresponding VAT periods for all entities to be included within the VAT 100 submission are closed. You must also ensure that any adjustments for all entities are made <u>after the period closure and prior to the submission</u>.