



DATAFLOW
Financial Software Solutions

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



Contents

Introduction	3
Company Vat Registration Number	3
Setting up VAT Periods.....	4
Testing MTD Connectivity	11
Manage MTD Credentials.....	17
Closing VAT periods	21
VAT Journals.....	31
Setting VAT Adjustment Nominals.....	31
Posting a VAT Adjustment Journal (or is it VAT Journal Adjustment?).....	32
MTD Submission	33
Group VAT 100 Submissions	42

Introduction

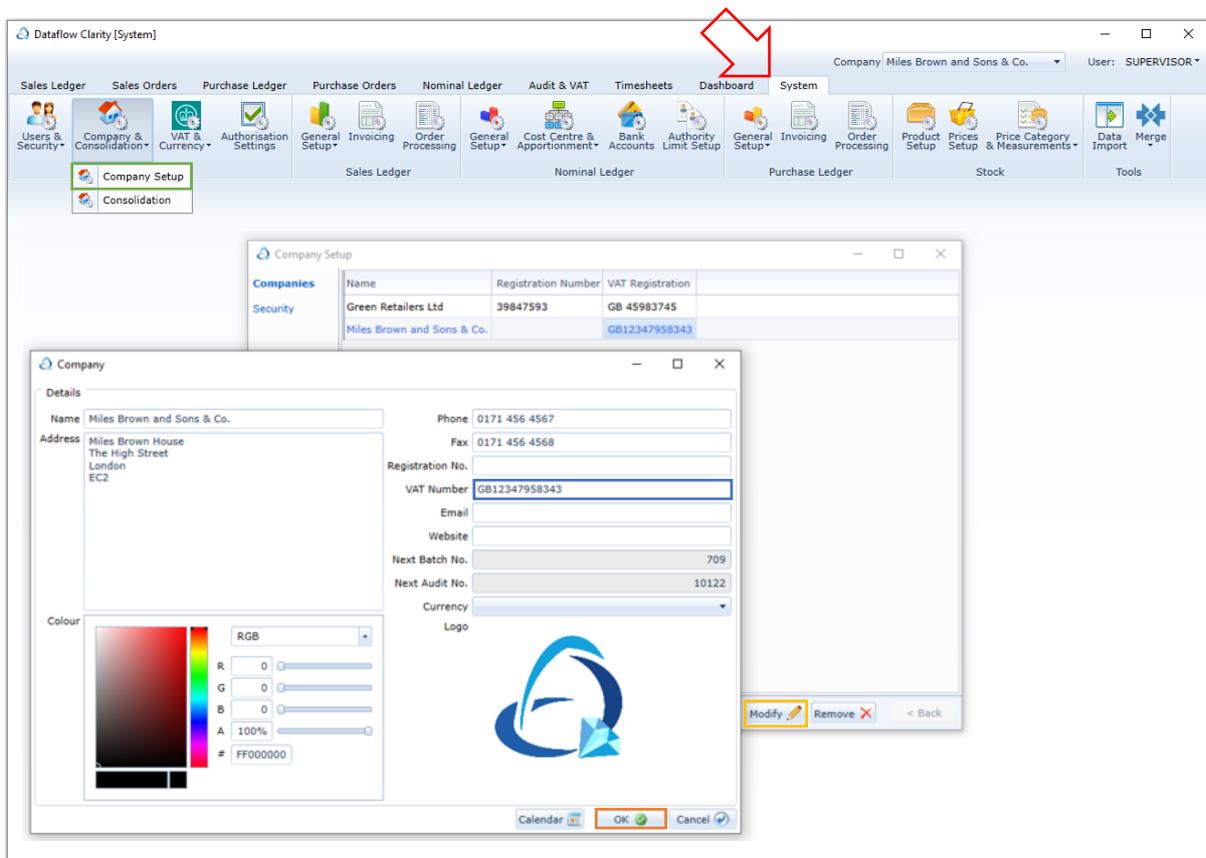
Using the Clarity MTD module you will be able to submit your VAT 100 Tax Return Digitally. We have aimed to make the process of submitting the VAT 100 Tax Return as seamless as possible.

Company Vat Registration Number

In order to submit 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).

Click the *OK* button highlighted in orange to commit changes.



The screenshot shows the Dataflow Clarity [System] interface. The 'System' tab is selected, indicated by a red arrow. The 'Company Setup' window is open, showing a list of companies. The 'Company' window is also open, showing details for 'Miles Brown and Sons & Co.'. The 'VAT Number' field is highlighted in blue, and the 'Modify' button is highlighted in yellow. The 'OK' button is highlighted in orange.

Companies	Name	Registration Number	VAT Registration
Security	Green Retailers Ltd	39847593	GB 45983745
	Miles Brown and Sons & Co.		GB12347958343

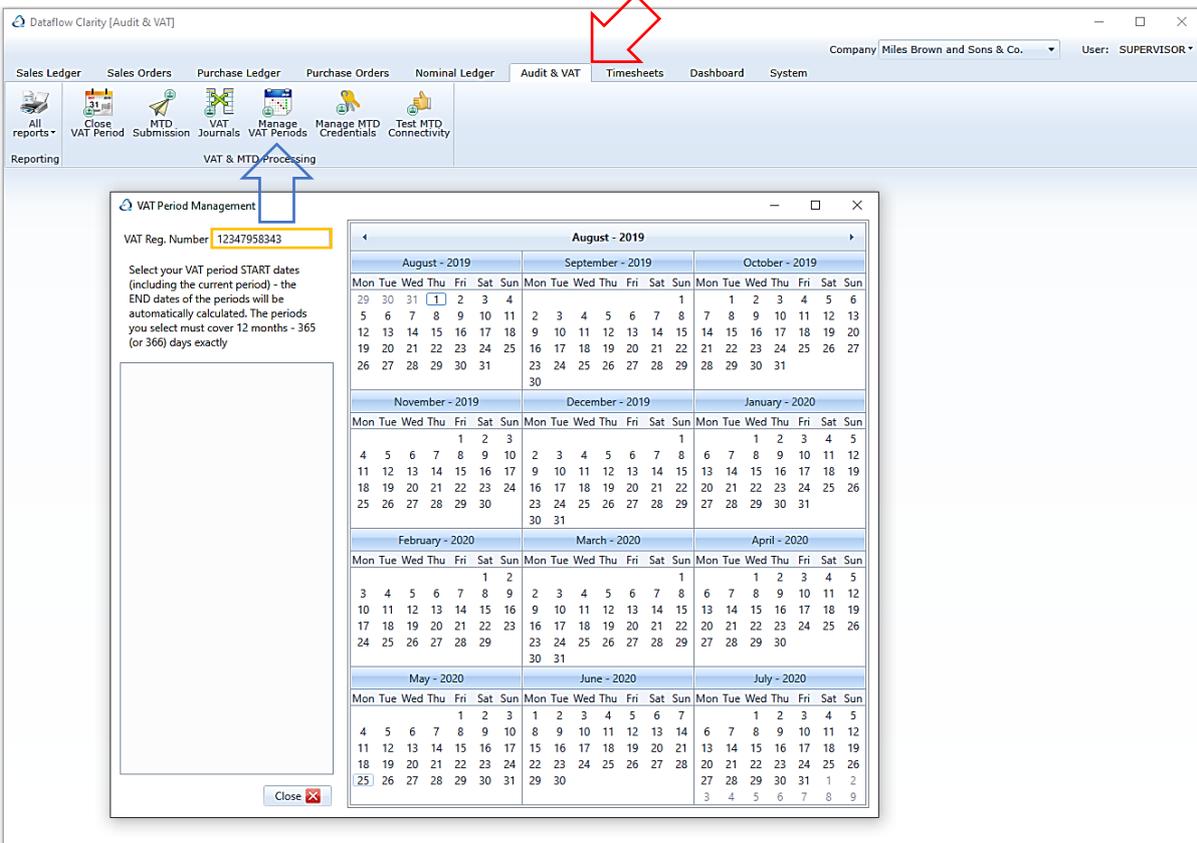
Company Details:

- Name: Miles Brown and Sons & Co.
- Address: Miles Brown House, The High Street, London, EC2
- Phone: 0171 456 4567
- Fax: 0171 456 4568
- Registration No.:
- VAT Number: GB12347958343
- Email:
- Website:
- Next Batch No.: 709
- Next Audit No.: 10122
- Currency:
- Logo:

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.

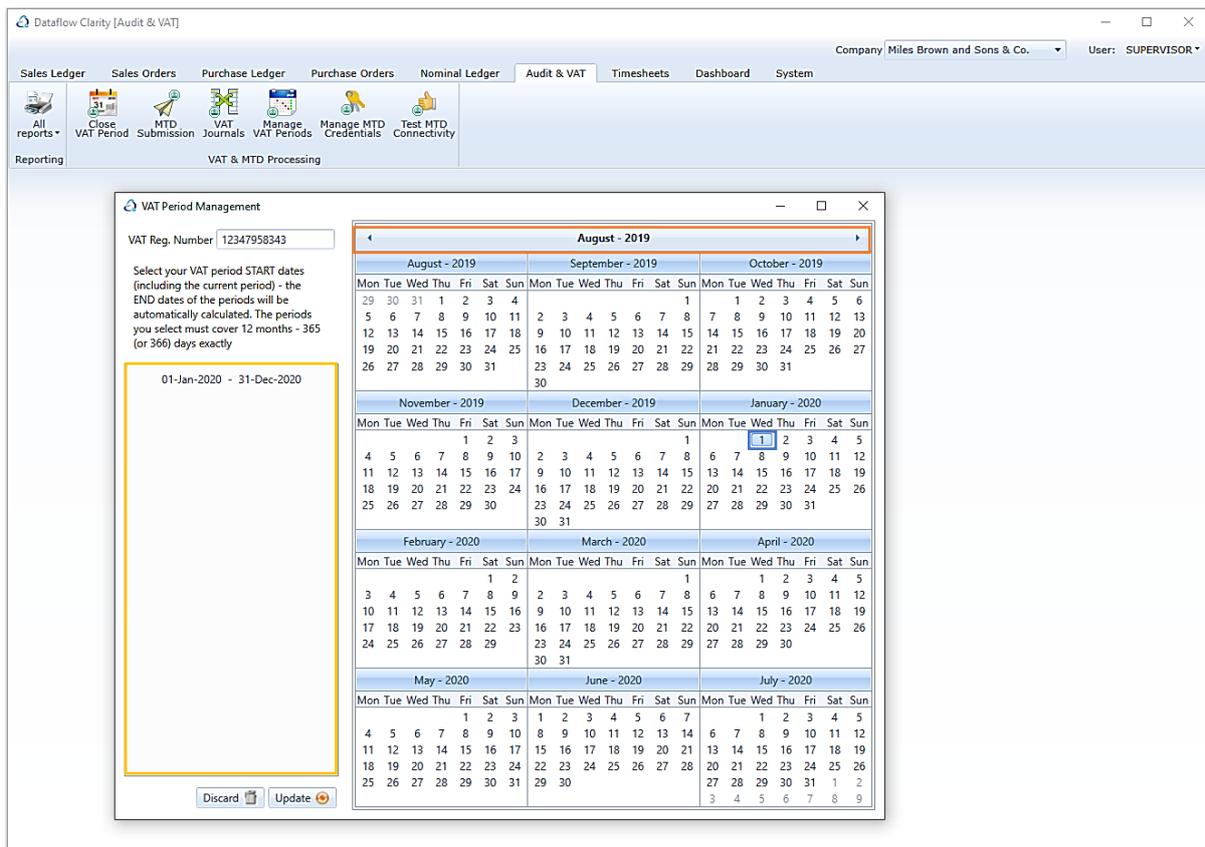
To create the VAT periods navigate to the *Audit & VAT* tab (red arrow below) and select the *Manage VAT Periods* option (blue arrow). You may notice that the VAT Reg. Number field has been automatically populated with the VRN for the company in use (highlighted in yellow). You may also notice that if 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.



The screenshot shows the 'Dataflow Clarity [Audit & VAT]' application window. The 'Audit & VAT' tab is selected, indicated by a red arrow. Within this tab, the 'Manage VAT Periods' option is highlighted with a blue arrow. The 'VAT Reg. Number' field is populated with '12347958343' and highlighted in yellow. Below the main window, a 'VAT Period Management' dialog box is open, displaying a calendar grid for the period from August 2019 to July 2020. The dialog box includes instructions: 'Select your VAT period START dates (including the current period) - the END dates of the periods will be automatically calculated. The periods you select must cover 12 months - 365 (or 366) days exactly'. A 'Close' button is visible at the bottom right of the dialog box.

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).

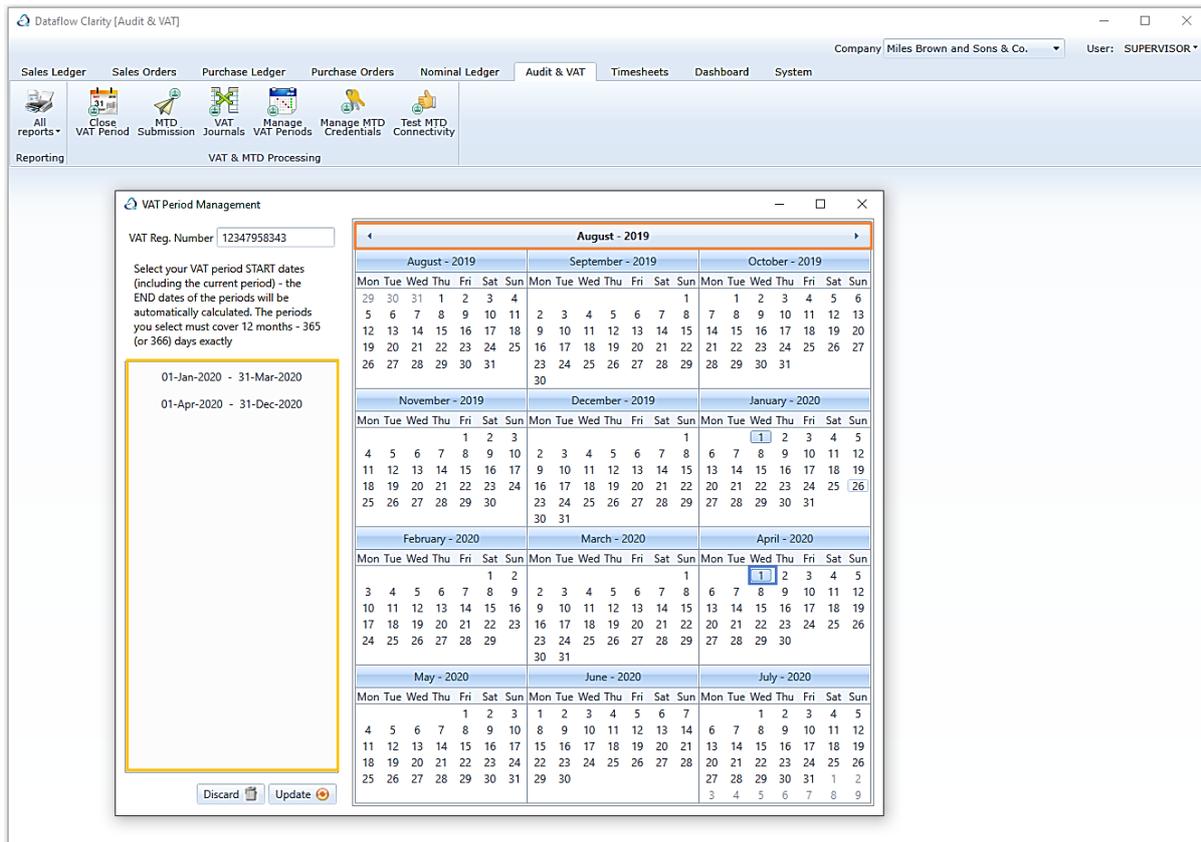
Note - Initially the end date displayed will automatically default to 365 days after the defined start date. This will automatically adjust once you add the remaining periods and complete your year.



The screenshot shows the 'VAT Period Management' window in Dataflow Clarity. The VAT Reg. Number is 12347958343. The interface includes a navigation menu with options like 'All reports', 'Close VAT Period', 'MTD Submission', 'VAT Journals', 'Manage VAT Periods', 'Manage MTD Credentials', and 'Test MTD Connectivity'. The main area displays a calendar grid for the period from August 2019 to July 2020. The date range '01-Jan-2020 - 31-Dec-2020' is highlighted in yellow on the left side of the calendar. The calendar grid shows days of the week (Mon-Sun) and dates for each month. The date '01' in January 2020 is highlighted in blue.

To add your next VAT period adjust the year display if required (highlighted in orange below) and click on the required start date 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 start date of 01-Apr for the next period Clarity has automatically adjusted the first period end date and set it as the 31-Mar.



VAT Period Management

VAT Reg. Number: 12347958343

Select your VAT period START dates (including the current period) - the END dates of the periods will be automatically calculated. The periods you select must cover 12 months - 365 (or 366) days exactly

- 01-Jan-2020 - 31-Mar-2020
- 01-Apr-2020 - 31-Dec-2020

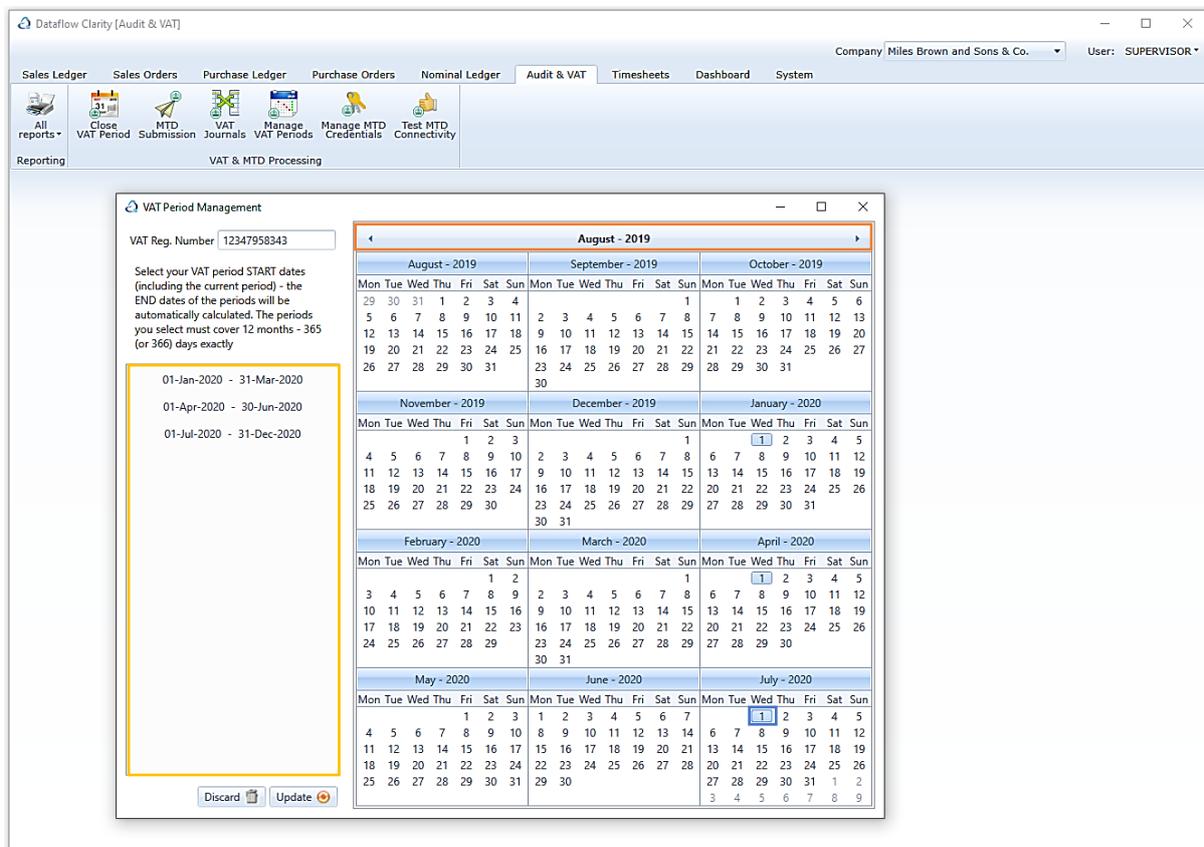
Buttons: Discard, Update

August - 2019																											
August - 2019							September - 2019							October - 2019													
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun							
29	30	31	1	2	3	4							1	1	2	3	4	5	6								
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20							
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	28	29	30	31										
						30																					
November - 2019							December - 2019							January - 2020													
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun							
						1	1	2	3				1	1	2	3	4	5									
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31									
						30							30														
						31							31														
February - 2020							March - 2020							April - 2020													
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun							
						1							1	1	2	3	4	5									
3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30										
							30	31																			
May - 2020							June - 2020							July - 2020													
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun							
						1							1							1							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19							
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26							
25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	2							
														3	4	5	6	7	8	9							

As before adjust the year display if required (highlighted in orange below) and click on the required start date 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 start date 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.



The screenshot shows the 'VAT Period Management' window in Dataflow Clarity. The VAT Reg. Number is 12347958343. The interface includes a list of VAT periods on the left and a calendar grid on the right. The calendar grid shows months from August 2019 to July 2020. The start date '01-Jul-2020' is highlighted in blue, and the end date '30-Jun-2020' is highlighted in yellow. The 'Update' button is visible at the bottom of the window.

August - 2019																						
August - 2019				September - 2019				October - 2019														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6				
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31						
November - 2019																						
November - 2019				December - 2019				January - 2020														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7		
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31					
February - 2020																						
February - 2020				March - 2020				April - 2020														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5			
24	25	26	27	28	29	30	31	27	28	29	30											
May - 2020																						
May - 2020				June - 2020				July - 2020														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7			
25	26	27	28	29	30	31	29	30	27	28	29	30	31	1	2	3	4	5	6	7		

Once you have completed your VAT calendar setup click the Update button highlighted in orange below to commit the changes.

Dataflow Clarity [Audit & VAT] Company Miles Brown and Sons & Co. User: SUPERVISOR

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger **Audit & VAT** Timesheets Dashboard System









Reporting VAT & MTD Processing

VAT Period Management

VAT Reg. Number

Select your VAT period START dates (including the current period) - the END dates of the periods will be automatically calculated. The periods you select must cover 12 months - 365 (or 366) days exactly

- 01-Jan-2020 - 31-Mar-2020
- 01-Apr-2020 - 30-Jun-2020
- 01-Jul-2020 - 30-Sep-2020
- 01-Oct-2020 - 31-Dec-2020

August - 2020																						
August - 2020				September - 2020				October - 2020														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
27	28	29	30	31	1	2	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
3	4	5	6	7	8	9	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
10	11	12	13	14	15	16	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
17	18	19	20	21	22	23	28	29	30	26	27	28	29	30	31							
24	25	26	27	28	29	30																
31																						
November - 2020				December - 2020				January - 2021														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
						1	1	2	3	4	5	6							1	2	3	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31					
30																						
February - 2021				March - 2021				April - 2021														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4	
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
							29	30	31	26	27	28	29	30								
May - 2021				June - 2021				July - 2021														
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
					1	2	1	2	3	4	5	6					1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	1						
31														2	3	4	5	6	7	8		

If you find that you have accidentally selected an incorrect start date for one of the periods and wish to undo it simply locate that date in the calendar 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.

VAT Period Management

VAT Reg. Number: 12347958343

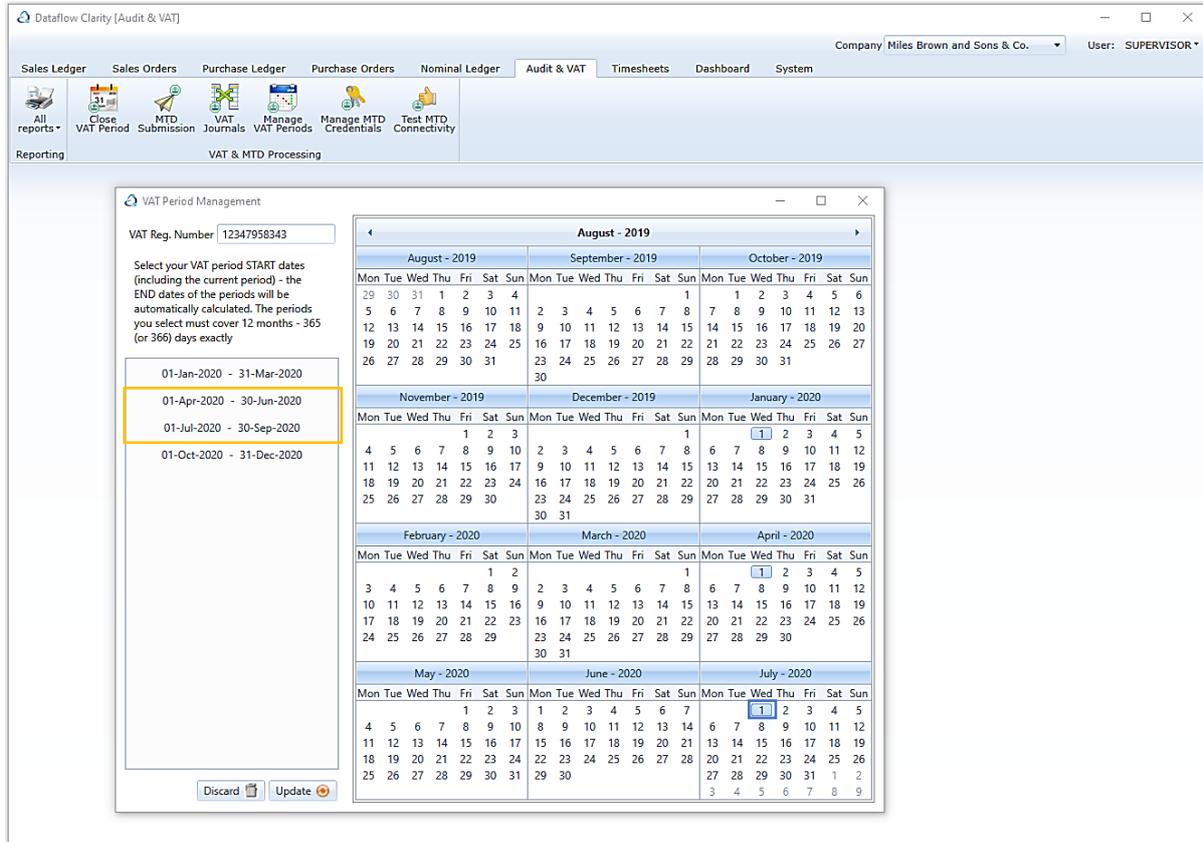
Select your VAT period START dates (including the current period) - the END dates of the periods will be automatically calculated. The periods you select must cover 12 months - 365 (or 366) days exactly

- 01-Jan-2020 - 31-Mar-2020
- 01-Apr-2020 - 30-Sep-2020**
- 01-Oct-2020 - 31-Dec-2020

Discard Update

August - 2019																												
August - 2019						September - 2019						October - 2019																
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun								
29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18								
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6			
19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
26	27	28	29	30	31	30	31	28	29	30	31	28	29	30	31	21	22	23	24	25	26	27	28	29	30	31		
November - 2019						December - 2019						January - 2020																
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	30	31	27	28	29	30	31	
18	19	20	21	22	23	24	25	26	27	28	29	30	31	30	31	27	28	29	30	31	27	28	29	30	31			
25	26	27	28	29	30	31	30	31	27	28	29	30	31	27	28	29	30	31	27	28	29	30	31					
February - 2020						March - 2020						April - 2020																
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun								
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22			
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	27	28	29	30			
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	27	28	29	30	27	28	29	30						
24	25	26	27	28	29	30	31	27	28	29	30	27	28	29	30	27	28	29	30									
May - 2020						June - 2020						July - 2020																
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun								
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5			
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
25	26	27	28	29	30	31	29	30	27	28	29	30	31	1	2	3	4	5	6	7	8	9						

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).



The screenshot shows the 'VAT Period Management' window in Dataflow Clarity. On the left, there is a list of VAT periods. The period '01-Jul-2020 - 30-Sep-2020' is highlighted in yellow. Below this list are 'Discard' and 'Update' buttons. The main area displays a calendar grid for the months of 2019 and 2020. The date '1' in the July 2020 grid is highlighted in blue. The VAT Reg. Number is 12347958343.

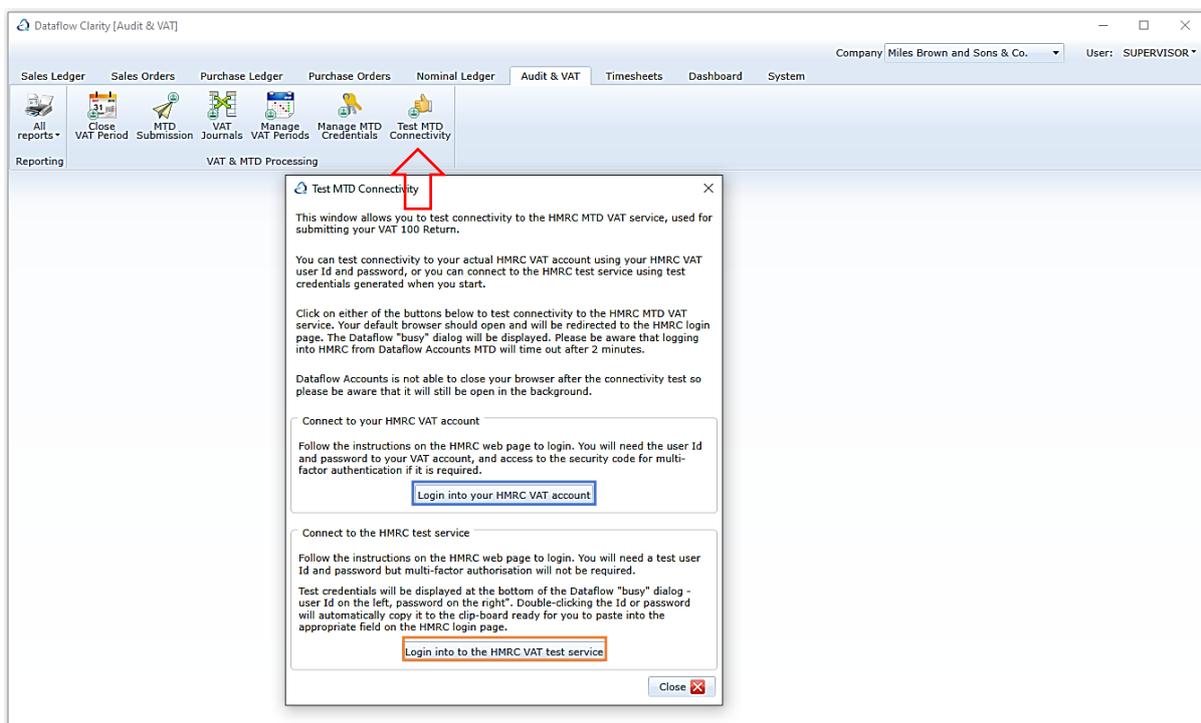
Once you start processing MTD via Clarity you will not be able to amend the period structure so it is important to ensure that it is correct before you start processing VAT returns.

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.

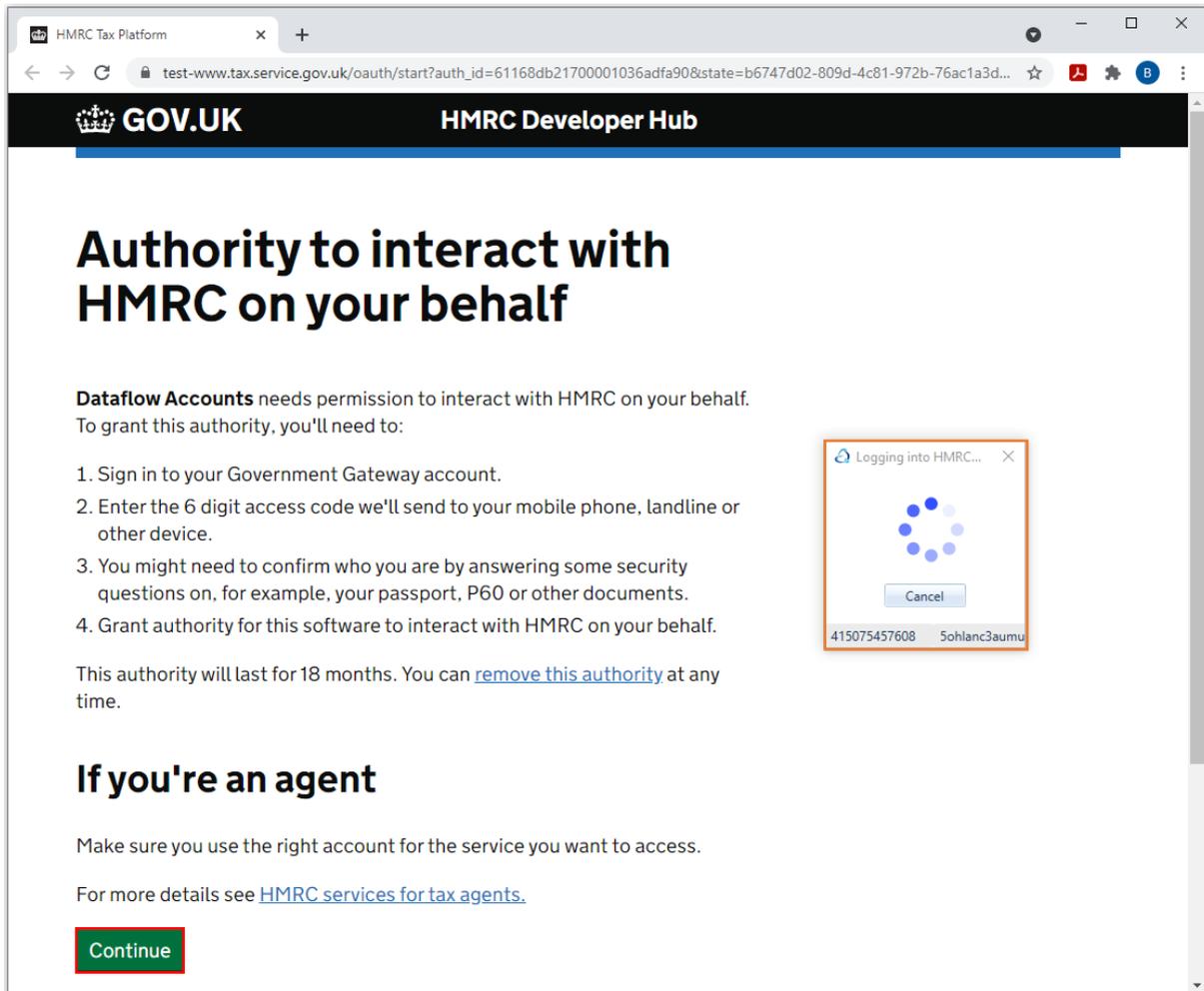
Testing MTD Connectivity

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).



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

test-www.tax.service.gov.uk/oauth/start?auth_id=61168db21700001036adfa90&state=b6747d02-809d-4c81-972b-76ac1a3d...

GOV.UK **HMRC Developer Hub**

Authority to interact with HMRC on your behalf

Dataflow Accounts needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can [remove this authority](#) at any time.

If you're an agent

Make sure you use the right account for the service you want to access.

For more details see [HMRC services for tax agents](#).

Continue

Logging into HMRC... X

Cancel

415075457608 Sohlanc3aumu

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.

Sign in

test-www.tax.service.gov.uk/api-test-login/sign-in?continue=%2Foauth%2Fgrantscope%3Fauth_id%3D61168fb41700094ad...

GOV.UK **HMRC Developer Hub**

Sign in

Enter your Test User credentials to sign in.

User ID

123286606923

Password

Sign in

Problems signing in

[Don't have Test User credentials \(opens in new tab\)](#)

[Is this page not working properly? \(opens in new tab\)](#)

Logging into HMRC... X

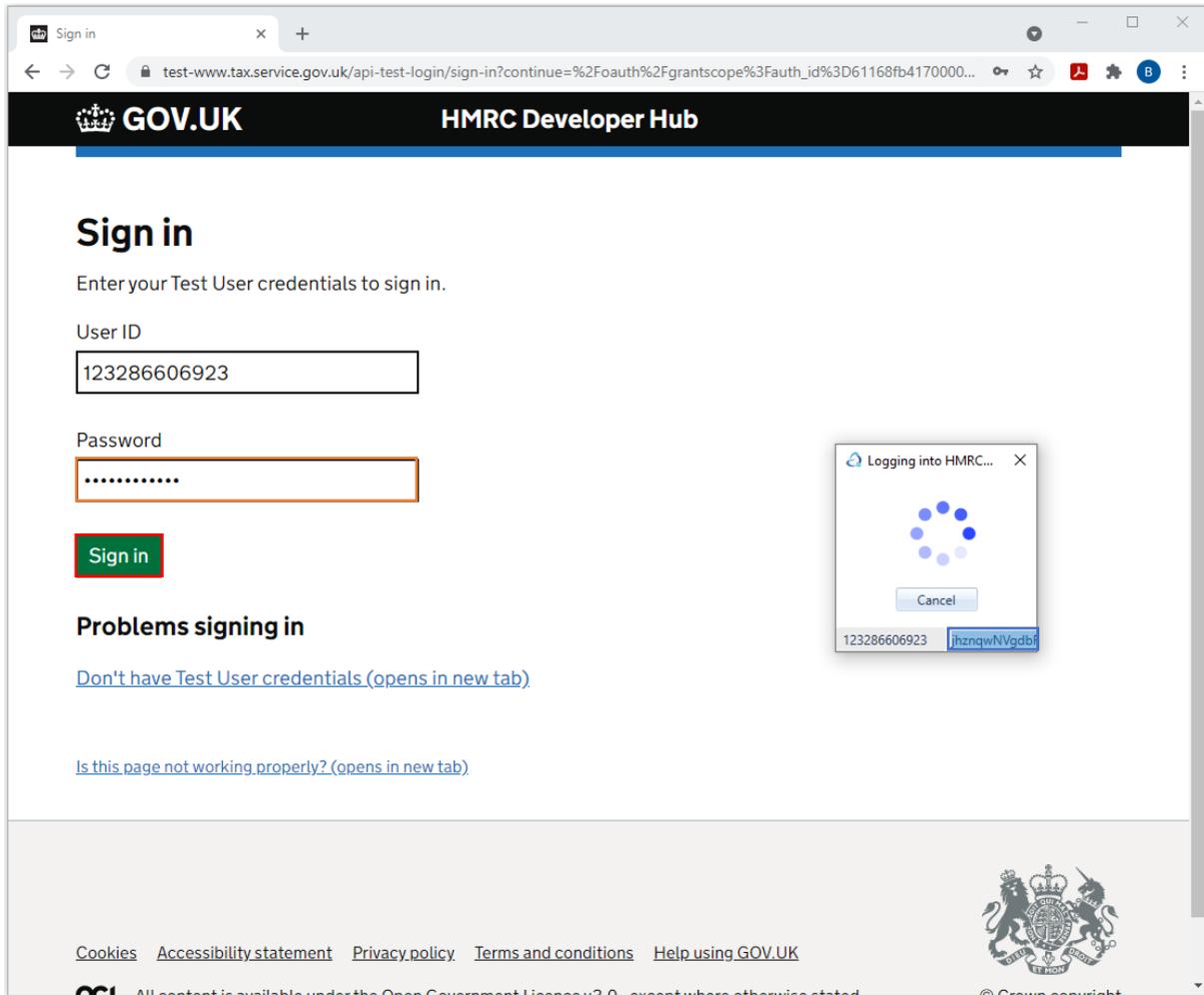
Cancel

123286606923 jhzqwnVgdbf

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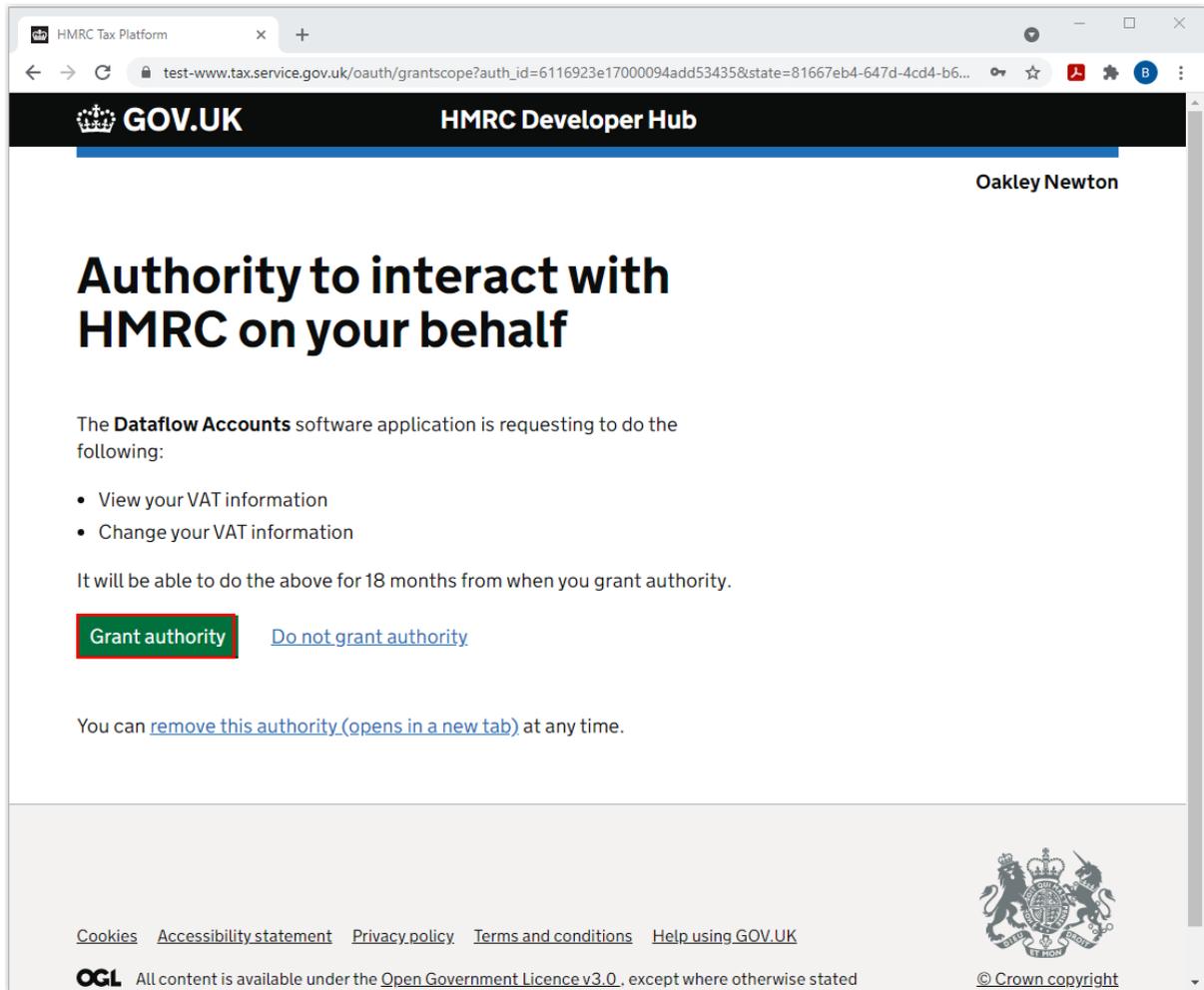
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The Password is highlighted below in blue. Double click on this value, click on the *Password* field (highlighted below in orange) and press Ctrl+V to paste the value into the Password field.



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).



HMRC Tax Platform

test-www.tax.service.gov.uk/oauth/grantscope?auth_id=6116923e1700094add53435&state=81667eb4-647d-4cd4-b6...

GOV.UK **HMRC Developer Hub**

Oakley Newton

Authority to interact with HMRC on your behalf

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.

Grant authority [Do not grant authority](#)

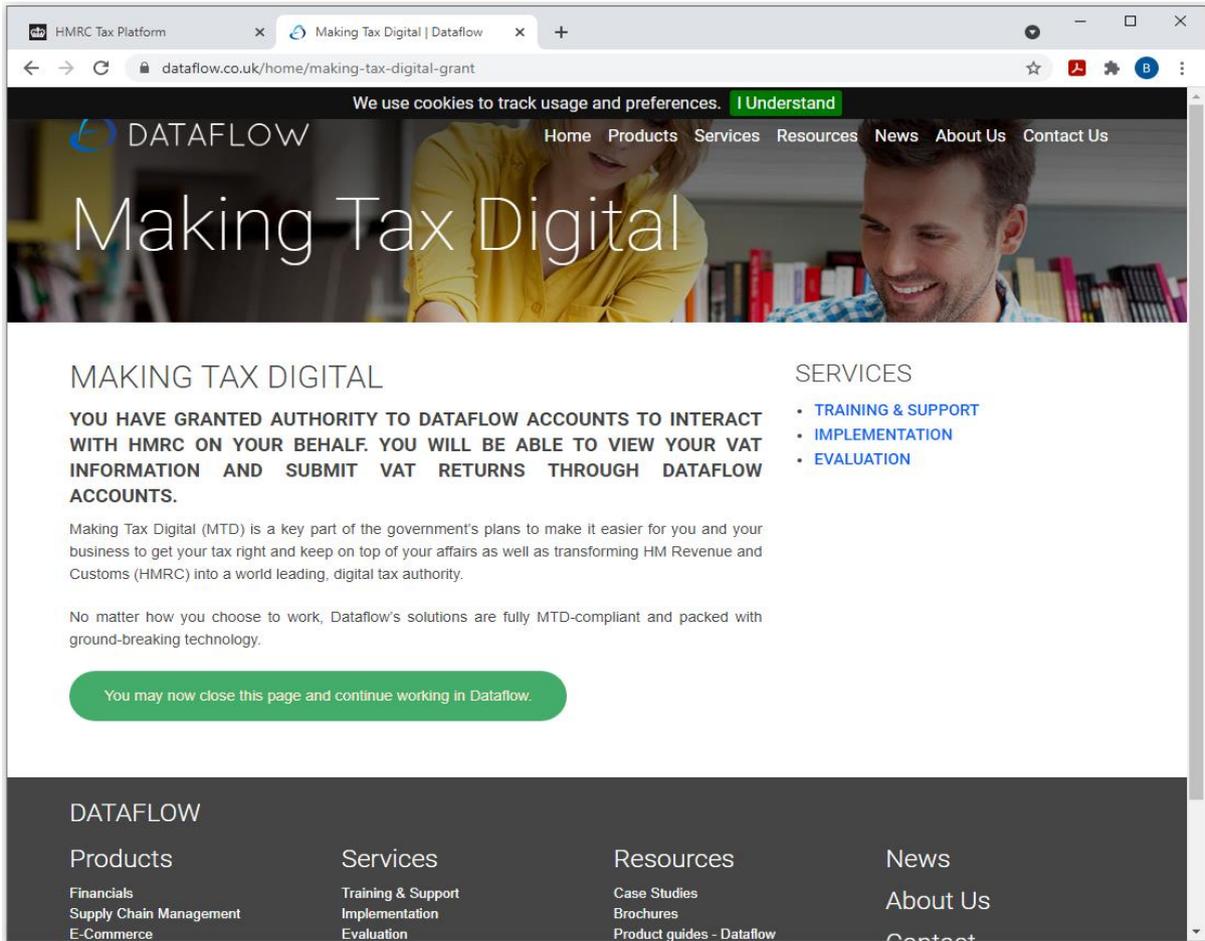
You can [remove this authority \(opens in a new tab\)](#) at any time.

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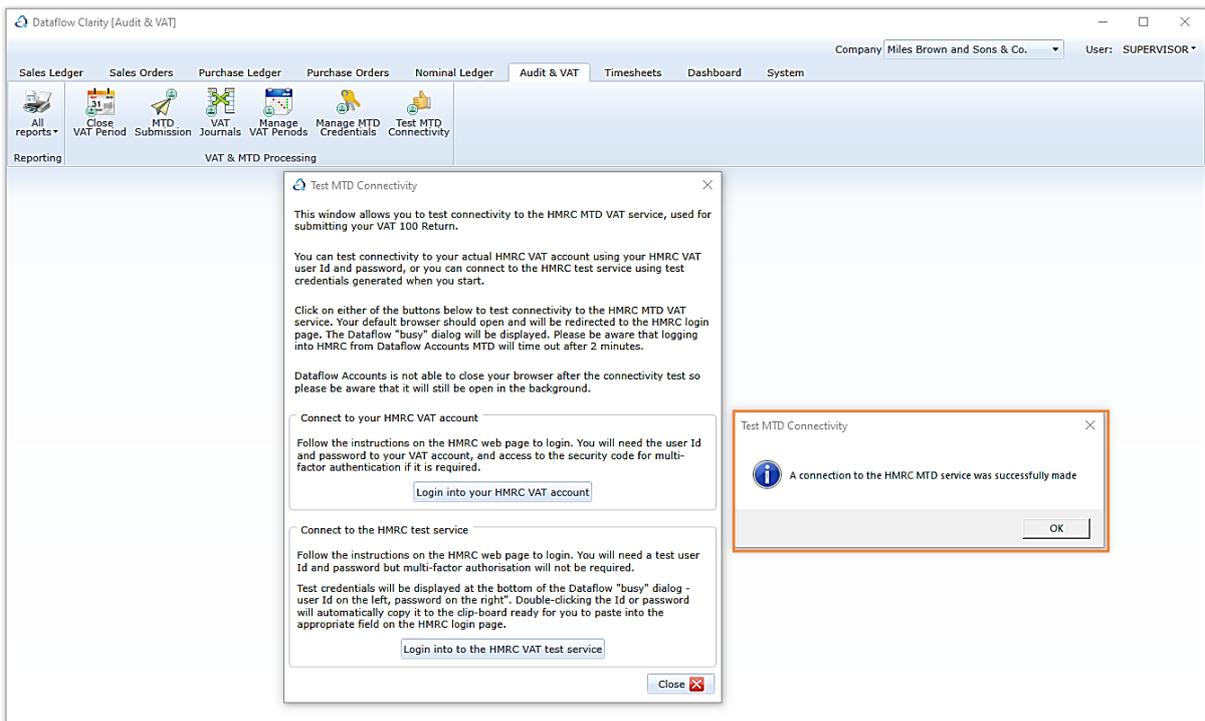
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 © Crown copyright

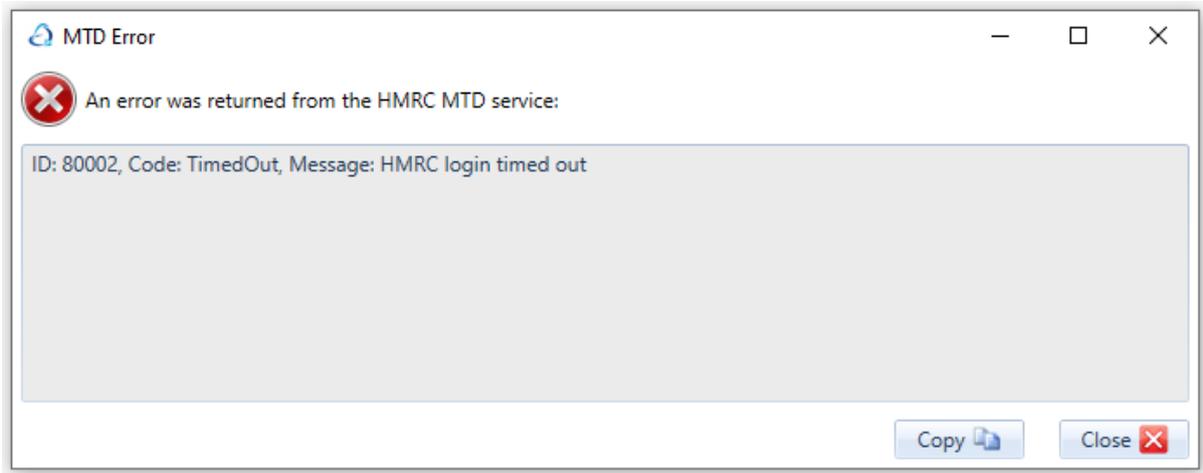
Clicking the *Grant authority* will take you to The MTD landing page on our website shown below. If you are not able to reach this page your browser may indicate that the page is restricted. This will be an accessibility restriction applied internally to your internet usage and website accessibility.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



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.



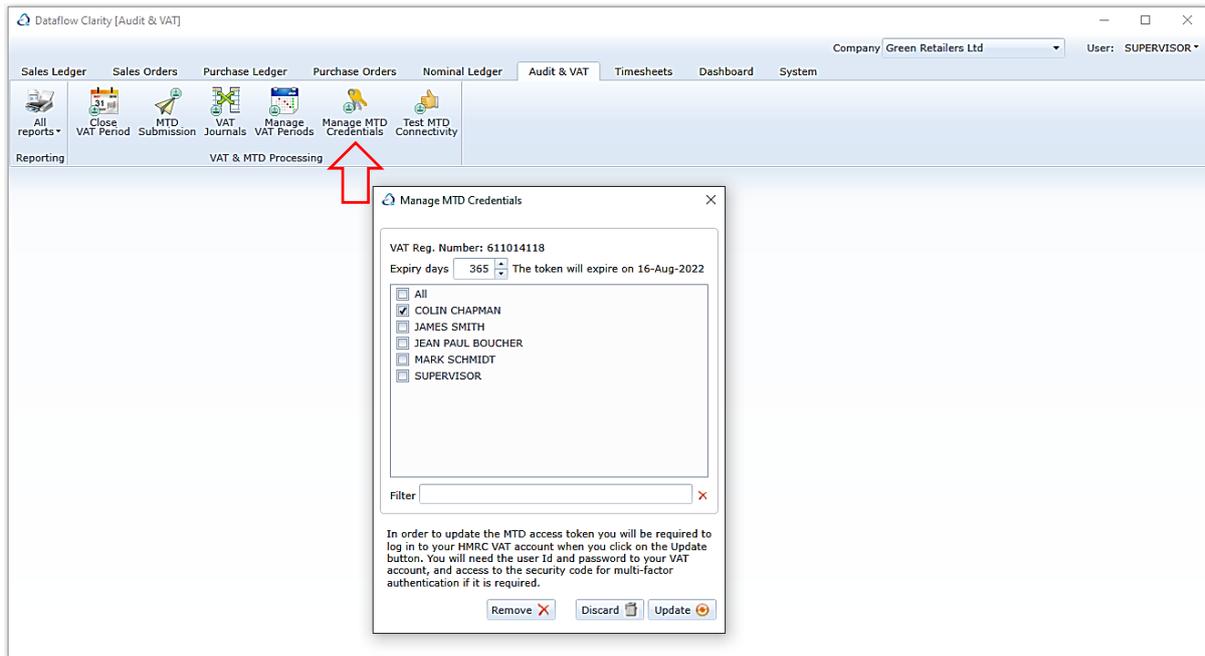
The other option of testing the connection is to use the *Login into your HMRC VAT account* button. The stages are exactly the same as detailed above but instead of using our test account User ID and Password you'll use your HMRC credentials issued to you by HMRC. You will also need to go through the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

Manage MTD Credentials

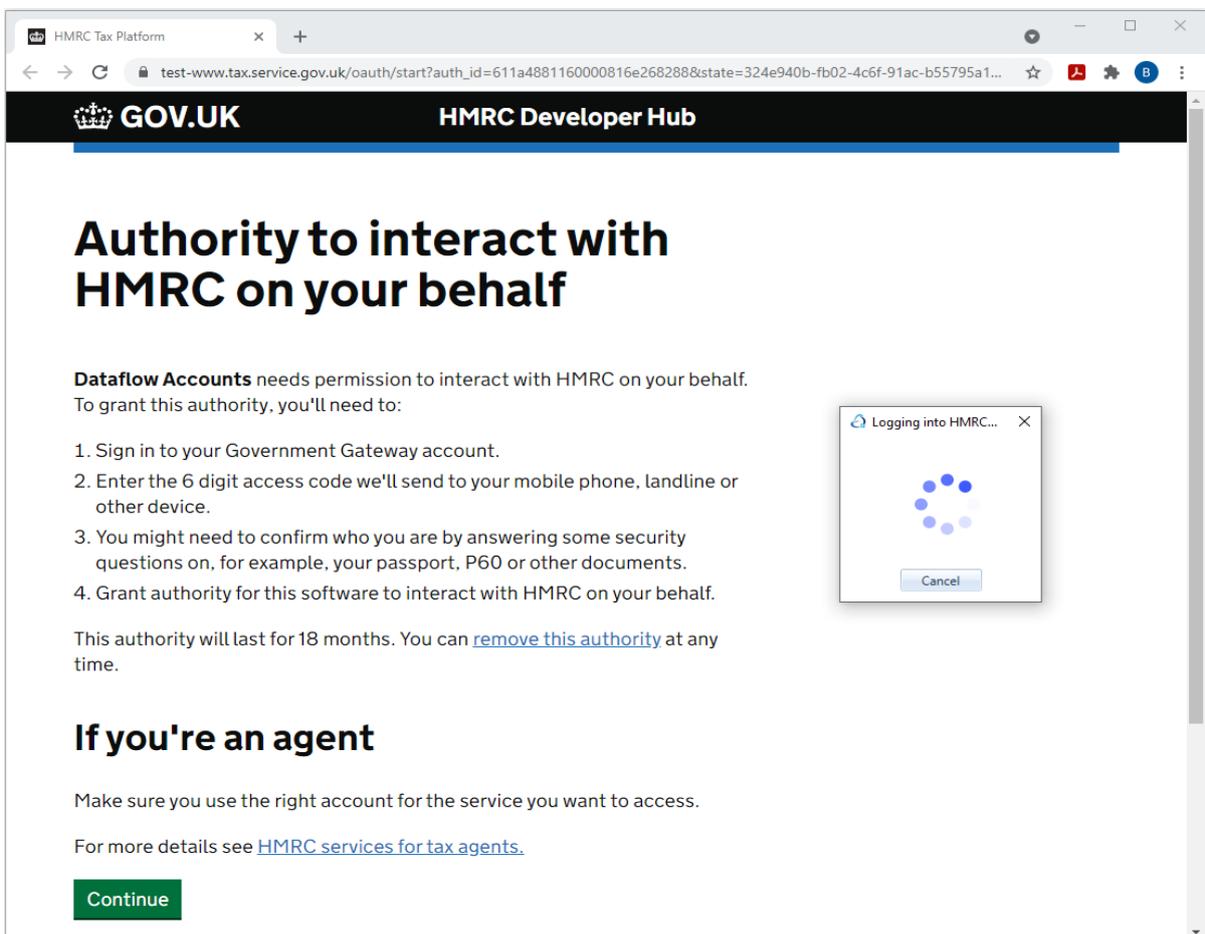
If you prefer not having to enter your HMRC credentials each time you wish to access the online submission module you have the option of saving an Access Token provided by HMRC for up to 365 days.

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.

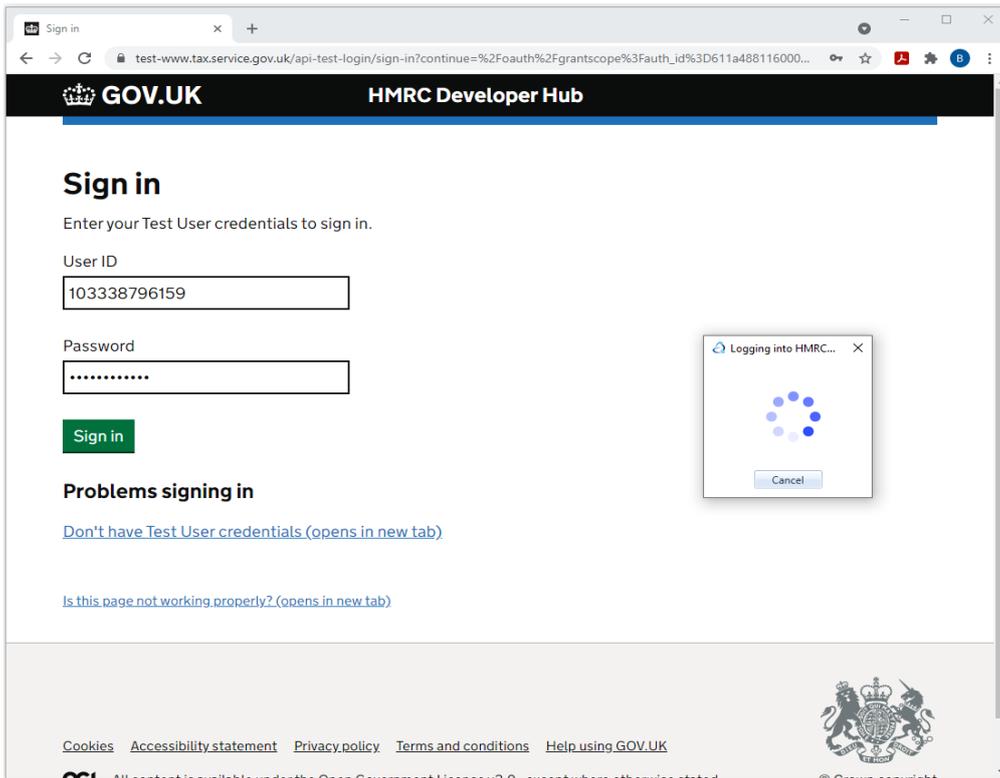
To create an access token navigate to the *Manage MTD Credentials* option (red arrow below). Tick the user (or users) you wish to be able to process HMRC submissions.



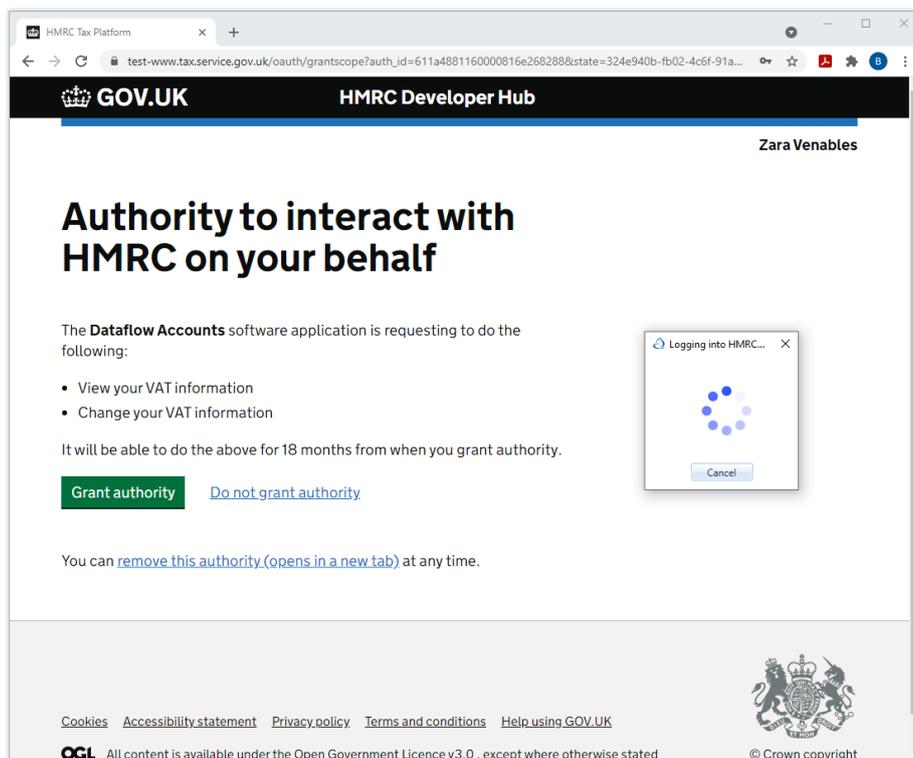
Having selected the required users for that VRN click on the *Update* button to proceed to the HMRC login via your default browser. Click continue in the first HMRC browser page.



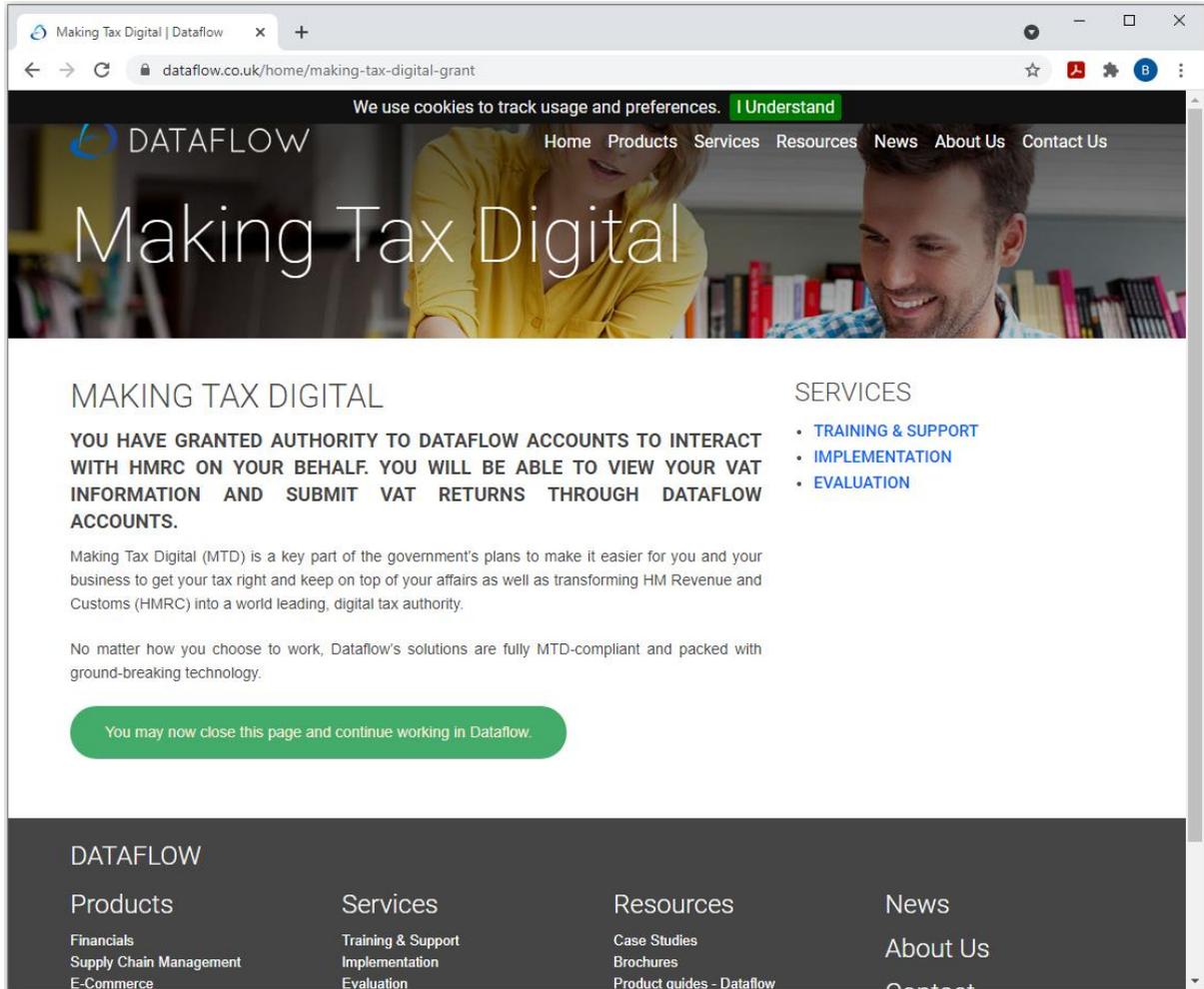
Enter your HMRC User ID and Password credentials and click the *Sign in* button.



As this is a test example there is no multi-factor authentication. You will need to enter your multi-factor 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.



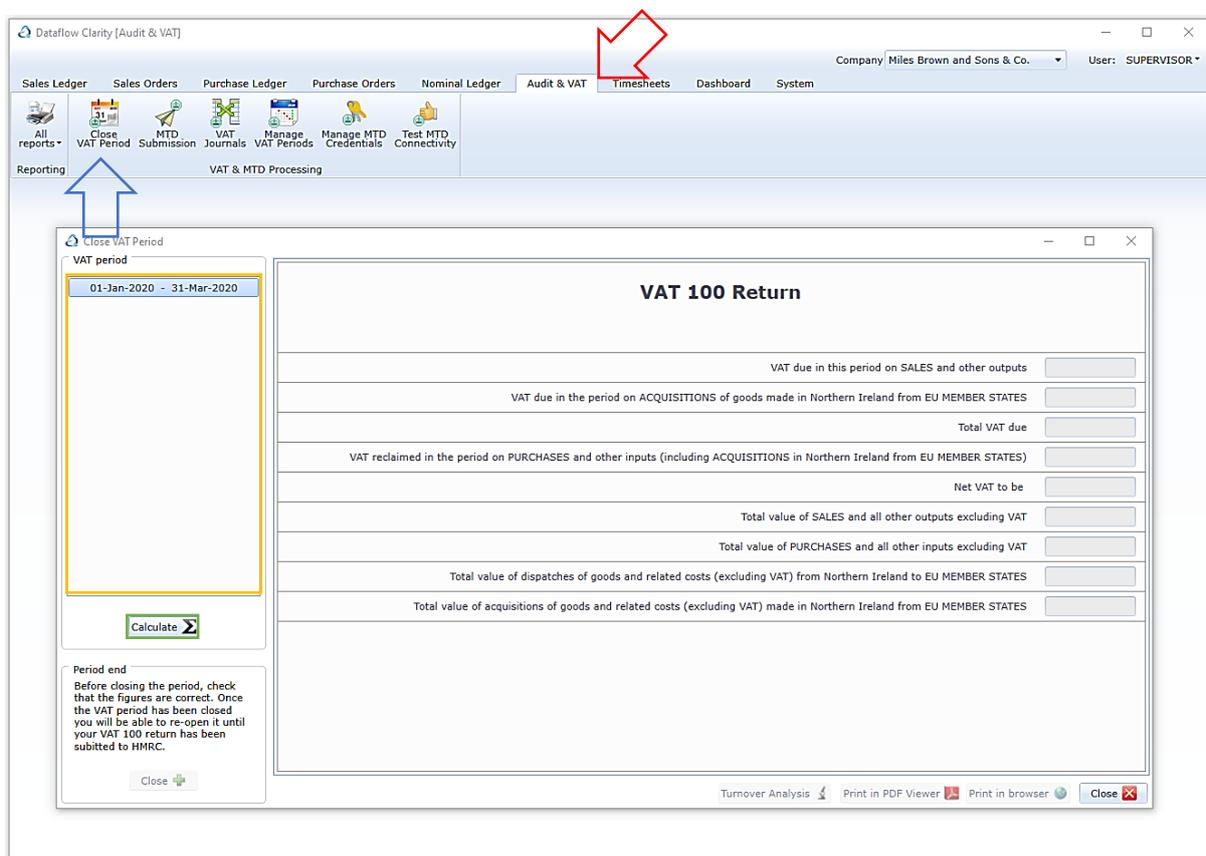
The process is now complete and access tokens have been assigned to the specified users.

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.

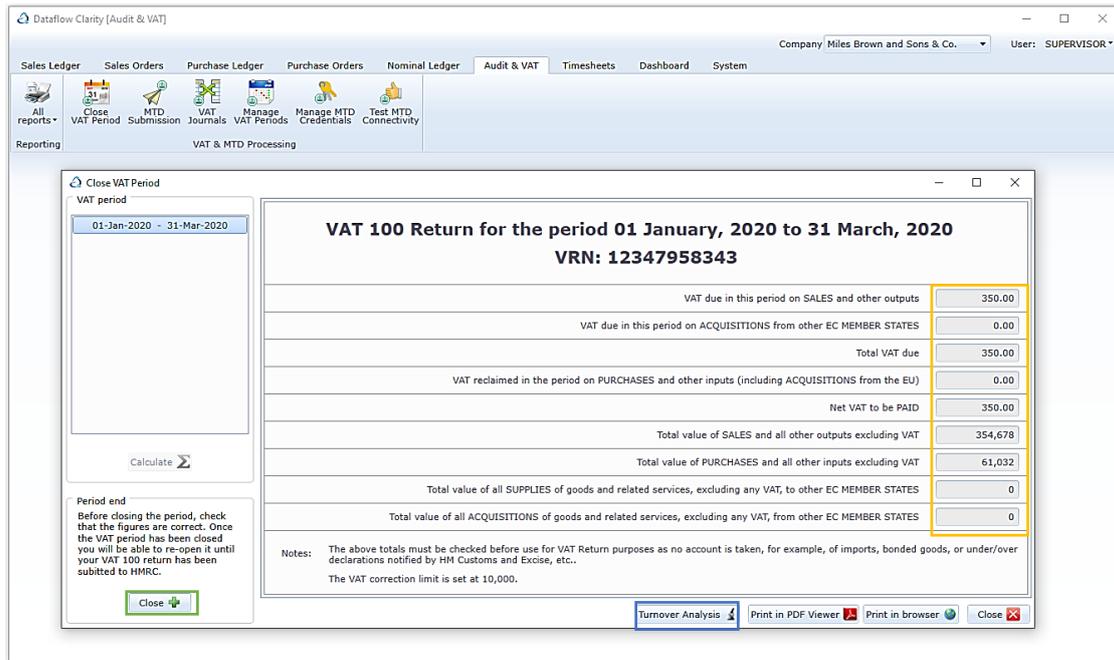
In this example this is the first VAT period closure so you will only see the single period in the VAT Period list (highlighted in yellow).

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



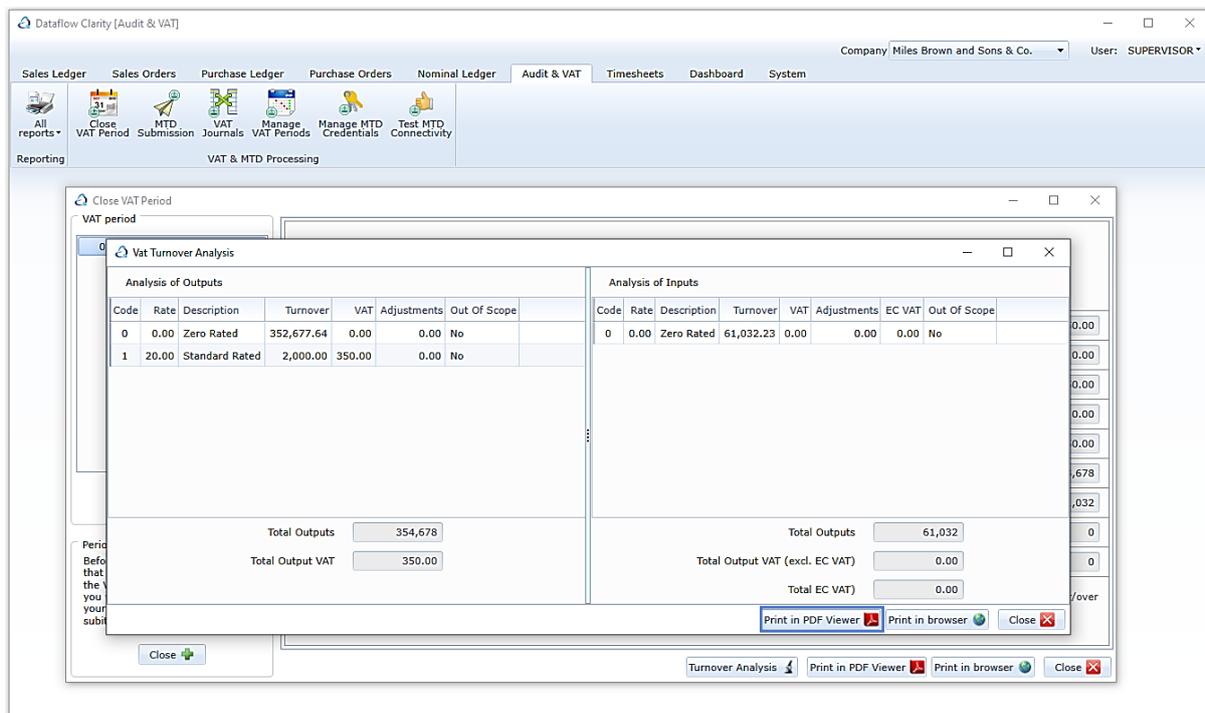
The screenshot shows the Dataflow Clarity [Audit & VAT] interface. The top navigation bar includes tabs for Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit & VAT (selected), Timesheets, Dashboard, and System. The Audit & VAT tab is highlighted with a red arrow. Below the navigation bar, there are several icons for reporting and processing. The 'Close VAT Period' icon is highlighted with a blue arrow. The 'Close VAT Period' window is open, showing a list of VAT periods. The first period, '01-Jan-2020 - 31-Mar-2020', is highlighted in yellow. Below the list is a 'Calculate' button highlighted in green. To the right of the list is a 'VAT 100 Return' form with various input fields. At the bottom left of the window, a 'Close' button is highlighted in green. A 'Period end' warning message is also visible.

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).

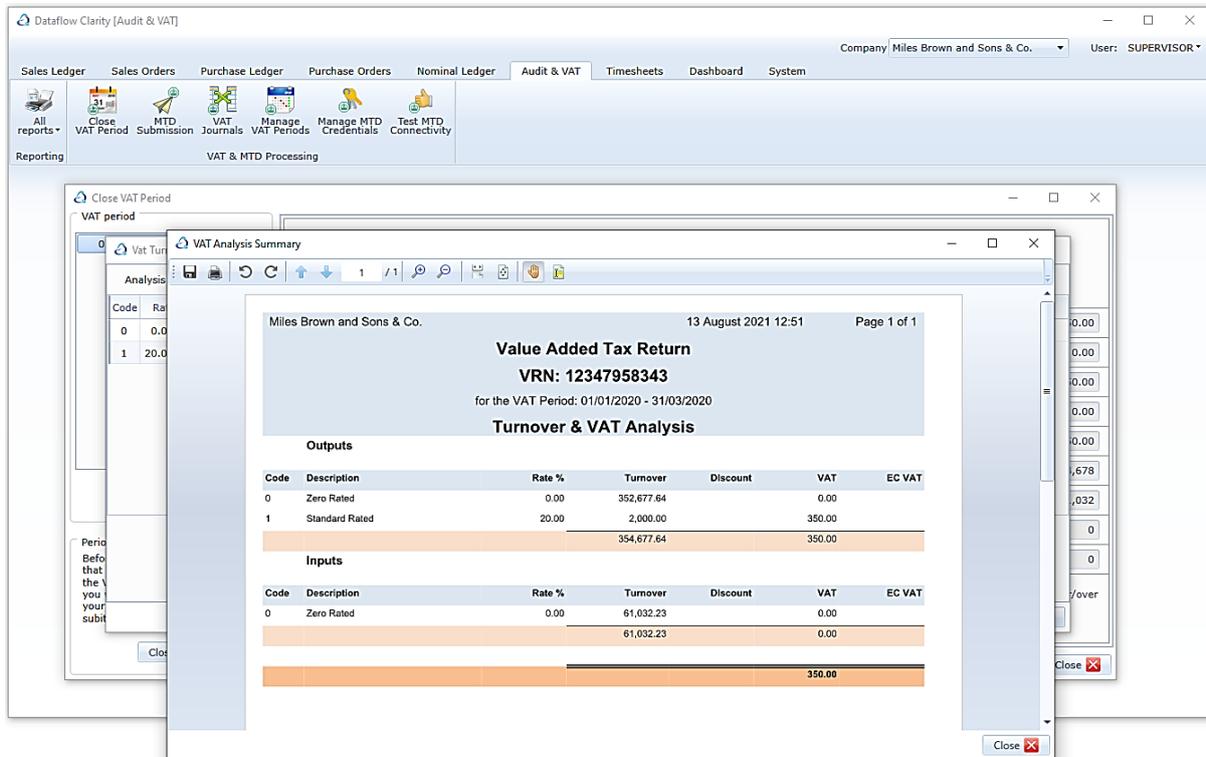


A number of reporting options will also become available once you have clicked the Calculate button. The first option is *Turnover Analysis* (highlighted above in blue).

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.



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.



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.

The screenshot shows the Dataflow Clarity [Audit & VAT] application. The main menu includes Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit & VAT, Timesheets, Dashboard, and System. The user is logged in as SUPERVISOR for Miles Brown and Sons & Co. A 'Close VAT Period' window is open, displaying a 'Vat Turnover Analysis' report. The report content is shown in a browser window with the following details:

Value Added Tax Return
VRN: 12347958343
 for the VAT Period: 01/01/2020 - 31/03/2020

Turnover & VAT Analysis

Code	Description	Rate %	Turnover	Discount	VAT	EC VAT
0	Zero Rated	0.00	352,677.64		0.00	
1	Standard Rated	20.00	2,000.00		350.00	
			354,677.64		350.00	

Inputs

Code	Description	Rate %	Turnover	Discount	VAT	EC VAT
0	Zero Rated	0.00			61,032.23	0.00
			61,032.23		0.00	
					350.00	

A file explorer dropdown menu is open over the browser's download button, showing options: Open, Always open files of this type, Show in folder, and Cancel.

As it appears in Excel

The screenshot shows the Excel spreadsheet 'Vat100AnalysisSummary (1).xlsx'. The report content is as follows:

Value Added Tax Return
VRN: 12347958343
 for the VAT Period: 01/01/2020 - 31/03/2020

Turnover & VAT Analysis

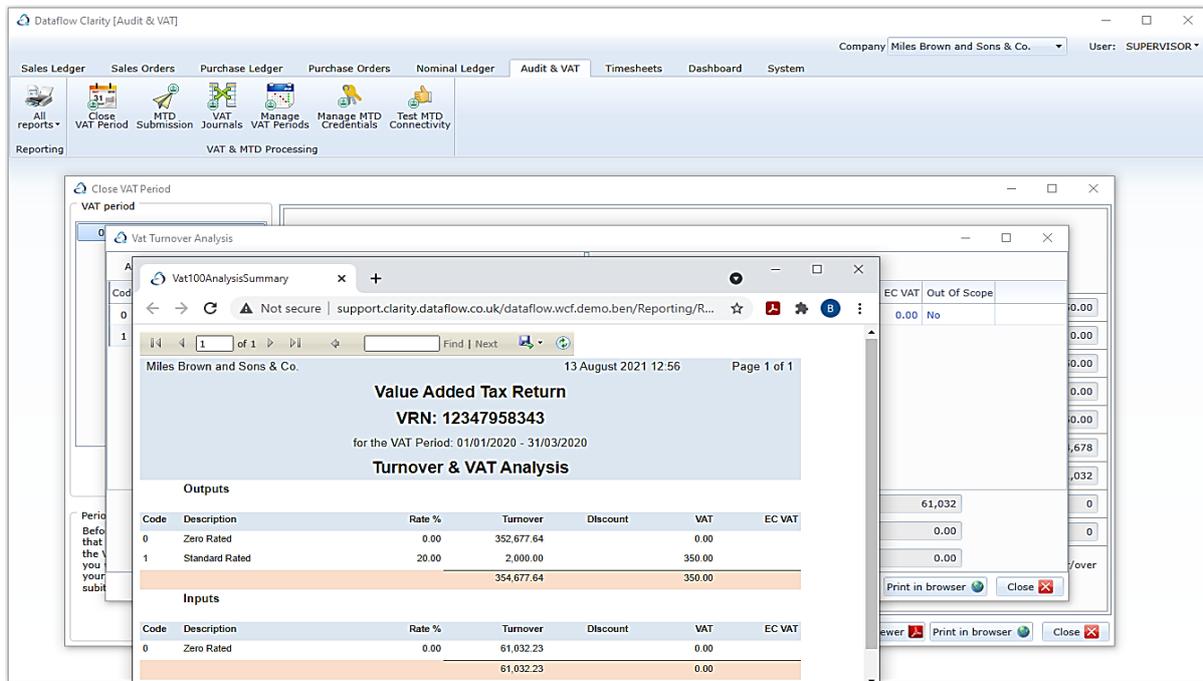
Outputs

Code	Description	Rate %	Turnover	Discount	VAT	EC VAT
0	Zero Rated	0.00	352,677.64		0.00	
1	Standard Rated	20.00	2,000.00		350.00	
			354,677.64		350.00	

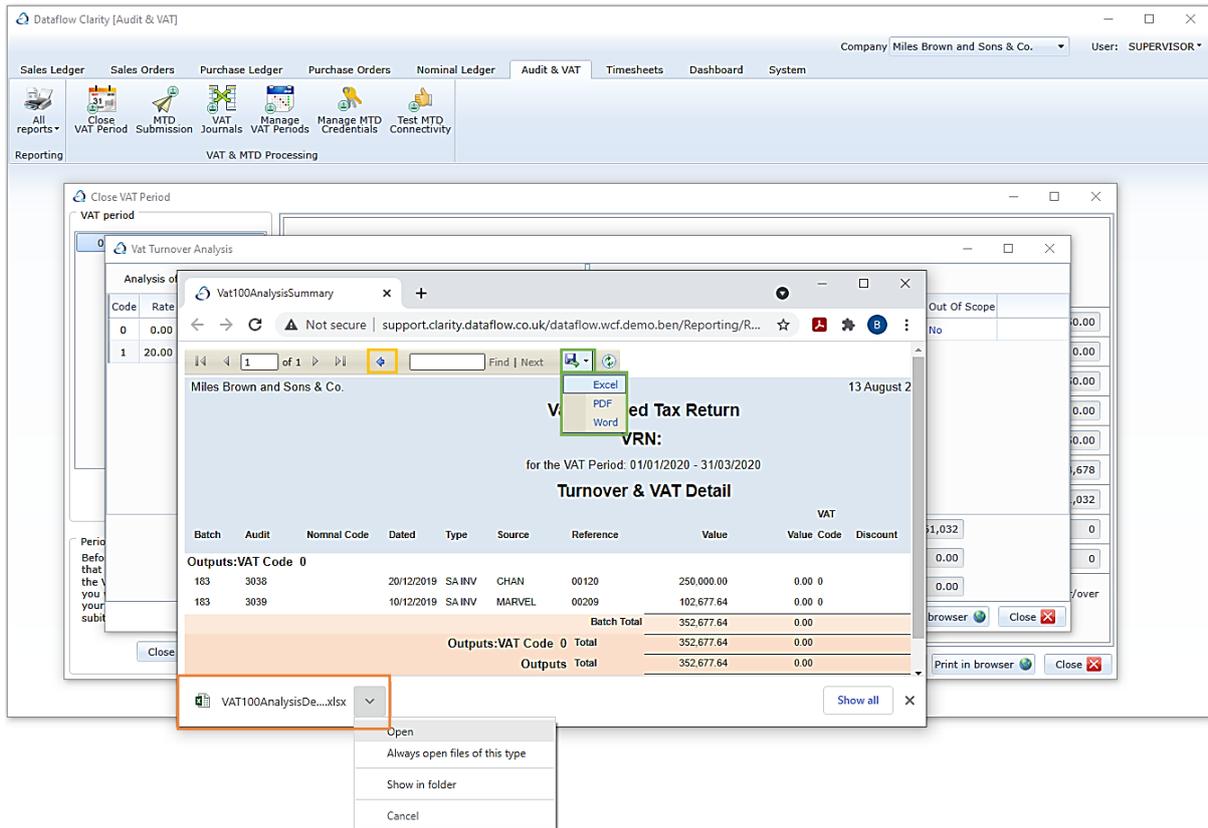
Inputs

Code	Description	Rate %	Turnover	Discount	VAT	EC VAT
0	Zero Rated	0.00			61,032.23	0.00
			61,032.23		0.00	
					350.00	

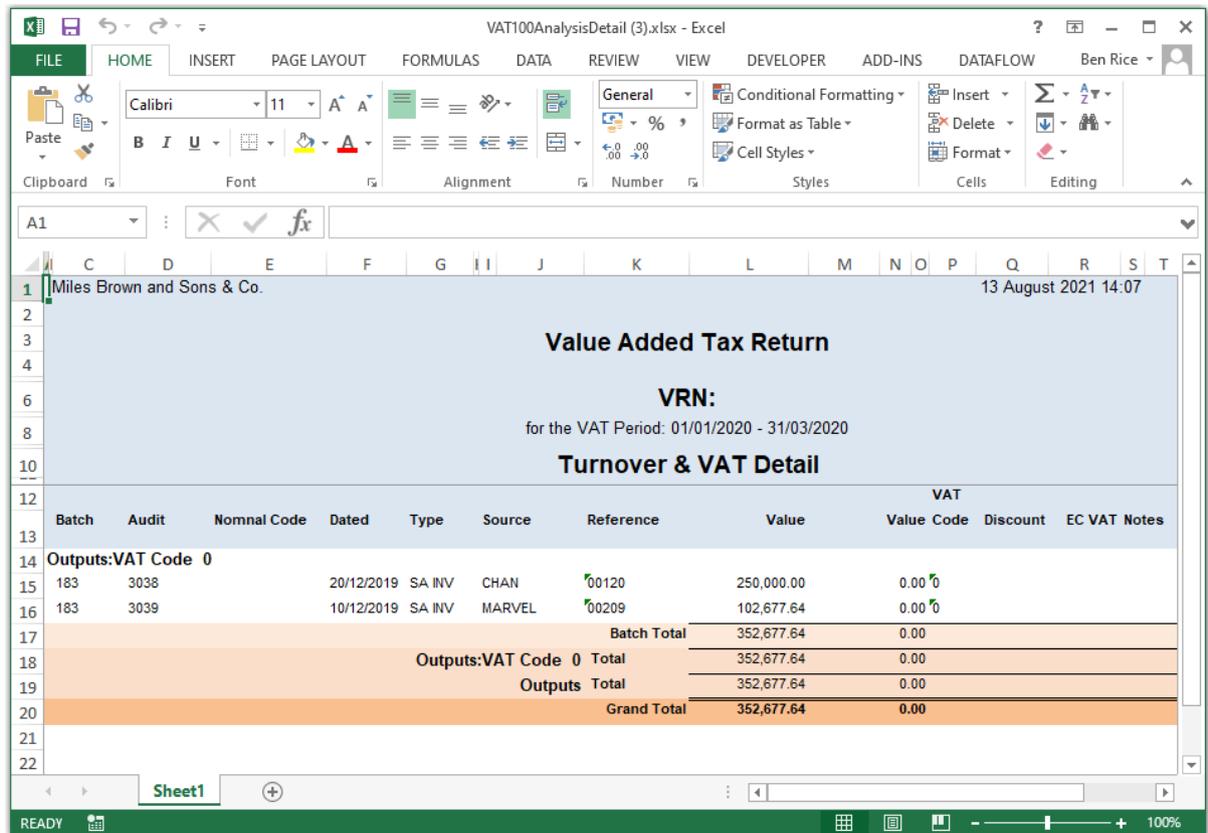
When choosing the option to *Print to Browser* you also have the option of clicking on the Turnover value to drill down and view the underlying transactions. To do so simply hover the mouse cursor over the required value, the mouse arrow will change to a finger pointer, click on the required value and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



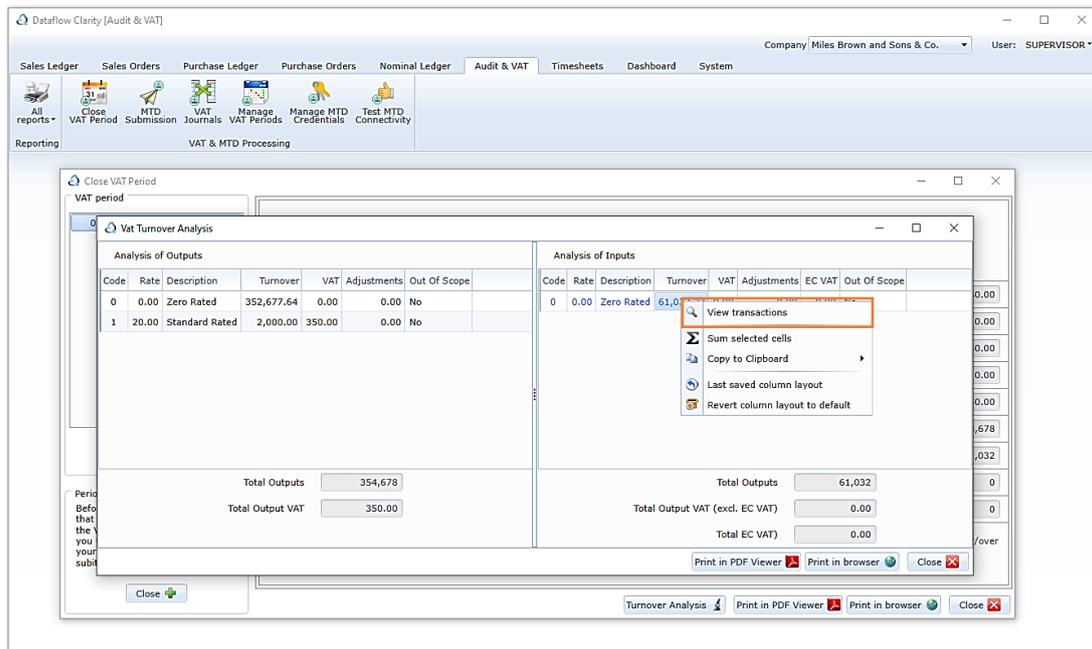
The window previously displaying the turnover totals is replaced with one listing the source transactions. Like before you are able to export the information in Excel, PDF and Word formats (highlighted below in green), and as before the downloaded file will appear on the footer of the window (highlighted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



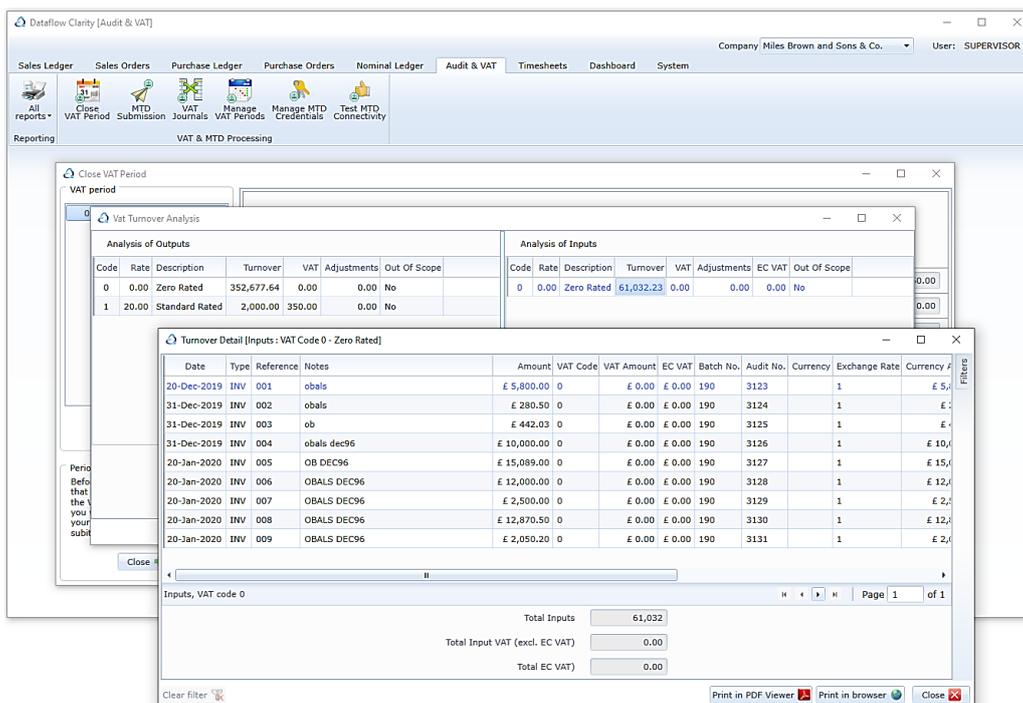
An example of the source transaction export to Excel below.



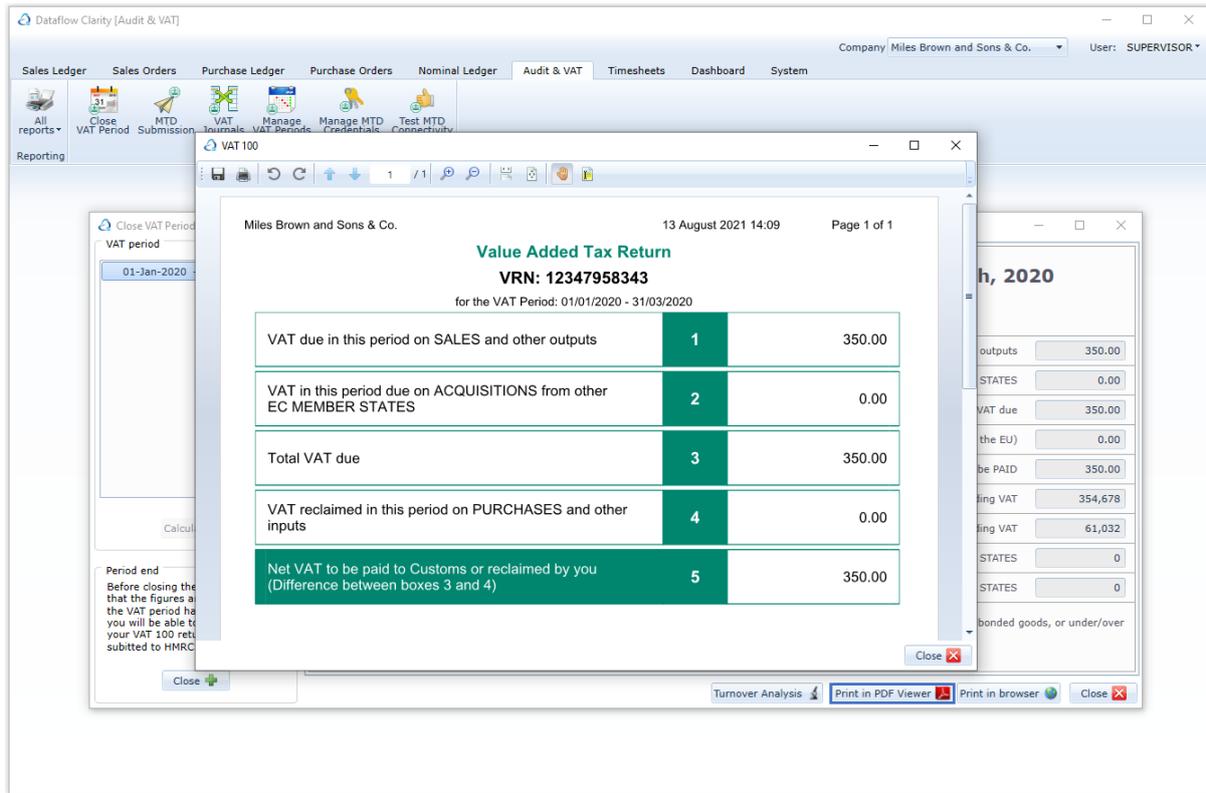
There is also the option of right clicking on the Turnover value from the Turnover analysis window to view the source transactions (highlighted below in orange).



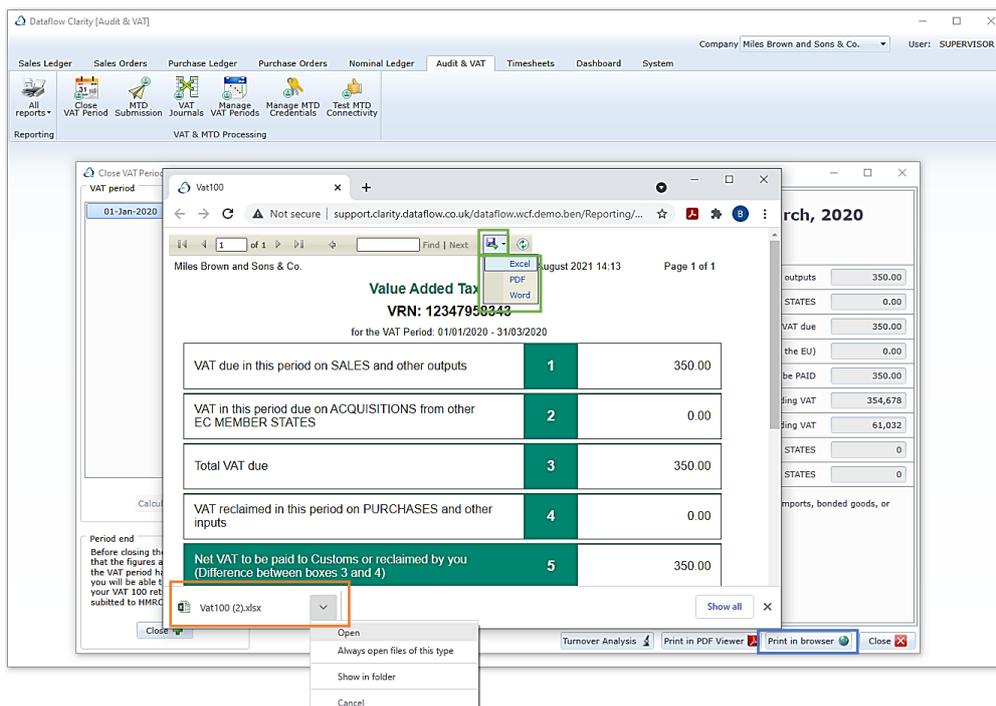
By doing so opens up another window containing the source transactions of the selected turnover total. Example below. From this window you will also have the same *Print in PDF Viewer* and *Print in Browser* reporting functionality detailed previously.



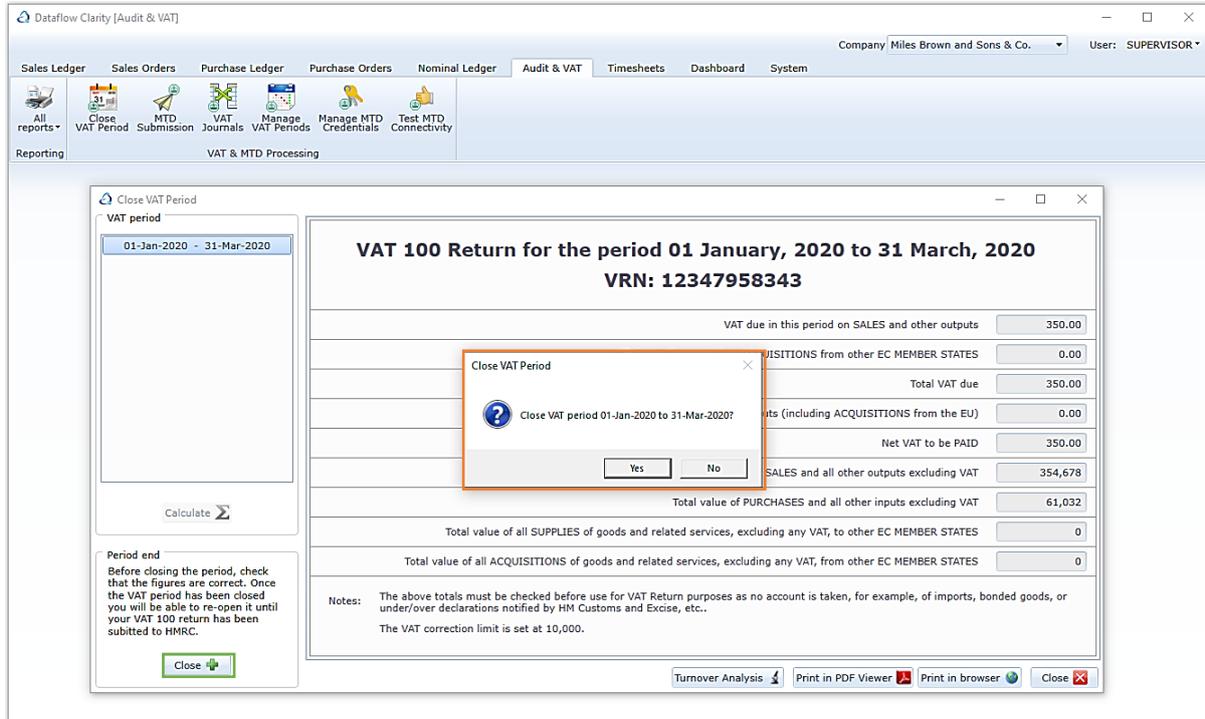
The screen below shows an example of the VAT 100 when using the *Print in PDF Viewer* option.



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).

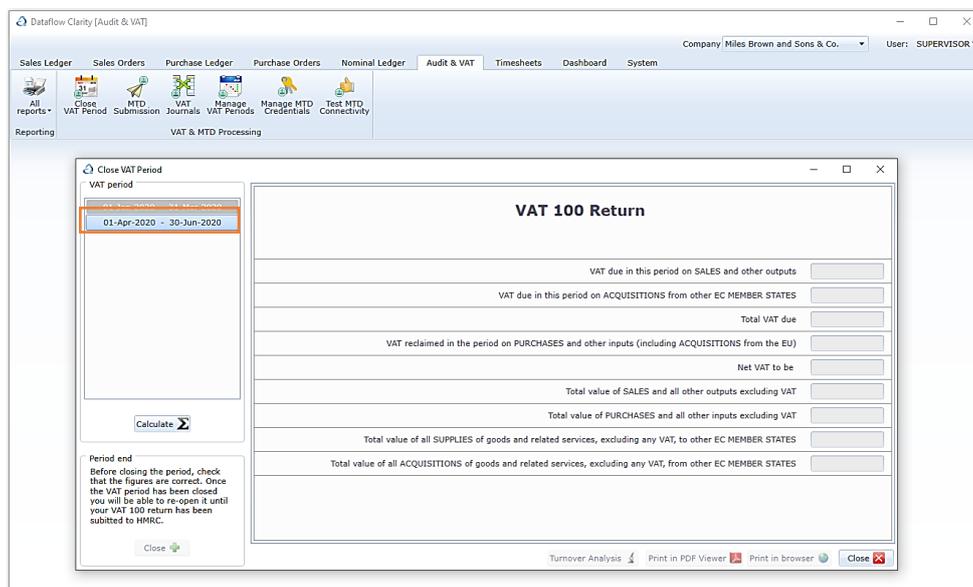


Once the VAT 100 figures have been reviewed and you wish to close the period click on the *Close* button (highlighted below in green). Clicking the *Close* button will open a prompt confirming that you wish to close the selected VAT period (highlighted below in orange).



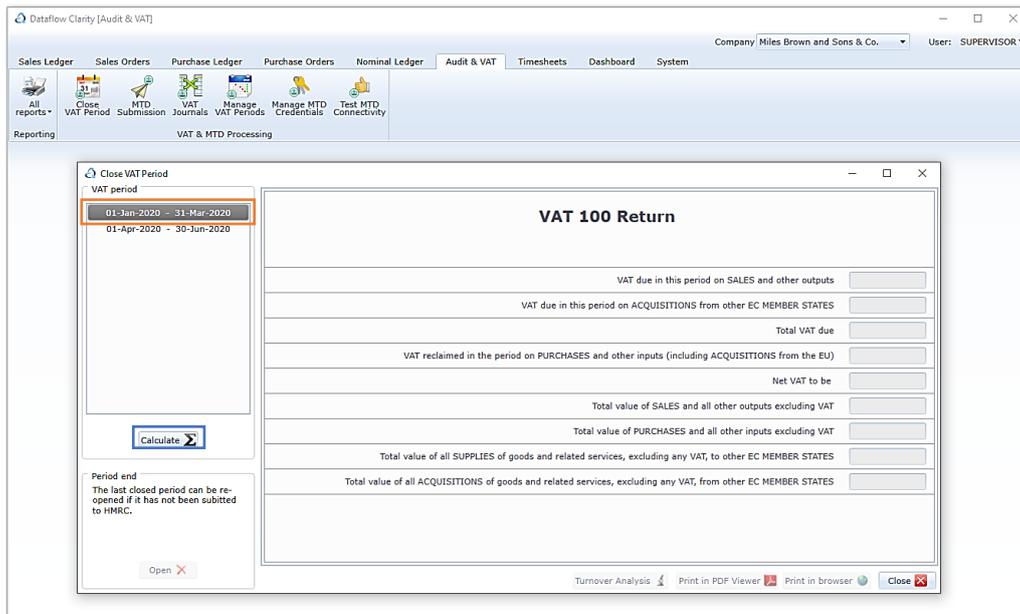
Clicking Yes on the prompt will finalise the closing of the selected period.

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.

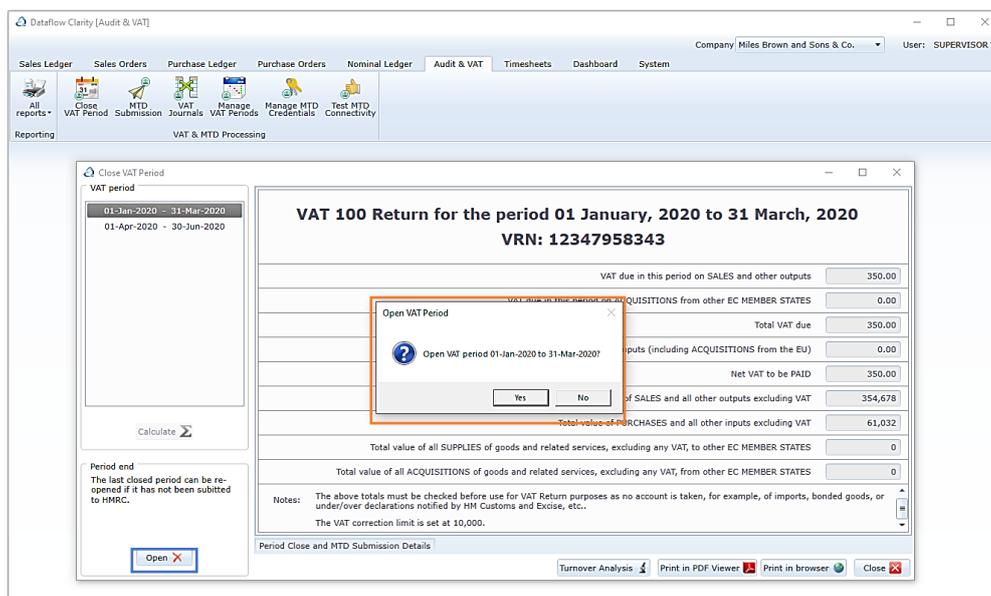


With Clarity you are able to re-open the VAT period up until the point where your VAT 100 return has been submitted to HMRC.

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.



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 opening of the last closed period.



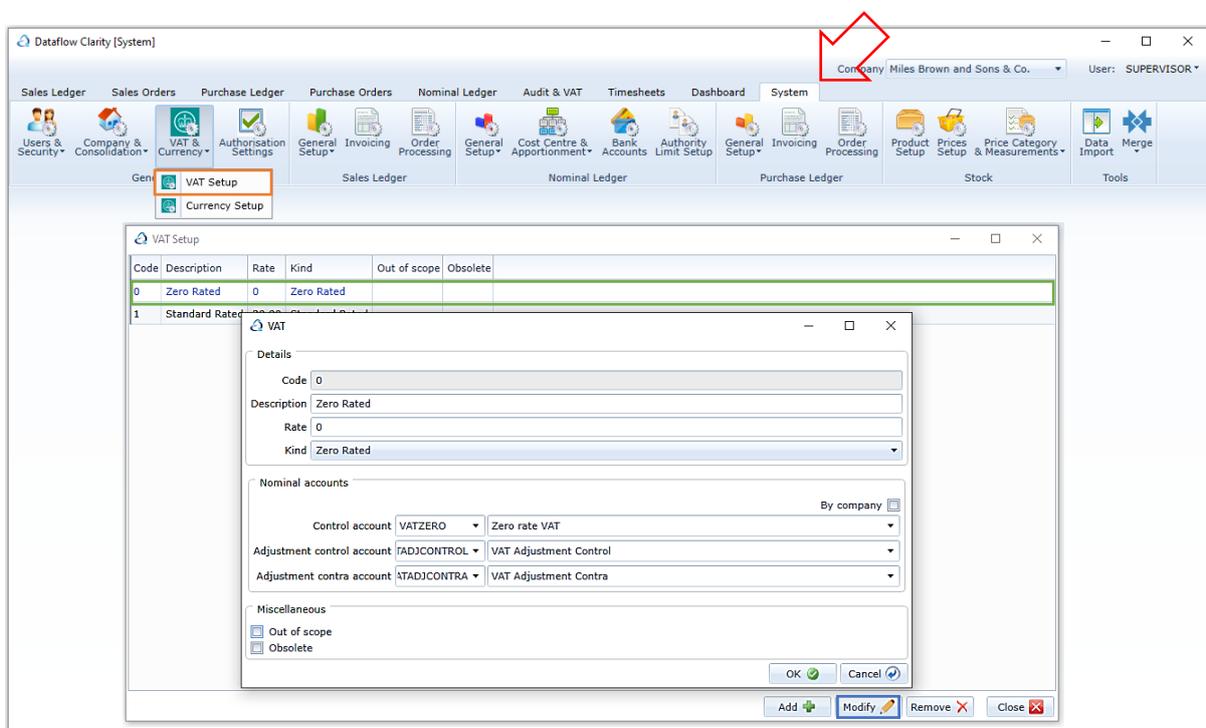
VAT Journals

The VAT period must be closed before you can carry out VAT adjustments using the VAT Journals routine. The VAT Journals must also be posted prior to submitting 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).



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*:

https://dataflow.co.uk/images/uploads/release_notes/Chart_of_Accounts_and_Report_Groups_assignment.pdf

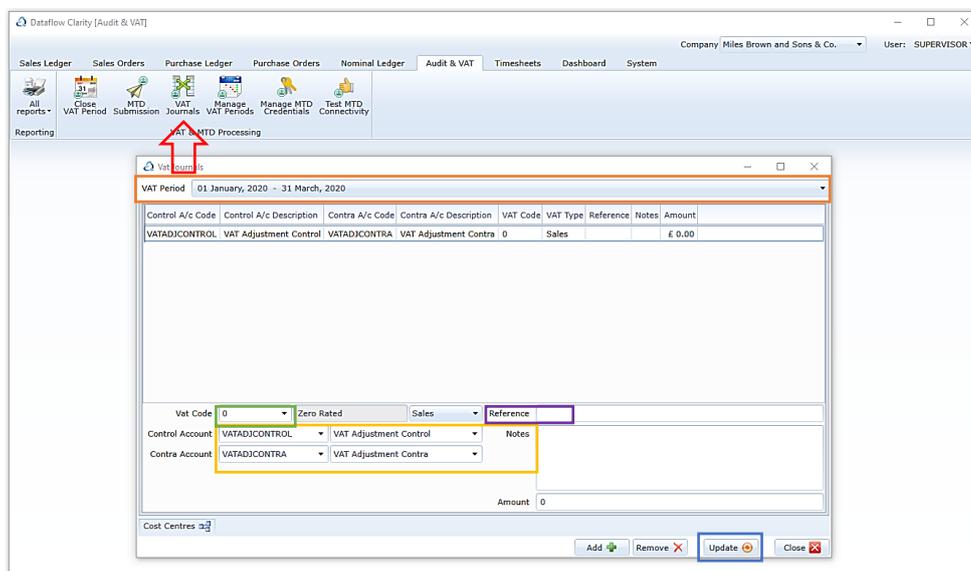
Posting a VAT Adjustment Journal (or is it VAT Journal Adjustment?)

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

To post a VAT Adjustment Journal navigate to the *Audit & VAT* tab and select *VAT Journals* (red arrow). 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* (highlighted in purple). Enter a *Reference*, *Notes* (not mandatory) 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.



MTD Submission

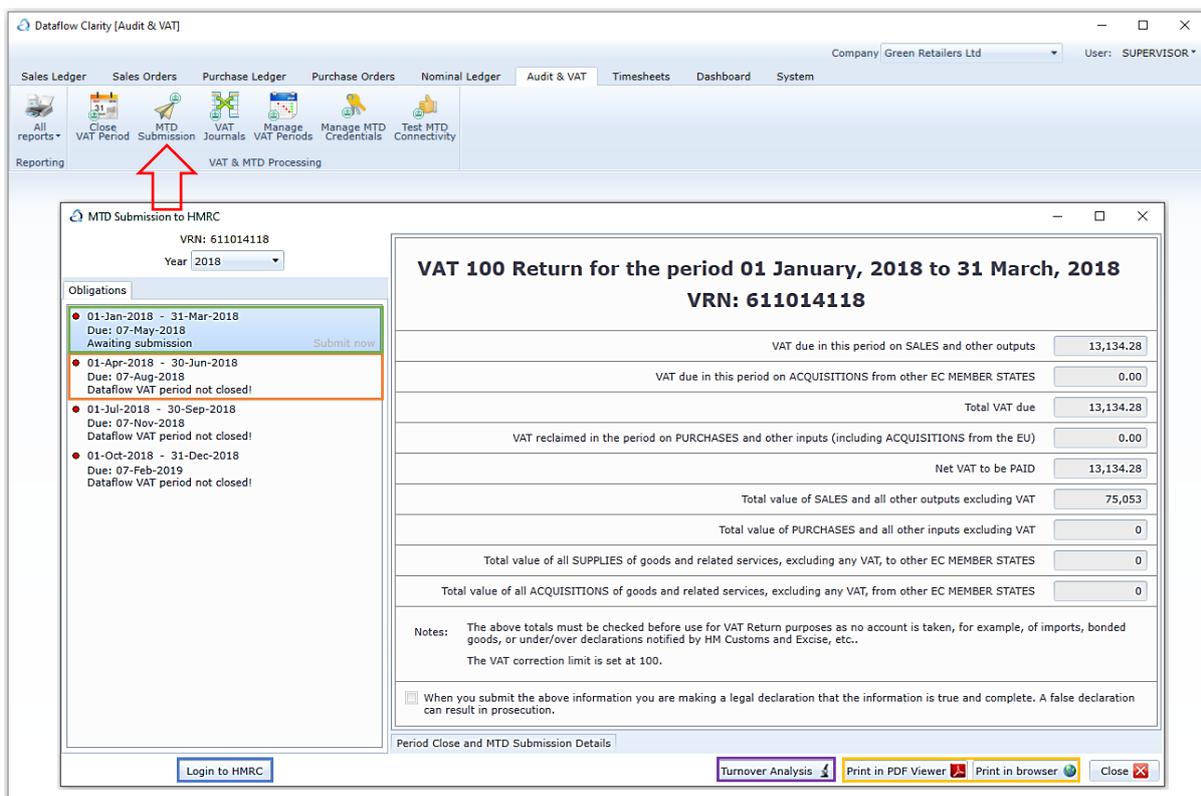
Now the VAT period is closed it's awaiting submission to HMRC. To submit navigate to the *MTD Submission* option (red arrow below).

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).



The screenshot shows the 'Dataflow Clarity [Audit & VAT]' interface. The top navigation bar includes 'Sales Ledger', 'Sales Orders', 'Purchase Ledger', 'Purchase Orders', 'Nominal Ledger', 'Audit & VAT', 'Timesheets', 'Dashboard', and 'System'. The 'Audit & VAT' section contains icons for 'All reports', 'Close VAT Period', 'MTD Submission', 'VAT Journals', 'Manage VAT Periods', 'Manage MTD Credentials', and 'Test MTD Connectivity'. A red arrow points to the 'MTD Submission' icon.

The 'MTD Submission to HMRC' window is open, showing the following details:

- VRN: 611014118
- Year: 2018

Obligations

- 01-Jan-2018 - 31-Mar-2018
Due: 07-May-2018
Awaiting submission [Submit now](#)
- 01-Apr-2018 - 30-Jun-2018
Due: 07-Aug-2018
Dataflow VAT period not closed!
- 01-Jul-2018 - 30-Sep-2018
Due: 07-Nov-2018
Dataflow VAT period not closed!
- 01-Oct-2018 - 31-Dec-2018
Due: 07-Feb-2019
Dataflow VAT period not closed!

VAT 100 Return for the period 01 January, 2018 to 31 March, 2018
VRN: 611014118

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

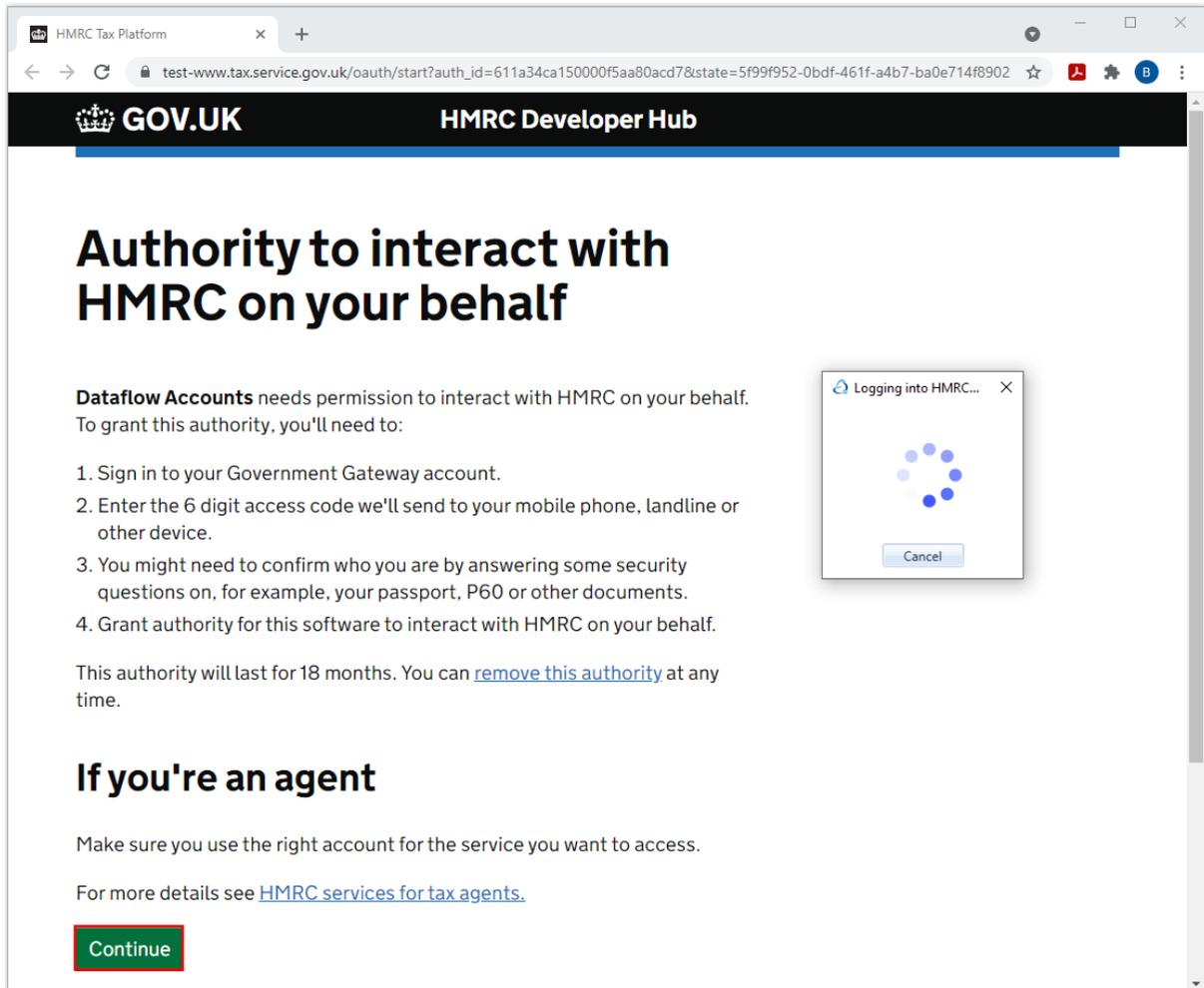
Notes: The above totals must be checked before use for VAT Return purposes as no account is taken, for example, of imports, bonded goods, or under/over declarations notified by HM Customs and Excise, etc..
The VAT correction limit is set at 100.

When you submit the above information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

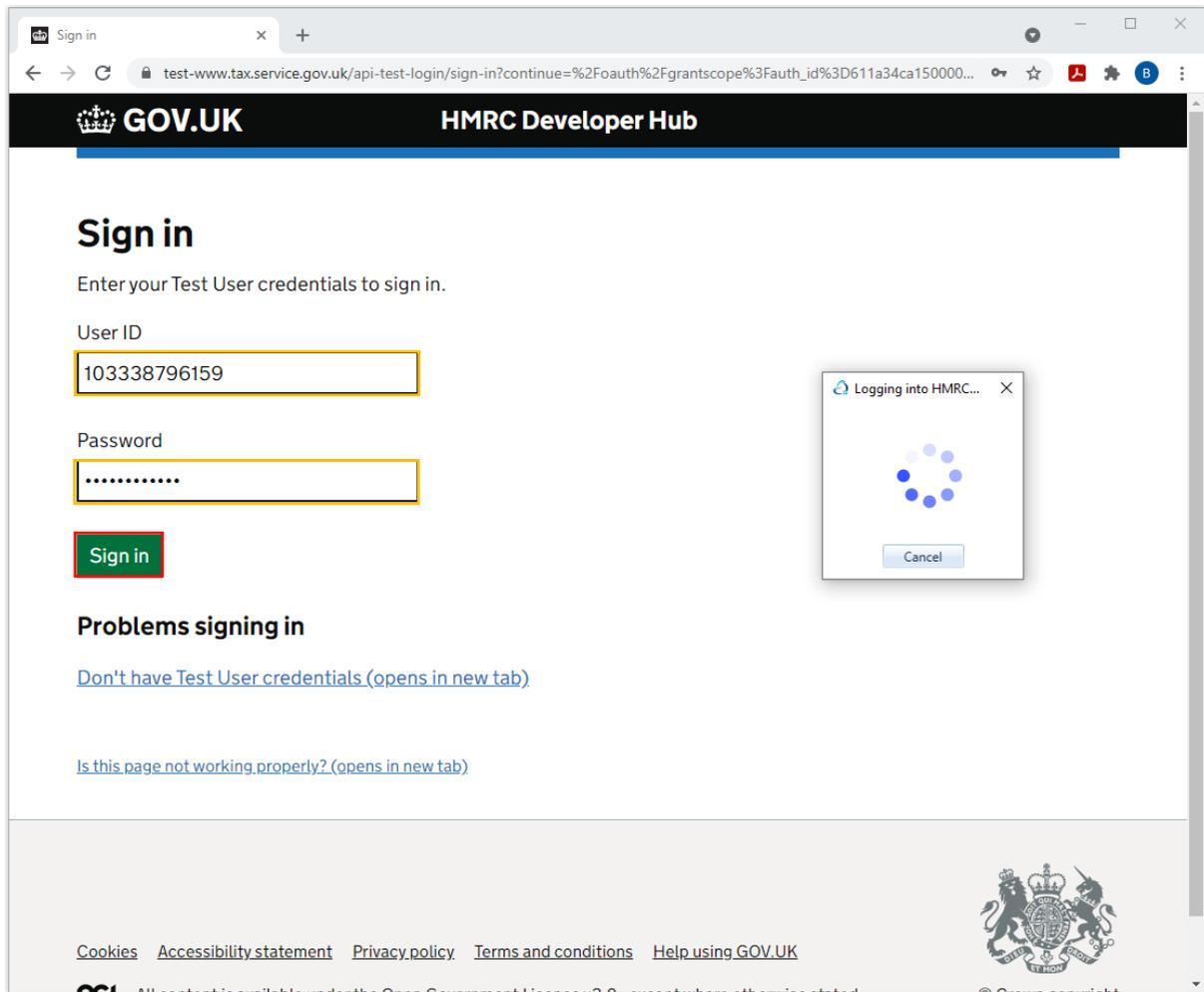
Period Close and MTD Submission Details

Buttons at the bottom: [Login to HMRC](#), [Turnover Analysis](#), [Print in PDF Viewer](#), [Print in browser](#), [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.



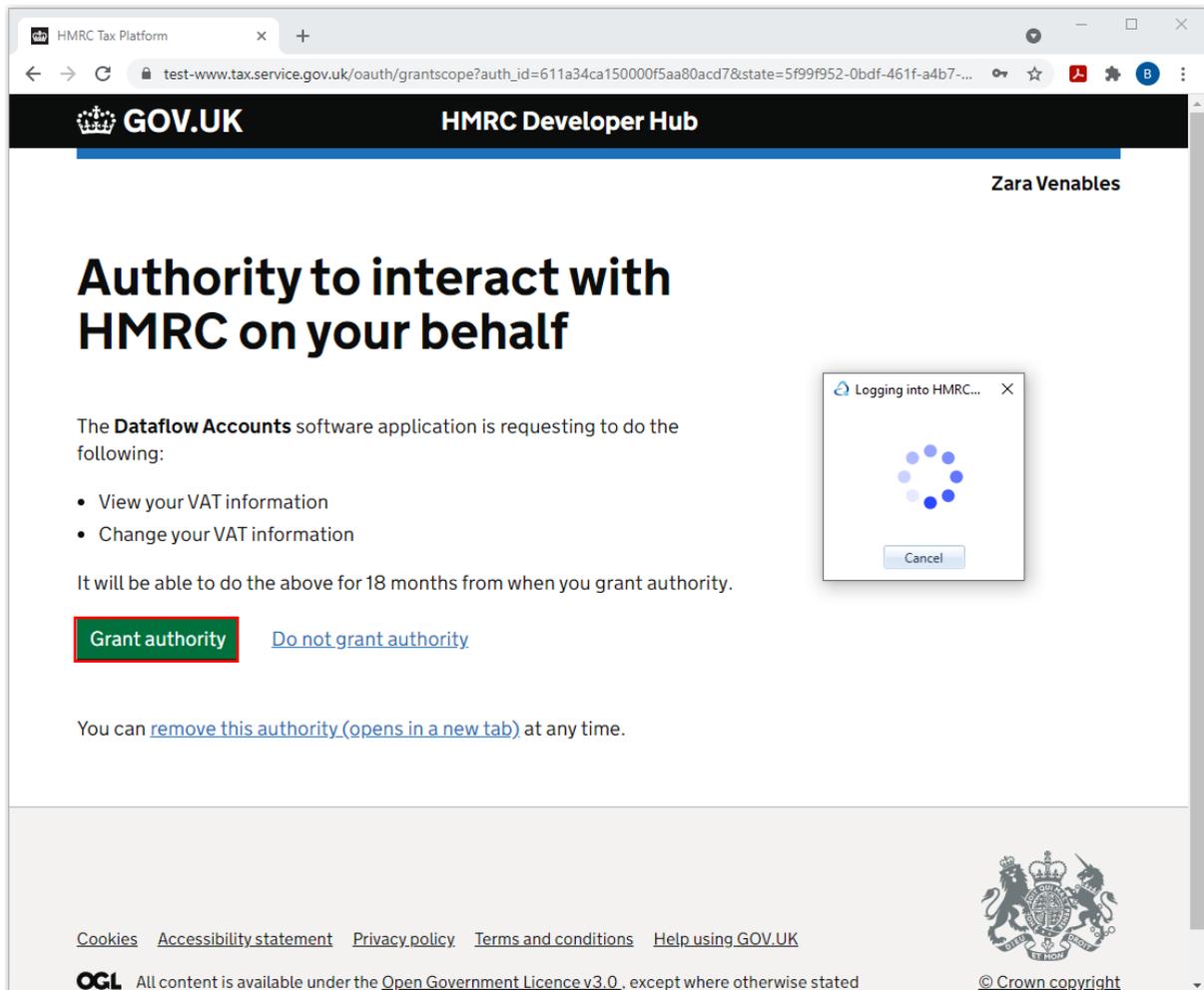
Enter your *User ID* and *Password* issued to you by HMRC into the fields highlighted below in yellow and click the *Sign in* button (highlighted in red).



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.



HMRC Tax Platform

test-www.tax.service.gov.uk/oauth/grantscope?auth_id=611a34ca150000f5aa80acd7&state=5f99f952-0bdf-461f-a4b7-...

GOV.UK **HMRC Developer Hub**

Zara Venables

Authority to interact with HMRC on your behalf

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.

Grant authority [Do not grant authority](#)

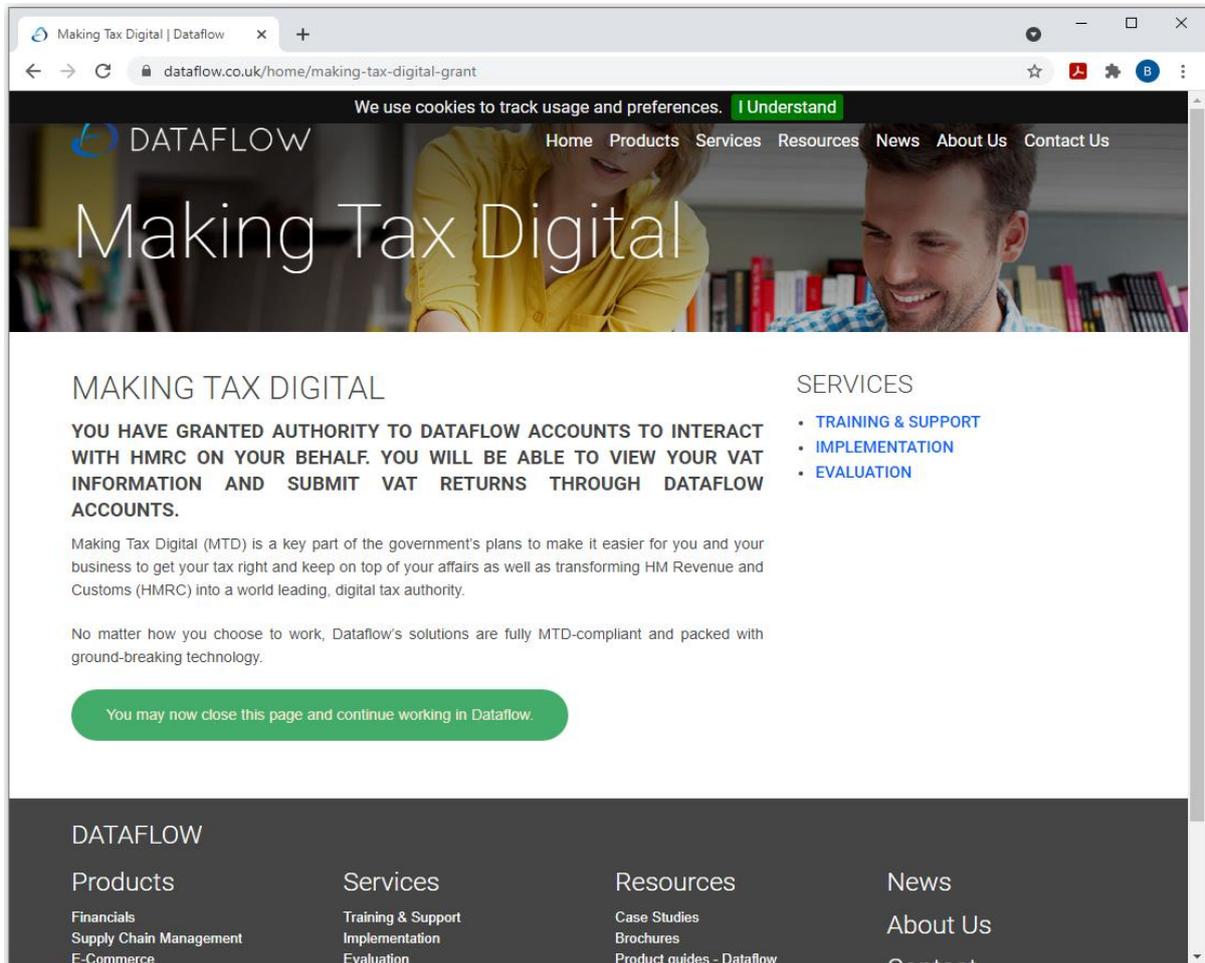
You can [remove this authority \(opens in a new tab\)](#) at any time.

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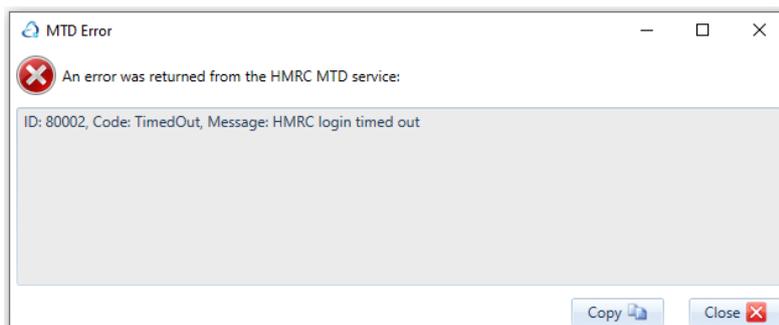
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Successfully granting authority will take you to the final webpage which is the Dataflow Making Tax Digital page on our website. At this point you can close the web browser and return to the Clarity application to complete your submission.



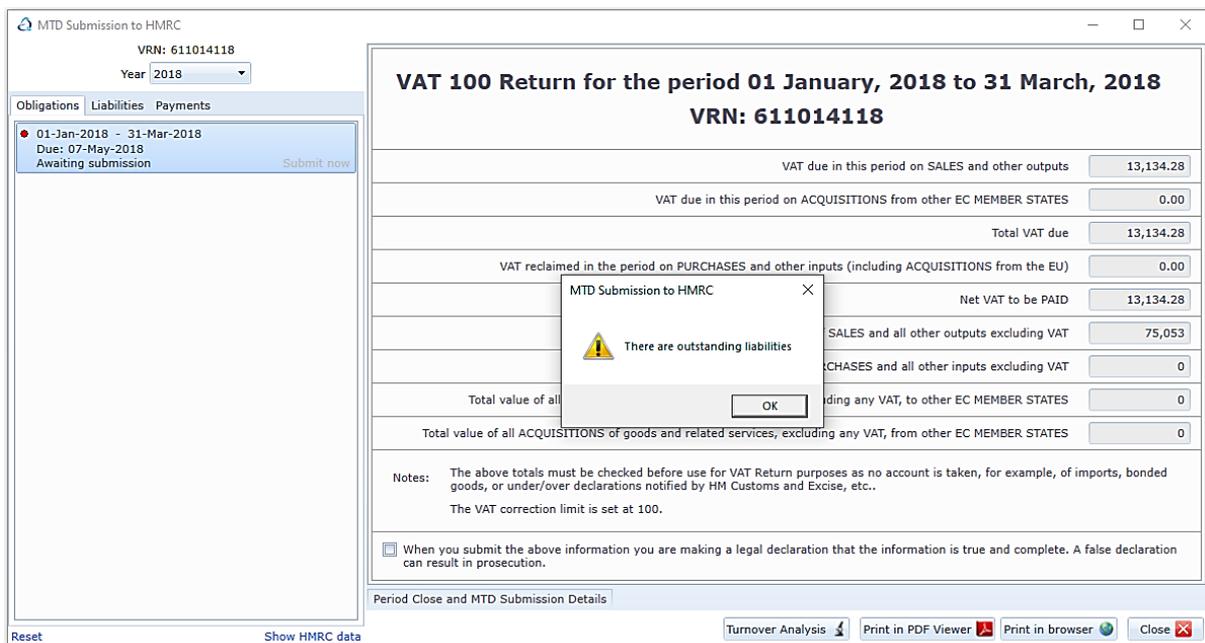
Clarity has a default 2 minute timeout period for logging into the HMRC. If you fail to login within the the 2 minute timeframe you will have to re-start the login process. This timeout period should be sufficient but can be extended if your internet connection speed is poor.

An example timeout message is shown below.



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.



The screenshot shows the 'MTD Submission to HMRC' window. The main window displays the 'VAT 100 Return for the period 01 January, 2018 to 31 March, 2018' for VRN: 611014118. The 'Liabilities' tab is highlighted in orange. A dialog box titled 'MTD Submission to HMRC' is open, displaying a warning icon and the message 'There are outstanding liabilities'. The dialog box has an 'OK' button. The background window shows a table of VAT figures:

VAT 100 Return for the period 01 January, 2018 to 31 March, 2018	
VRN: 611014118	
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
SALES and all other outputs excluding VAT	75,053
PURCHASES and all other inputs excluding VAT	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 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 false declaration can result in prosecution.

Period Close and MTD Submission Details

Buttons: Turnover Analysis, Print in PDF Viewer, Print in browser, Close

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

MTD Submission to HMRC
 VRN: 611014118
 Year: 2018

Obligations **Liabilities** Payments

- 01-Jan-2018 - 30-Apr-2018
 Type: VAT Return Debit Charge
 Original Amount: 463,872.00
 Outstanding Amount: 463,872.00
 Due: 07-Jun-2018
- 01-Aug-2018 - 31-Aug-2018
 Type: VAT CA Charge
 Original Amount: 8,493.38
 Outstanding Amount: 7,493.38
 Due: 07-Oct-2018
- 01-Oct-2018 - 31-Oct-2018
 Type: VAT OA Debit Charge
 Original Amount: 3,000.00
 Outstanding Amount: 2,845.00
 Due: 07-Dec-2018

VAT 100 Return for the period 01 January, 2018 to 31 March, 2018

VRN: 611014118

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 imports, bonded 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 false declaration can result in prosecution.

Period Close and MTD Submission Details

Reset Show HMRC data Turnover Analysis Print in PDF Viewer Print in browser Close

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

MTD Submission to HMRC
 VRN: 611014118
 Year: 2018

Obligations Liabilities **Payments**

- Amount: 91.00
- Amount: 5.00
 Received: 11-Feb-2018
- Amount: 50.00
 Received: 11-Mar-2018
- Amount: 1,000.00
 Received: 12-Mar-2018
- Amount: 321.00
 Received: 05-Aug-2018
- Amount: 5.00
 Received: 12-Sep-2018

VAT 100 Return for the period 01 January, 2018 to 31 March, 2018

VRN: 611014118

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 imports, bonded goods, or under/over declarations notified by HM Customs and Excise, etc..
 The VAT correction limit is set at 100.

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Period Close and MTD Submission Details

Reset Show HMRC data Turnover Analysis Print in PDF Viewer Print in browser 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).

MTD Submission to HMRC
 VRN: 611014118
 Year: 2018

Obligations Liabilities Payments

01-Jan-2018 - 31-Mar-2018
 Due: 07-May-2018
 Awaiting submission **Submit now**

VAT 100 Return for the period 01 January, 2018 to 31 March, 2018

VRN: 611014118

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 imports, bonded 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 false declaration can result in prosecution.

Period Close and MTD Submission Details

Reset Show HMRC data Turnover Analysis Print in PDF Viewer Print in browser Close

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

MTD Submission to HMRC
 VRN: 611014118
 Year: 2018

Obligations Liabilities Payments

01-Jan-2018 - 31-Mar-2018
 Due: 07-May-2018
 Awaiting submission **Submit now**

VAT 100 Return for the period 01 January, 2018 to 31 March, 2018

VRN: 611014118

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 imports, bonded 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 false declaration can result in prosecution.

Period Close and MTD Submission Details

Reset Show HMRC data Turnover Analysis Print in PDF Viewer Print in browser Close

MTD Submission to HMRC

⚠ You are about to submit your VAT100 Return for the period 01-Jan-2018 to 31-Mar-2018 to HMRC.

Do you wish to continue?

Yes No

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

MTD Submission to HMRC

VRN: 611014118

Year: 2018

Obligations | Liabilities | Payments

01-Jan-2018 - 31-Mar-2018
Due: 07-May-2018
Awaiting submission Submit now

VAT 100 Return for the period 01 January, 2018 to 31 March, 2018

VRN: 611014118

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 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 imports, bonded 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 false declaration can result in prosecution.

Period Close and MTD Submission Details

Reset Turnover Analysis | Print in PDF Viewer | Print in browser | 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.

MTD Submission to HMRC

VRN: 611014118

Year: 2018

Obligations | Liabilities | Payments

01-Jan-2018 - 31-Mar-2018
Due: 07-May-2018
Received: 16-Aug-2021

01-Apr-2018 - 30-Jun-2018
Due: 07-Aug-2018
Dataflow VAT period not closed!

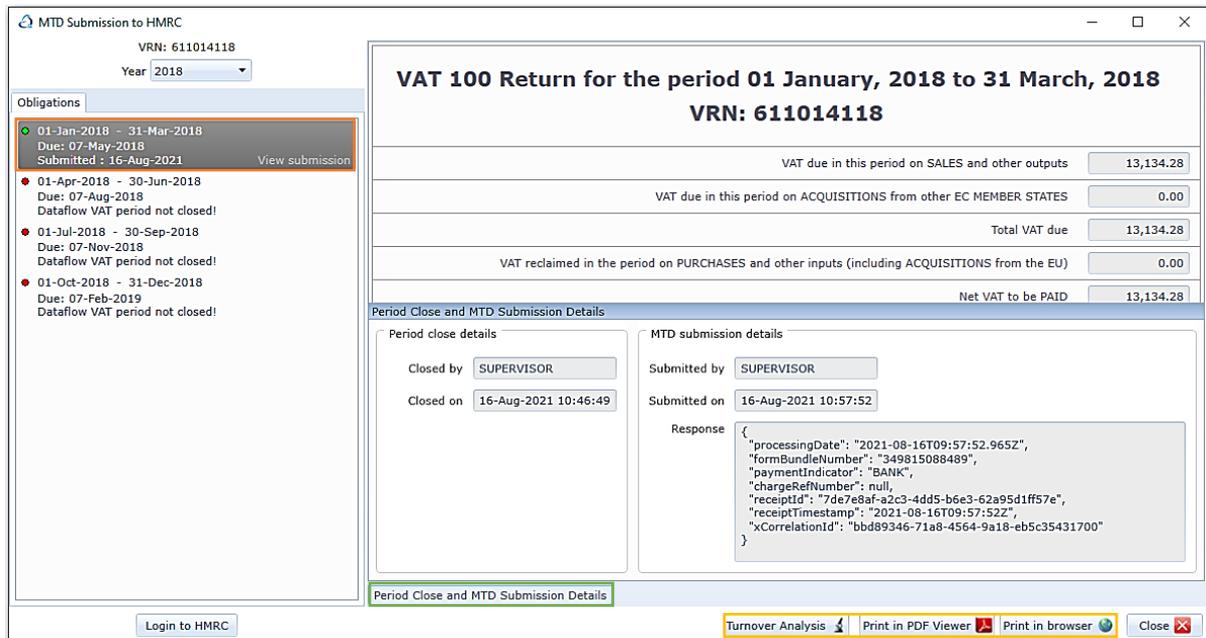
VAT 100 Return

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	
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 false declaration can result in prosecution.

Reset Turnover Analysis | Print in PDF Viewer | Print in browser | Close

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 additional option of viewing the *Period Close and MTD Submission Details* (highlighted in green).



The screenshot shows the 'MTD Submission to HMRC' window for VRN: 611014118, Year 2018. The 'Obligations' list on the left includes several periods, with '01-Jan-2018 - 31-Mar-2018' highlighted in orange. The main area displays the 'VAT 100 Return for the period 01 January, 2018 to 31 March, 2018' with a total VAT due of 13,134.28. Below this, the 'Period Close and MTD Submission Details' section is highlighted in green, showing submission details such as 'Submitted by SUPERVISOR' and 'Submitted on 16-Aug-2021 10:57:52'. A JSON response is also visible, containing fields like 'processingDate', 'formBundleNumber', and 'receiptId'. At the bottom, the 'Turnover Analysis' button is highlighted in yellow.

Group VAT 100 Submissions

The Group VAT 100 MTD submission process to HMRC via Clarity is identical 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 after the period closure and prior to the submission.