

Transcript for IRIS Financials — Preparing for a VAT Return Video

This video describes how to prepare for your VAT claim in IRIS Financials.

This video is accessed from the Preparing for a VAT Return Video topic:

- [IRIS Financials version 6](#)
- [IRIS Financials version 6, DfE Edition](#)
- [IRIS Financials version 7](#)
- [IRIS Financials version 7, Charity Edition](#)
- [IRIS Financials version 7, DfE Edition](#)
- [IRIS Financials version 7, School Edition](#)

Transcript

Welcome to IRIS Financials. In this video, we'll show you how to prepare for your VAT claim.

Before you can start preparing for your VAT claim, you must change the status of the VAT period it relates to, so that new documents cannot be posted after you have started preparing it. Go to **Maintenance**. Select **Accounts**, select the VAT **Ledger**, and then **OK**.

Select the VAT period the claim is being made for. Select **Tax**. To only allow corrections and adjustments to be made to existing VAT claim documents, select **Edit**, in **Status** select **Manual**. When you have updated the status, **Save** and confirm the changes.

Next, you must review the details posted to the VAT period, and compare these against the VAT report. To display the transactions posted to the VAT period, select **Links**, and select **Details**. To make sure all required accounting periods are included in the VAT period, select **Criteria**, then **Periods**. To set the period range, select **Period Range** then **All**. To confirm and display the transactions, select **OK**.

To help you review the transactions, we recommend you use the **Document Type**, **Document Number**, **Nominal**, **Date**, **Period**, **Account Value**, **User Value**, and **Tax Type** columns on the inquiry. If the columns are not displayed, select the column headers and choose the column name. Including these columns allows you to sort or group the transactions when reconciling to either the VAT 100 report or the VAT 126 report.