

Transcript for IRIS Financials — Reconciling a VAT Period with the VAT100 Report Video

This video describes how to reconcile a VAT period with the VAT100 report in IRIS Financials.

This video is accessed from the Reconciling a VAT Period with the VAT100 Report Video topic:

- [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 reconcile the VAT period with the VAT100 report for more than one location. The VAT 100 report shows the transactions being included in the VAT return. To file the VAT 100 report as evidence of what was included on the VAT claim, you must check the values on the report match the values on the VAT return.

To run the VAT 100 report, go to **Modules** or **Processing Modules**, then select the **Reporting Suite**. From the **Additional Reports**, select **VAT 100**. In the report criteria, select the **VAT Period**. The **VAT Input** and **Output** nominals are automatically selected based on the selected **Locations**. To display the report, select **View Report**.

To make sure the transactions on the report are the same as the transactions for the VAT period, go to **Maintenance**, then **Accounts**, select the **VAT Ledger**. Then **OK**.

To display the transactions being included in the VAT claim, select the VAT period. Select **Links**. Then **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, you might want to add additional columns. If the details you want to review are not displayed, select the column headers, then the column name.

To group the transactions, for example, to display the totals for each nominal, select and drag the column header into the area above. The total value of the columns should match the values on the first page of the report. Pages two and three of the report display all of the transactions for each section.

If there are any discrepancies, such as a VAT registration number has not been assigned to the transaction, they must be corrected. Edit the document.

When you have reconciled the report with the VAT Ledger account, we recommend printing or saving the report for your records. The VAT claim can then be processed.