VAT for MTD Software

MTDSimple Manual

Date: 21^{st} June 2019Version:1.4Reference:MTDS010Author:Iain Tebbutt

Revision History

Version	Date	Comments
1.0	25/4/2019	Initial Release
1.1	3/5/2019	Added comment regarding DD after registration and
		tidied up browser faq
1.2	13/5/2019	Added Quickbooks support
1.3	23/5/2019	Added Open Office spreadsheet support
		Added more information on browser issues
1.4	21/6/2019	Added information about alternative Sage format

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1. Introduction

1.1 Purpose and Scope

This document describes how to use the MTDSimple software for submitting VAT returns to HMRC's Making Tax Digital gateway.

We have tried to make this manual as complete yet succinct as possible. If you are having problems then please make sure that you have followed the instructions in each section of the manual (including registering with HMRC). If you are still having problems then please refer to section 8. You can email us for help at support@mtdsimple.co.uk

1.2 Your License

When you purchase the software, you will be sent a license code that allows you to use the software with a single VAT number. If your VAT number changes then you will need to purchase a new copy of the software.

We will update the software as required by our cutomers and HMRC and will make new versions of the software available to users. Your license key will allow you to run any version of the software published up to a date 12 months after your initial purchase. After 12 months after your initial purchase you may continue to use the software that you already have. If you want to use a new features in a later release of software then you will need to purchase a new version of the software with a new period of 12 months free updates. If HMRC change the protocol that is required by our software after your 12 month period of updates has expired then you will need to purchase a new copy of the software.

You will be entitled to email customer support for a period starting from when you purchase the software up to a date 12 months after your purchase. If you want support after this date then you will need to purchase a new version of the software.

2. Before you start

Before you submit your VAT return for the first time you will need to have registered with HMRC to submit your VAT return using the MTD gateway. This is a separate registration process from the government gateway credentials that you will have used to submit returns before. We have a document describing how to register for the MTD gateway and this is available from: <u>http://www.mtdsimple.co.uk/register.pdf</u>

Note that the registration process can take some time and you should allow at least 5 days to get authorisation through so please don't leave this to the last minute.

Also please note that if you pay VAT by direct debit then you may need to log in to your HMRC VAT account and set up a new direct debit after you have registered for MTD. Go to <u>https://www.gov.uk/send-vat-return</u> and log in. You will now be able to click on a link to "View your VAT details" after that you should be able to follow the links to set up a new direct debit.

3. Submitting Your Return

3.1 Running the Software

When you first use the software you will need to enter your business VAT number, support expiry date and license code into the boxes on the main screen. You will then have a display similar to the one shown below:

	🙆 VAT MTD			
	VAT Number	608516933		
	End Date	01/01/2020		
1	License	11504f6a43f8		
	Click "Get Ol	oligations" first		
		Get Obligations		
1	B . 10 .			
	Period Start			
	Period End			
	Due Date			
	Data Format	Sage Accounts	•	
		Submit Return		
		Exit		
	Version: 1.1.0.0			

You should only have to fill in the information once since the software will remember your settings next time you use it.

The first thing that you will need to do is to click on "Get Obligations"

3.2 Getting your Obligations

In order to submit a VAT return the software is required to ask HMRC for some information about when your VAT return is due, which period it covers etc. HMRC call this process "getting obligations". To start the process click on the "Get Obligations" button.

In order to authorise the process a browser window will open on HMRC's website asking you to confirm that you grant authority for MTDSimple to access your obligations and submit your return. You have 2 minutes to complete this authorisation procedure before MTDSimple times out. During this time MTDSimple shows a timer on the main screen.

🙆 VAT MTD	
VAT Number	608516933
End Date	01/01/2020
License	11504f6a43f8
Waiting for A	uthorisation - 8 seconds elapsed
	Get Obligations
Period Start	
Period End	
Due Date	
Data Format	Sage Accounts
	Submit Return
	Exit
Version: 1.1.	0.0

Your browser will ask you to grant authority:

Authority to interact with HMRC on your behalf

 ${\sf MTDS}{\sf imple}$ needs permission to interact with ${\sf HMRC}$ 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 <u>remove this authority</u> at any time.

If you're an agent

To use the Making Tax Digital APIs, sign in with the user ID and password for your agent services account.

To use the APIs that pre-populate a Self Assessment return, sign in with the account that's enrolled for Self Assessment for Agents - it's the same account you use to access the HMRC agent portal.

Continue

Click Continue and sign in to the government gateway.

Sign in using Government Gateway

Government Gateway user ID This could be up to 12 characters.		
Password		
Sign in		

Create sign in details

You may need to perform additional security steps (such as a text message confirmation)

Enter your access code

We just sent a 6 digit access code by	text to: ****
It may take a few minutes to arrive.	
Access code	
Continue	

I can't get my access code

You will then need to grant authority to MTDSimple by clicking the "Grant Authority" button.

Authority to interact with HMRC on your behalf

The MTDSimple 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

This will redirect you to the MTDSimple website showing that you have successfully completed this step.



You can now close your browser and return to the MTDSimple application which will now have your obligations filled in in the lower part of the form.

🙆 VAT MTD		
VAT Number	608516933	
End Date	01/01/2020	
License	11504f6a43f8	
Click on "Su	bmit Return'' to submit a VAT return	
	Get Obligations	
Period Start	01/01/2017	
Period End	31/03/2017	
Due Date	07/05/2017	
Data Format	Sage Accounts	
	Submit Return	
Version: 1.1.0.0		

Select the data format that you use from the dropdown list and click "Submit Return". The process for submitting a return depends on which accounting package you use and hence which data format you are using. The next few sections describe the process for each data format in turn.

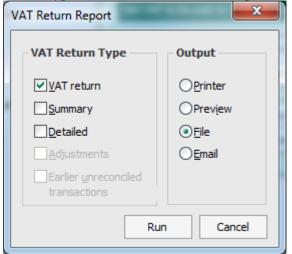
4. Reading Data from Sage Accounts

If you use Sage Accounts then you will need to generate a csv file with your VAT return information to use with MTDSimple.

To do this calculate the VAT return using Sage and then click on the "Print VAT Return" button.

	justments		
-	Adjust the values on your VAT Return, for items not yet entered into your accounts or for any necessary adjustments for your VAT scheme.		
Make adjustments			
Reports			
Use the	following reports to reconcile the values on your VAT Return.		
Print V/	AT Return Reconciliation reports		
Note: You cannot reverse this process, please ensure you are happy with the values on the VAT Return before you proceed.			
	Reconcile VAT Return		

Now select the VAT return type as "VAT return" and the output as "File"



Click "Run" and save the file as a csv file - change the "Save as type" to Delimited Files (*.csv)

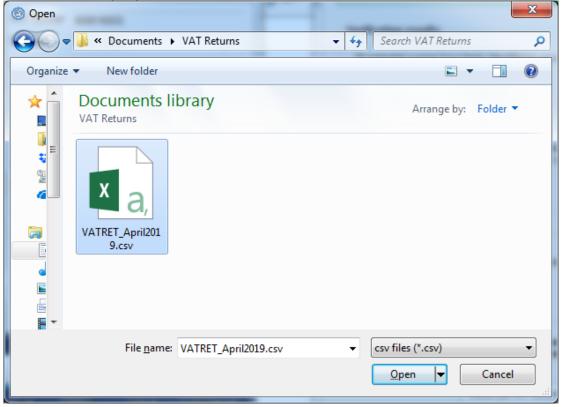
We would also recommend changing the file name to identify the date of the VAT return.

🗟 Save Report As						
G 🗸 🕨 Lit	oraries + Documents + VAT Returns		- ↓	Search VAT Returns		٩
Organize 🔻 Ne	w folder				- (2
VAT Retu	ments library			Arrange by:	Folder 🔻	
		No items match your search.				
File <u>n</u> ame:	VATRET_April2019					•
Save as <u>t</u> ype:	Delimited Files (*.csv)					•
Hide Folders				Save	Cancel]

Click Save.

It appears that Sage can produce csv files in a couple of formats. Please try the "Sage Accounts" format first and if that fails to select the correct values from the file then try "Sage Accounts (Line 50 2010)".

On the MTDSimple form make sure that the data format is set to "Sage Accounts" or "Sage Accounts (Line 50 2010)" and click "Submit Return". You will now need to select the file that you just saved.



When you have selected the file lick "Open". The software will now display the VAT return figures in a dialog box.

OheckReturn				
Check the values match your VAT return. If these values are correct then click OK to submit				
VAT due in this period on sales	β5313.40			
VAT due in this period on EC acquisitions	504.20			
Total VAT due	35817.60			
VAT reclaimed in this period on purchases	10059.53			
Net VAT to be paid to Customs or reclaimed by you	25758.07			
Total value of sales, excluding VAT	176942.82			
Total value of purchases, excluding VAT	51675.84			
Total value of EC sales, excluding VAT	0.00			
Total value of EC purchases, excluding VAT	2521.03			
When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.				
Cancel]			

You **must** check that the figures shown match the VAT figures shown in Sage and that these figures are correct.

When you are satisfied that the figures are correct, tick the check-box to show that the information is true and complete and then click OK. Your VAT return will now be submitted. If the submission is successful then you will see a dialog box confirming receipt.

MTDSimple	×
VAT return submitted - form bundle 238695335560 direct debit.	Payment will be collected by
	ОК

If the figures are not correct then just click cancel and start again.

5. Reading Data from a Spreadsheet (Excel or Open Office)

If you have your VAT return data in an Excel or Open Office spreadsheet then MTDSimple can read that data.

Make sure that you select "Excel Spreadsheet" or "Open Office" in the Data Format dropdown list then click "Submit Return". Then select the spreadsheet where your VAT return data is stored.

Open .	
COC VAT Returns	- + Search VAT Returns
Organize 🔻 New folder	□ • □ 0
Documents library	Arrange by: Folder 🔻
VATRET.xlsx	
File <u>n</u> ame:	✓ Excel files (*.xlsx) ✓ Open ✓ Cancel

You will now need to define which sheet and which cells contain the data that you need in order to submit your return. Note that the software saves the settings so if your spreadsheet has the same format for every VAT period then you will only need to go through this process once.

- 1. Select the sheet from the dropdown list of sheets
- 2. For each box (1 to 9) click on the cell in the spreadsheet that will be used for this box and then click on the "Select Cell for Box x" button. The value will automatically be added to dialog box
- 3. When all 9 boxes have been defined click on the OK button

Sheet	VAT0419								
VAT d	due in this period	on sales		23928.4		Select Cell fo	or Box 1		
VAT	due in this period	on EC acquisitions		175.82		Select Cell fo	or Box 2		
Total	VAT due			24104.22		Select Cell fo	or Box 3		
VATn	eclaimed in this j	period on purchases		6402.21		Select Cell for Box 4			
Net V	AT to be paid to	Customs or reclaimed by yo	ы	17702.01 119642		Select Cell fo	or Box 5		
Total	value of sales, e	xcluding VAT				Select Cell for Box 6			
Total value of purchases, excluding VAT				33152.75		Select Cell for Box 7			
Total	value or purchas	Total value of EC sales, excluding VAT					Select Cell for Box 8		
		-		0		Select Cell fo	or Box 8		
Total	value of EC sale	-		0 879.11		Select Cell fo Select Cell fo			
Total	value of EC sale	s, excluding VAT	С		Col	Select Cell fo			
Total	value of EC sale	s, excluding VAT chases, excluding VAT	_	879.11	Col 2392	Select Cell fo			
Total	value of EC sale	s, excluding VAT chases, excluding VAT Col 2	V	879.11 Col 3		Select Cell fo 4 28.4			
Total	value of EC sale value of EC pure Col 1	s, excluding VAT chases, excluding VAT Col 2 1	V/	879.11 Col 3 AT due in this p	2392 175.	Select Cell fo 4 28.4			
Total	value of EC sale value of EC pure Col 1 1 2	s, excluding VAT chases, excluding VAT Col 2 1 2	V/ V/ To	879.11 Col 3 AT due in this p AT due in this p	2392 175. 2410	Select Cell fr 4 28.4 82 04.22			
Total	value of EC sale value of EC pure Col 1 1 2 3	s, excluding VAT chases, excluding VAT Col 2 1 2 3	V/ V/ To V/	879.11 Col 3 AT due in this p AT due in this p otal VAT due (s	2392 175. 2410 6402	Select Cell fr 4 28.4 82 04.22			
Total	value of EC sale value of EC pure Col 1 2 3 4	s, excluding VAT chases, excluding VAT Col 2 1 2 3 4	V/ V/ To V/ No	879.11 Col 3 AT due in this p AT due in this p otal VAT due (s AT reclaimed in	2392 175. 2410 6402	Select Cell fr 4 28.4 82 04.22 2.21 02.01			
Total	value of EC sale value of EC pure Col 1 2 3 4 5	s, excluding VAT chases, excluding VAT Col 2 1 2 3 4 5	V/ V/ To V/ Ne To	879.11 Col 3 AT due in this p AT due in this p otal VAT due (s AT reclaimed in et VAT to be pa	2392 175. 2410 6402 1770 1196	Select Cell fr 4 28.4 82 04.22 2.21 02.01			

Once you click OK then you will see a VAT return summary dialog box like the one below.

S CheckReturn						
Check the values match your VAT return. If these values are correct then click OK to submit						
VAT due in this period on sales	β5313.40					
VAT due in this period on EC acquisitions	504.20					
Total VAT due	35817.60					
VAT reclaimed in this period on purchases	10059.53					
Net VAT to be paid to Customs or reclaimed by you	25758.07					
Total value of sales, excluding VAT	176942.82					
Total value of purchases, excluding VAT	51675.84					
Total value of EC sales, excluding VAT	0.00					
Total value of EC purchases, excluding VAT	2521.03					
When you submit this VAT information you are making that the information is true and complete. A false declaration can result in prosecution.						
Cancel OK]					

You **must** check that the figures shown match the VAT figures shown in your spreadsheet and that these figures are correct.

When you are satisfied that the figures are correct, tick the check-box to show that the information is true and complete and then click OK. Your VAT return will now be submitted. If the submission is successful then you will see a dialog box confirming receipt.

MTDSimple	x
VAT return submitted - form bundle 23869533556 direct debit.	i0. Payment will be collected by
	ОК

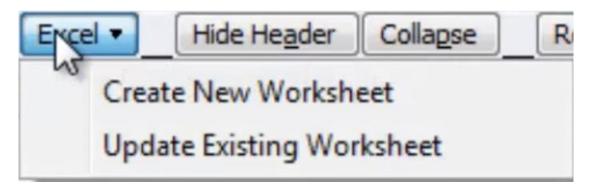
If the figures are not correct then just click cancel and start again.

6. Reading Data from Quickbooks

If you are using Quickbooks then run your VAT return and click on the "Excel" button



Select "Create New Worksheet"



Select "Create new worksheet" and "in new workbook"

Create new worksheet	
in new workbook	
in existing workbook	
) Update an existing workshee	et How it works
A comma separated values (.	.csv) file
13	
-0	

In older versions of Quickbooks you may need to select the "Export button"

Prinţ	E-mal *	Export	Hide Header	Expand	Refresh	
-------	---------	--------	-------------	--------	---------	--

Then make sure that you choose to create a new Excel workbook and that the "Include a new worksheet...." option is **not** ticked as shown below.

port Repo	rt	
<u>B</u> asic	Advanced	
Export Qui	ckBooks report to:	
O a comm	a separated <u>v</u> alues (.csv) file	
💿 a <u>n</u> ew B	Excel workbook	
🔘 an <u>e</u> xis	ting Excel workbook	
	Browse	
Ouse	an existing sheet in the workbook	
Se	elect a sheet	
(a) cre	ate a new sheet in the workbook	
Suc	are a new Eneer in the workbook	
	lude a new worksheet in the workbook that explains Excel	
	rksheet linking	
.0		
	Export Cancel Help)

You will now see and Excel spreadsheet. Save this file. We would recommend choosing a file name to identify the date of the VAT return.

Make sure that you exit Excel.

Now on the MTDSimple form make sure that the data format is set to "Quickbooks Excel 2001-2016" and click "Submit Return". You will now need to select the file that you just saved.

🕲 Open	→ Libraries → Documents → VA	AT Detuges		• •	Search VAT Returns	x
Organize		AT Returns		▼ 4 ₇	Search VAT Returns	<u>م</u>
	Documents library VAT Returns				Arrange by: F	
	Name	Date modified	Туре	Size		
* = 9	Quickbooks.xlsx	13/05/2019 14:23	Microsoft Excel W	11 KB		
4	VATRET_2019_Q1.xlsx	02/04/2019 17:18	Microsoft Excel W	10 KB		
	File <u>n</u> ame: VATRET_2019_0	Q1.xlsx		Ŧ	Excel files (*.xlsx;*.xls)	▼ Cancel

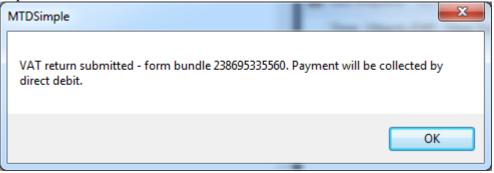
When you have selected the file lick "Open". The software will now display the VAT return figures in a dialog box.

le CheckReturn						
Check the values match your VAT return If these values are correct then click OK to submit						
VAT due in this period on sales	β5313.40					
VAT due in this period on EC acquisitions	504.20					
Total VAT due	35817.60					
VAT reclaimed in this period on purchases	10059.53					
Net VAT to be paid to Customs or reclaimed by you	25758.07					
Total value of sales, excluding VAT	176942.82					
Total value of purchases, excluding VAT	51675.84					
Total value of EC sales, excluding VAT	0.00					
Total value of EC purchases, excluding VAT	2521.03					
When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.						
Cancel OK]					

You **must** check that the figures shown match the VAT figures shown in Sage and that these figures are correct.

When you are satisfied that the figures are correct, tick the check-box to show that the information is true and complete and then click OK. Your VAT return will now be

submitted. If the submission is successful then you will see a dialog box confirming receipt.



If the figures are not correct then just click cancel and start again.

7. Checking your VAT return has been received

When you submit your VAT return using MTDSimple then you will get a confirmation that the figures have been received by HMRC.

In order to keep the interface of the application as simple as possible we do not provide the facility to use MTDSimple to view previously filed returns or view your VAT liability.

All of this can be done using the HMRC web pages.

- Go to <u>https://www.gov.uk/send-vat-return</u> and log in using your credentials.
- Scroll down the page and click on "View your VAT details"

BETA This is a new service - your feedback will help us to improve it.

(HM Revenue & Customs

Business tax account > Your VAT details



Next payment due	Next return due
7 June 2019	7 July 2019
Check what you owe	View return deadlines
Payment history Check the payments you have made or received.	Submitted returns Check the returns you have sent us.

Update your VAT details

Tell us about changes to your business or VAT Returns.

Get help with this page.

From this page you can click on the links to check what you owe (which will then allow you to view a previous VAT return and set up, amend or cancel a direct debit to pay the VAT). You can also view previously submitted returns and your payment history.

Note that the historical information will only include data from after your move to the HMRC MTD platform and will not include data from before the transition to MTD.s

8. Common Problems and Error Messages

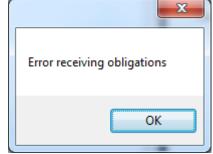
8.1 Timeout

If you do not complete the procedure to grant authority in time then you will see a timeout error. In order to avoid this error you should ensure that you grant authority as quickly as possible and certainly within the 2 minutes allowed by the software.



8.2 Error Receiving Obligations

If HMRC's gateway cannot provide your obligations then you will see this message.

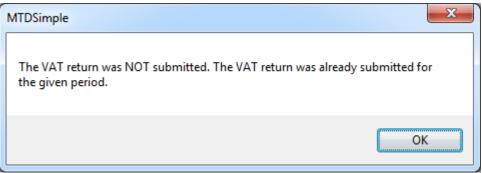


There may be a number of reasons why you see this message – unfortunately the gateway does not provide any more information for us to display since this would be a possible security weakness in their interface. Possible reasons for the problem are:

- You do not have permission to access the MTD gateway have you registered for MTD for VAT separately (see section 2)
- You have granted authority using a user ID/password associated with a different VAT number from the one that you have entered in the MTDSimple main screen

8.3 VAT return was NOT submitted

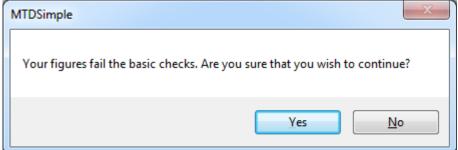
You may see a message saying that the VAT return was not submitted. This will usually have some additional text provided by the HMRC gateway letting you know why the VAT return has failed.



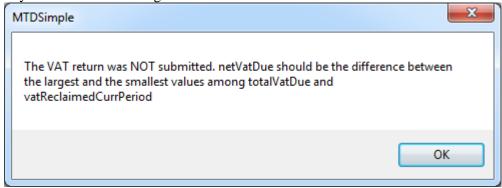
In the case shown above, the VAT return for the period has already been submitted so cannot be submitted again.

8.4 Your Figures Fail Basic Checks

You may see a message saying that your figures fail basic checks.



This is usually because the figures do not make sense (for example the VAT due is not equal to the VAT charged by you to your customers minus the VAT charged by your suppliers). If you continue then the return is likely to be rejected by HMRC's gateway and you would see a message similar to the one below.



8.5 Cannot Grant Authority

In order to allow MTDSimple to submit VAT return data on your behalf you must grant the software authority to do so using HMRC's gateway. This is an area that is prone to potential issues since it requires MTDSimple to access the internet and use your browser that you have installed on your computer.

If you are having problems granting authority then please check the following sections to see if they will solve your issues. Please be aware that you may have multiple issues so you may need to try different solutions e,g, turning off your firewall and using a different browser.

8.5.1 Firewall Issues

Your firewall may be blocking access to the internet. MTDSimple must have access to the internet in order to collect obligations, submit returns etc. There are a number of different firewall programs available so it is impossible for us to provide detailed instructions for using each one, please refer to the documentation that was delivered with you internet security program for more information.

You may see an alert similar to the one shown below:

1	Windows Secur	ity Alert			23
	💮 Windo	ws Firewall	has blocked so	me features of thi	s program
	Windows Firewall h	as blocked some	features of MTDSimp	e on all public and private	networks.
		<u>N</u> ame:	MTDSimple		
		Publisher:	Claritech Ltd		
		Pat <u>h</u> :	C:\program files (x	86) \claritech \mtdsimple \mt	dsimple.exe
ł	Allow MTDSimple to	communicate or	these networks:		
١	🔽 P <u>r</u> ivate netw	orks, such as m	y home or work netwo	rk	
			se in airports and coff In have little or no se	ee shops (not recommende urity)	ed
	What are the risks	of allowing a pro	gram through a firew	all?	
				Allow acces	s Cancel

Please make sure that you click the "Allow access" button.

If this doesn't solve your problems then try **temporarily** disabling your firewall and tring again. If this does solve your problem then the problem lies with your firewall configuration and you should refer to your internet security software documentation for more information on how to allow MTDSimple to access the interent correctly. Please note that you should only disable your firewall for a short period of time since the firewall provides valuable security for your computer.

8.5.2 Browser Problems

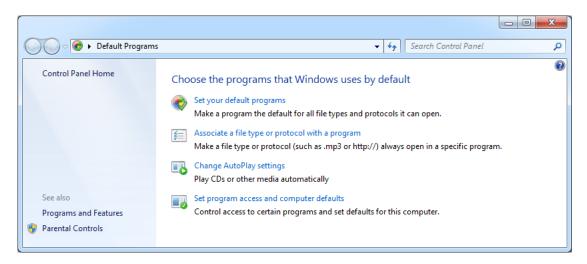
Your browser configuration may be causing problems with the process required to grant authority. Please make sure that you are using the latest version of your chosen browser.

We have tested MTDSimple with Firefox, Google Chrome, Internet Explorer and Edge. Our experience is that Google Chrome and Firefox seem to work better than Internet Explorer but we have only had problems with Internet Explorer on one test machine.

Please check that your chosen browser is set as the default browser for internet options. Go to your windows control panel and select "Internet Options". Go to the "Programs" tab

1 Internet Properties
General Security Privacy Content Connections Programs Advanced
Default web browser
Internet Explorer is not currently the default web browser.
Tell me if Internet Explorer is not the default web browser.
Manage add-ons
Enable or disable browser add-ons installed in your system.
HTML editing
Choose the program that you want Internet Explorer to use for editing HTML files.
HTML editor:
Internet programs
Choose the programs you want to use for other Internet services, such as e-mail.
OK Cancel Apply

Click on "Set Programs"



Now click on "Set your default programs" and choose your preferred browser in the list on the left had side of the window.

					x
🔾 🗢 🔿 🖉 🕨 Default Programs 🕨 Set Defau	lt Programs 👻	44	Search Control Panel		Q
Set your default programs To set a program as the default for all file types a	nd protocols it can open, click the program and th	nen cli	ck Set as default.		0
Programs	Kirefox Mozilla Corporation https://www.mozilla.com				
XIII Excel (desktop) Image: Firefox Firefox Image: Google Chrome Image: Firefox Image: Firefox	Firefox delivers safe, easy web browsing. A fan features including protection from online ider the most out of the web.				*
Microsoft Visual Studio 2012 Microsoft Visual Studio 2013 Commissional Microsoft Visual Studio 2015	This program has all its defaults				
Nero ControlCenter SoneNote (desktop) Cutlook (desktop)	Set this program as default Use the selected program to open all file	types	and protocols it can open l	by default.	
Paint PowerPoint (desktop)	Choose defaults for this progra Choose which file types and protocols th		cted program opens by def	fault.	
				OK	

Click on "Choose defaults for this program"

									X
	Set Default Programs •	Set Program Associa	tions		•	4	Search Control Panel		٩
Set associations for a program									
Select the extensions you want this program to open by default, and then click Save.									
	Corporation www.mozilla.com								
Name	Description	Curr							*
Extensions -									
🗷 🚺 .htm	Firefox HTML Document	Firefox							
📝 🚺 .html	Firefox HTML Document	Firefox							
🗷 🚺 .shtml	Firefox HTML Document	Firefox							
📝 🚺 .xht	Firefox HTML Document	Firefox							=
🗵 🚺 .xhtml	Firefox HTML Document	Firefox							
Protocols -									
🗷 🍯 FTP	Firefox URL	Firefox							
	Firefox URL	Firefox							
🛛 🕘 HTTPS	Firefox URL	Firefox							-
L									
							Save	Can	cel

Make sure that all extensions and protocols are ticked. Then click Save and try granting authority again.

If you are having problems then try installing a new browser (Firefox or Chrome) and make that the default browser for your system.