

FAQ: AlphaBridge File Upload

Q: What can I use this feature for?

This feature allows you to upload an Excel spreadsheet with specific named cells containing the 9 box values for your VAT return. You can also use it with the AlphaBridge Template that you have downloaded and digitally linked the 9 box values to those in your VAT Return summary.

Q: What information do I need to have in my VAT Return summary?

Your VAT Return summary must contain the following information:

- VAT entity name
- Period from date
- Period to date
- VAT registration number
- Box 1 amount
- Box 2 amount
- Box 3 amount
- Box 4 amount
- Box 5 amount
- Box 6 amount
- Box 7 amount
- Box 8 amount
- Box 9 amount

Q: How do I assign the named cells?

To assign the named cell titles to your input data cells, click on the **cell** that you want to name, select the **Formulas tab**, and choose the **Define Name** option. This will open the new name dialog box. Click into the **Name box** and enter the **Named cell title** that you want to assign to the cell, then click **OK**. Repeat this process for each of the input cells.

Q: What are the named cell titles I need to assign?

The following table shows the named cell titles that need to be assigned to input cell values.

CELL DATA VALUE	NAMED CELL TITLE TO BE ASSIGNED
VAT entity name	MTDVATEntityName
Period from date	MTDVATPeriodFrom
Period to date	MTDVATPeriodTo
VAT registration number	MTDVATRegNumber
Box 1 value	MTDVATBox1
Box 2 value	MTDVATBox2
Box 3 value	MTDVATBox3
Box 4 value	MTDVATBox4
Box 5 value	MTDVATBox5
Box 6 value	MTDVATBox6
Box 7 value	MTDVATBox7
Box 8 value	MTDVATBox8
Box 9 value	MTDVATBox9

Q: How will I know if I have made a mistake assigning the named cell titles?

When you upload your Excel file, AlphaBridge will scan the document for the named cells, validate these and highlight any errors so that they can be reviewed and fixed.

Q: Will my file be stored within the portal?

No. Once the upload is complete, the file will then be discarded and only the required named cells values will then populate the AlphaBridge VAT Return within the MTD Compliance Portal.

Q: My uploaded file contains error – how can I fix these?

The following table describes what to look for when solving validation errors and warnings associated with the named cells in your Excel file.

Named cell	What to look for and fix
VAT entity name	<ul style="list-style-type: none">• Does the entity name in your Excel file match the name of the entity you are uploading the file to?• Is the named cell title correct?
Period from date	<ul style="list-style-type: none">• Does the period from date in your Excel file match the period from date for the entity's obligation ?• Is the named cell title correct?
Period to date	<ul style="list-style-type: none">• Does the period to date in your Excel file match the period to date for the entity's obligation?• Is the named cell title correct?
VAT registration number	<ul style="list-style-type: none">• Does the VAT registration number in your Excel file match the entity's VAT registration number?• Is the named cell title correct?
Box 1 value	<ul style="list-style-type: none">• Is the named cell title correct?• Does the cell display a numerical value?• Are the values formatted as a number?• Are the values formatted to display 2 decimal places?
Box 2 value	
Box 3 value	
Box 4 value	
Box 5 value	
Box 6 value	
Box 7 value	
Box 8 value	
Box 9 value	

For more information see the **AlphaBridge file upload guide**.