



FAQ: AlphaBridge Template

Q: I have clicked on the 'Download template' option but nothing seems to happen, what should I do?

Internet browsers will handle downloads in different ways. It will also depend on the device you are using. In the first instance, please check your **Downloads folder**.

Q: Can I just type my numbers into the 9 boxes on the template?

No. This would not comply with the new rules set out by MTD for VAT. You should also not use copy and paste to populate your box values. Instead you need to link your current calculation spreadsheet to the nine box VAT Return summary using the AlphaBridge template.

In the template, boxes 3 and 5 will be automatically calculated for you, once you have populated boxes 1, 2 and 4. You can link these boxes to the corresponding values in your calculation spreadsheet, by typing the **equals sign (=)** into the box value cell on the template and then selecting the relevant value cell in your calculation spreadsheet and pressing enter.

Q: Why am I unable to type the = sign into my template boxes?

Look at the top of the Excel template worksheet. You may see messages asking you to enable content and enable editing. Once you have enabled both, you will be able to click into the template boxes and set up your digital links to your VAT Return data.

Q: Can I copy the AlphaBridge template into my calculation spreadsheet?

Yes. You will need to click on the copy worksheet button in the guidance section of the template.

***Important:** In order to use the copy worksheet feature, you need the Trust Center Macro options to be set to enable Trust access to the VBA project object model. For more detailed instructions on how to do this, you can view the Trust Center Macro options help page or download the user guide from our Help portal.*

Q: When I try to copy the AlphaBridge template, I keep getting a pop-up message saying, "Make sure that the VBA project is trusted" What should I do?

In order to use the copy worksheet feature, you need the Trust Center Macro options to be set to enable Trust access to the VBA project object model.

Depending on your internal IT Policies, you may be able to change the setting yourself or you may need to contact your IT Administrator to discuss whether it is appropriate for this setting to be changed for you.

If it is not possible for this setting to be enabled, then you will not be able to use the copy worksheet feature. For more detailed information please refer to the AlphaBridge User Guide.

Q: When copying the AlphaBridge template, nothing appears in the drop-down list of open workbooks.

Ensure that you have already opened the VAT calculation workbook that you want to copy the AlphaBridge template into. Close the copy worksheet dialog box, open up your data file then click back into the AlphaBridge template file and select **copy worksheet** again. Your data file should now appear in the drop-down list.

Q: I have mapped the wrong figure into a box in my AlphaBridge template. How do I fix this?

Simply click into the relevant box on your AlphaBridge template, type in the equals sign (=) and then click on the correct figure in your VAT Calculation worksheet. The box will update, along with any totals that are linked to that value within the template.

Q: I have uploaded/posted my VAT Return data to the portal but on reviewing the figures, I realise I've made a mistake. How do I correct this?

Go back to your downloaded copy of the AlphaBridge template and correct the mistake. Then simply repost the template back to the portal. When you review your data, you should see that the figures have been corrected.

For more information see the **AlphaBridge template guide**.