TAX SYSTEMS

T: 01784 777 700
E: enquiries@taxsystems.com
W: www.taxsystems.com

FAQ: Entity Management

Q: **What is an entity?**

An entity is a sole trader incorporated company or other organisations such as trusts, charities, and public bodies (for example, NHS trusts, government departments and local authorities).

Q: **What is the Single entity feature?**

The single entity feature allows you to create an individual entity that requires the preparation of one VAT Return per obligation.

Q: **What is the Group entity feature?**

The group entity feature allows you to establish a Group whereby there will be one Representative Member and a number of group members. The group members will be able to prepare their individual VAT Returns. Once this has been done, the Representative member will be able to consolidate the group VAT Returns and into a single VAT Return that can be submitted to HMRC on behalf of the group. The group entity feature is only available to customers who have an AlphaVAT licence.

Q: **What is the Demo entity feature?**

The demo entity feature allows you to experience the end to end process of digitally submitting a VAT Return for a **single entity** within a simulation environment, using data that we have provided. You can use this simulation to familiarise yourself with the portal and try out functionality, without the need to actually submit a real VAT Return.

Using this feature will not generate an actual test submission to HMRC's APIs, since they have not provided a way to do this in their live environment. For information on how to use the demo entity feature, see the Managing Demo Entities guides. **Note:** You cannot use the demo entity feature with **Group entities**.

Q: **Can I edit an entity's details?**

Yes. By selecting your entity from the Entity management screen, you will be taken to the Entity details screen where you will have the option to Edit your entity's details.

Q: **Can I move an entity into another folder?**

Yes, providing you have the relevant permissions assigned to your user role. You can move an entity into another folder using the Move option or by editing your entity.

Q: **Can I delete an entity?**

Yes, providing you have the relevant permissions assigned to your user role. You can select the Entity by checking the tick box and then choose the Delete option.

Q: **Can I assign access to an entity for another user?**

Yes, providing you have the relevant permissions assigned to your user role. You can select the entity by checking the tick box and then choose the Assign user option.

Q: **Can I provide authorisation for AlphaBridge/AlphaVAT to access my entity's Business Tax Account via HMRC?**

Yes. You can launch the authorisation process by selecting the Add and authorise option when you create your entity or you can authorise an entity later on, by selecting the authorise option from the Status column on the Entity management screen.

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Q: **Can I view my entities without the folder structure appearing?**

Yes. We provide a toggle option on the Entity management screen, to show/hide the folder structure.

Q: **Can I edit a folder name?**

Yes, providing you have the relevant permissions assigned to your user role. You can select the Edit folder option from the Entity management screen.

Q: **Can I move a folder?**

Yes, providing you have the relevant permissions assigned to your user role. You can select the folder by checking the tick box and then choose the Move option.

Q: **Can I delete a folder?**

Yes, providing you have the relevant permissions assigned to your user role. You can select the folder by checking the tick box and then choose the Delete option.

Q: **Can I assign access to a folder for another user?**

Yes, providing you have the relevant permissions assigned to your user role. You can select the folder by checking the tick box and then choose the Assign user option.

Q: **Can I use the AlphaBridge template to prepare my entity's VAT Return?**

Yes, providing you have AlphaBridge licences available. You can download, populate and upload the AlphaBridge template to prepare your entity's VAT Return.

Q: **Can I use the upload a data file to AlphaBridge option to prepare my entity's VAT Return?**

Yes, providing you have AlphaBridge licences available. You can upload your own data file to AlphaBridge and use it to prepare your entity's VAT Return.

Q: **Can I use AlphaVAT to prepare my entity's VAT Return?**

Yes, providing your Business has purchased AlphaVAT and you have licences available. You can select AlphaVAT as your VAT Return preparation method and use it to perform your VAT calculation and prepare your VAT Return for submission.

Q: **Can I view my entities past and present obligations?**

Yes. By selecting your Entity, you will be taken to the Entity details screen where you can view your current and previous obligations.

Q: **Can I view my entities payments and liabilities?**

Yes. By selecting your Entity, you will be taken to the Entity details screen where you can view your payments and liabilities.

Q: **Can I view/print my entities VAT Return submission receipts?**

Yes. By selecting your entity, you will be taken to the Entity details screen where you can select an obligation that has been processed, to view or print a copy of your VAT Return submission receipt.

Q: **What is the Analytics tab feature?**

The Analytics tab provides graphs and tables that allows you to analyse your VAT Return data and compare a selected period with the previous period or the same period from the previous year.

Q: **What information is provided on the Analytics tab?**

The Analytics tab displays a VAT Return Summary graph based on the period and comparison period you have selected, a Data Summary table that displays a comparison base on different types of transactions and a graph displaying the total VAT paid for past four periods, along with an average breakdown and what the yearly projection is.

Q: **Can I download and/or print the Analytic graphs?**

Yes. The two graphs displayed on the analytics tab provides options to print and download the graphs via the graph's menu button.

For more information, see the **Entity management guide**.