AlphaVAT

AlphaBridge User Guide

Contents

1.   Introduction

About this guide

This document guides you through how to use the AlphaBridge template and file upload features, including:

- Downloading, populating, and uploading the AlphaBridge template

- Copying the template into an existing Excel workbook

- Preparing your named cell data

- Using the file upload feature and fixing validation errors

Version control

This user guide was last updated as follows:

Date	Summary of changes
03/10/22	New template applied.

Technical support

We provide a technical support help desk for users requiring assistance. The help desk can be contacted by telephone between the hours of 9.00 am and 5.30 pm, Monday to Friday excluding public holidays.

If you require help or further information, please contact the support team on:		
UK	Tel: +44 (0) 1784 777 666	Email: support@taxsystems.com
Ireland	Tel: +353 (0) 1661 9976	Email: support@taxsystems.ie

2. Introducing AlphaBridge

AlphaBridge is an application that runs on the AlphaVAT system. AlphaBridge utilises an Excel template for uploading the return data via digital links developed by Tax Systems. The data is then displayed in the system, ready for review and submission to HMRC.

The digital links provided by AlphaBridge automatically transfer details from your VAT calculation workbook into the nine boxes within the template, to create your entity's VAT Return. Submission is then made to HMRC using the submission system provided by the tax authority, in order to satisfy the digital link requirement.

With AlphaBridge, you have the choice of downloading the AlphaBridge Template to create the digital links to the VAT Return summary in your calculation workbook or you can add the named cells to your existing VAT Summary in your calculation workbook and upload this direct into the system.

The system assists in monitoring VAT obligations through the use of a dashboard that includes a view of past, present and future obligations, together with any liabilities and payments.

3.   Using the AlphaBridge template

The AlphaBridge template is a pre-formatted standard VAT Return template that you can download and use to populate the 9 boxes required for your entity's VAT Return.

The template allows you to digitally link your data from your VAT calculation spreadsheet into the 9 boxes required for the VAT Return.

When you have done this, you can then upload the template and submit your entity's VAT Return to HMRC.

Once you have downloaded the AlphaBridge template, you also have the option to copy the template into your entity's VAT Calculation workbook.

Important: *Using the "copy worksheet" feature is dependent on the* Trust Center Macro options *being set to* **enable Trust access to the VBA project object model**.

AlphaBridge™ Template

VAT Return

VAT Return Details

Entity name	Demo Entity 1
Registration Number	123456789
Period from	2018-08-01
Period to	2018-10-31
Submission deadline	2018-12-07

VAT Calculations

	Box	VAT Return
VAT due in this period on sales and other outputs	1	
VAT due in this period on acquisitions from other EC Member States	2	
Total VAT due (the sum of boxes 1 and 2)	3	£0.00
VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	4	
Net VAT to pay to HMRC	5	£0.00

Sales and Purchases Excluding VAT

	Box	
Total value of sales and all other outputs excluding any VAT	6	
Total value of purchases and all other inputs excluding any VAT	7	

EC Supplies and Purchases Excluding VAT

|	Box	
Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	8	
Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States	9	

Downloading the AlphaBridge template

The AlphaBridge template can be easily downloaded so that you can digitally link your data from your VAT calculation spreadsheet into the 9 boxes required for the VAT Return.

1. From the Entity management screen, **locate and select** your entity.

2. This will take you to the VAT Returns tab. Click on the **Download template** option in the AlphaBridge template box.

3. Once the Excel template has been downloaded, you can **open** it.

   Note: If you want to download multiple templates so that you can populate them later, simply save and close the template once you have opened it. Click back into your browser and click on the Finish button.

4. Depending on your Excel settings, you may need to click on the **Enable Editing** button and the **Enable content** button, to be able to populate the template with your data.
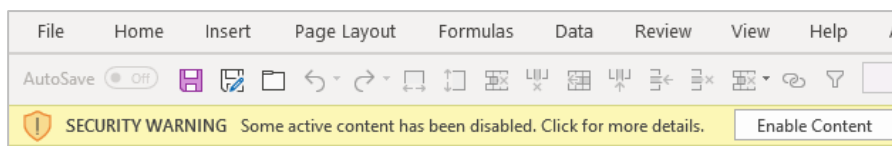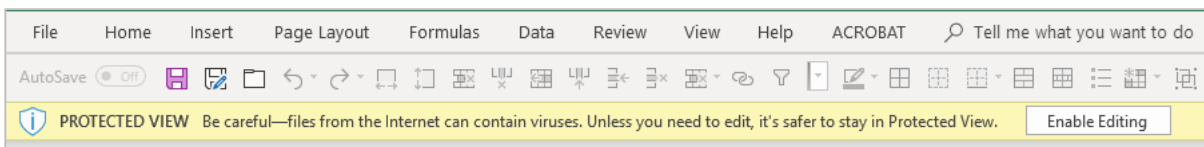
5. The template automatically populates the following information:
   - Entity name
   - VAT Registration number
   - Period from date
   - Period to date
   - Submission deadline date

6. You are **required** to populate the following **Boxes**:
   - Box 1
   - Box 2
   - Box 4
   - Boxes 6 to 9

7. Boxes 3 and 5 will be **automatically calculated** for you, once you have populated boxes 1, 2 and 4.

The template guidance and options

The template provides the following guidance on how to populate and upload the AlphaBridge template:
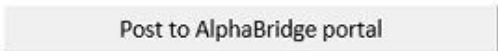
Guidance

Overview

Welcome to the AlphaBridge™ template. AlphaBridge™ is a Making Tax Digital for VAT compliant solution for submitting your VAT return to HMRC.

The numbers for your VAT return should be derived in your existing VAT calculation spreadsheet from the relevant transaction data which must have been imported digitally (subject to the soft landing period). Refer to VAT Notice 700/22 for guidance.
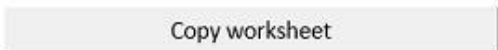
The resulting VAT return numbers should be linked into the fields in this template, which will export the data digitally to the AlphaBridge™ portal, ready for onward submission to HMRC.

Submission preparation process

1. Depending on your Excel settings, you may need to click on the **Enable Editing** button and the **Enable content** button, before you can begin populating your template.
2. Begin digitally linking the VAT return numbers from your VAT calculation spreadsheet into the boxes in this template. Type = in the box, then find and click on the corresponding number in your existing VAT calculation spreadsheet and press Enter.
3. Click the button below to post this data to the AlphaBridge™ portal:

> Post to AlphaBridge portal

4. Submit your VAT return from the AlphaBridge™ portal.

Integrate with an existing spreadsheet

Click the button below to select an open spreadsheet to copy the AlphaBridge™ template in to.

> Copy worksheet

You can also use the buttons to upload your populated template to the system and copy the template into an existing VAT calcuation workbook.

4. The copy worksheet feature

Once you have downloaded the AlphaBridge template and you have enabled the content and editing options, you can copy the template into an existing Excel workbook, such as a VAT calculation workbook for an entity.

This also applies to templates that are downloaded for a Demo entity.

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**.

- If this setting is **not enabled** you will see the following pop up appear, click on **Cancel** to close the message.
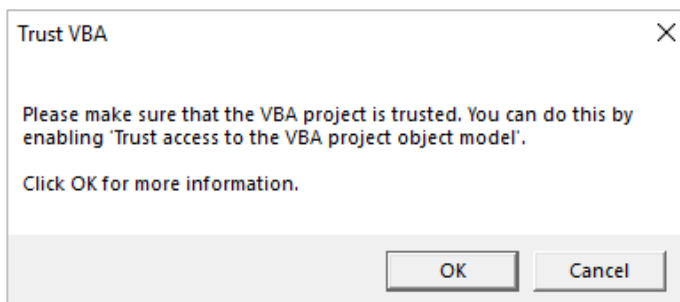
- Depending on your internal IT Policies, you may be able to change the setting yourself or you may need to contact your IT Administrator to discuss whether it is appropriate for this setting to be changed.

- If it is not possible for this setting to be enabled, you will **not be able to use the Copy Worksheet feature**.
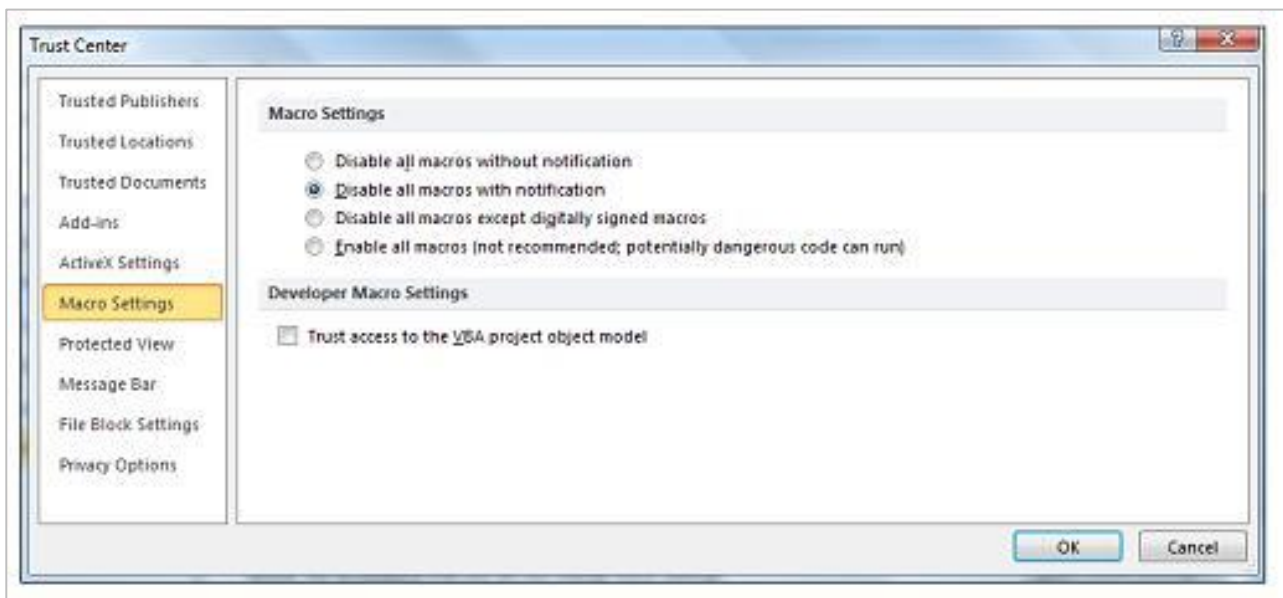
How to enable access Trust Center macro settings

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. Use the **following instructions** to change this setting:

1. Click the **File** tab.
2. Click **Options**.
3. Click **Trust Center**, and then click **Trust Center Settings**.
4. In the **Trust Center**, click **Macro Settings**.
5. Tick the **check box** next to the Trust access to the VBA project object model option.
6. Click **OK**.

The following image is the **Macro Settings** area of the Trust Center.
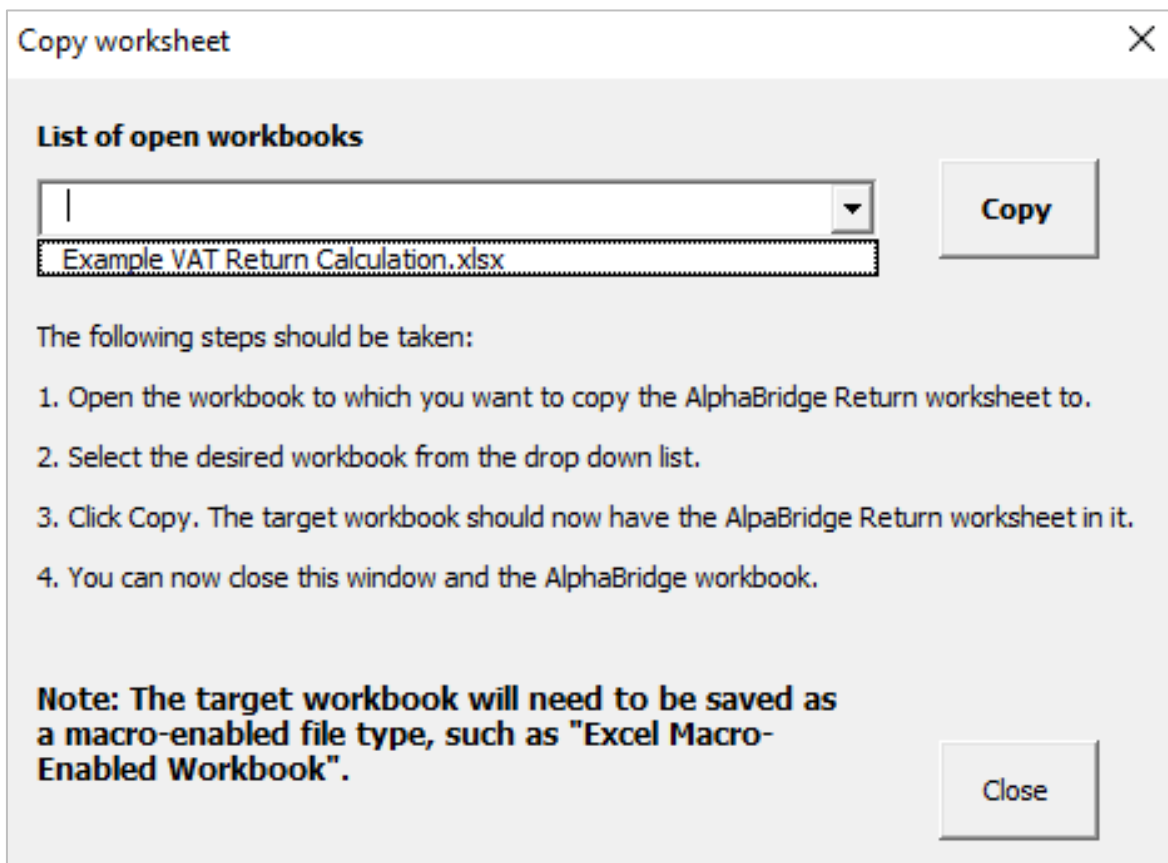

Note: *When you change your macro settings in the Trust Center, they are changed only for the Office program that you are currently using. The macro settings are not changed for all your Office programs.*

How to copy the template into an existing workbook

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.*

1. To copy the AlphaBridge template, **open** your existing VAT Calculation workbook.

2. In the Guidance section of your AlphaBridge template, click on the **copy worksheet** option.

3. If you have **Trust Center macro access enabled**, the Copy worksheet dialog box will appear allowing you to select your **open workbook** from the drop-down list.

Copy worksheet   ✕

List of open workbooks

  Example VAT Return Calculation.xlsx

Copy

The following steps should be taken:

1. Open the workbook to which you want to copy the AlphaBridge Return worksheet to.

2. Select the desired workbook from the drop down list.

3. Click Copy. The target workbook should now have the AlpaBridge Return worksheet in it.

4. You can now close this window and the AlphaBridge workbook.

Note: The target workbook will need to be saved as a macro-enabled file type, such as "Excel Macro-Enabled Workbook".

Close

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4. Click in the **List of open workbooks** box and the drop-down box will open allowing you to select your Entity's VAT calculation spreadsheet from the list of open files.

   ▪ If your file is not already open, click on the close button and open the VAT calculation spreadsheet that you wish to copy the template into.

   ▪ Click back into the AlphaBridge template, then click on the **copy worksheet** button in the template guidance section and you will now be able to select your file from the drop-down list.

5. Once you have selected your workbook, click on the Copy button, and then click on the Close button.

6. Your template has now been copied into a new tab within your chosen workbook. The tab name will be the same as your entity's name.

7. You can now close the template file that you downloaded. You do not need to save the template since it has been copied into your VAT calculation workbook and can be saved as part of that file.

*Important: Once you have copied the AlphaBridge template into another workbook, you must ensure that the workbook is **saved** as a macro-enabled file type, such as **Excel Macro-Enabled Workbook**.*

5.   Populating the template

You now need to digitally map your VAT Return figures from your VAT calculation data into the **9 boxes** on your AlphaBridge template as follows:

1. To begin, **open** your VAT calculation workbook.

   ▪ If you have copied the AlphaBridge template into your VAT calculation workbook, you will be able to move between tabs when mapping the 9 boxes.

   ▪ If you have not copied the template into your workbook, you will need to move between your two files and you may find it easier to set up your Excel view so that you can see both files, side by side.

2. Click into the AlphaBridge template.

   Note: Depending on your Excel setting, you may need to click on the **Enable editing** *button and the* **Enable content** *button, in order to be able to populate the template with your data.*

3. Map the figures required for the **9 boxes** as follows:

Box	Instruction
Box 1	In the AlphaBridge template, click in **Box 1** and type the **= sign**. Then click into your VAT calculation workbook/tab, click on the **value** required to populate Box 1 and press **Enter**.
Box 2	Click in **Box 2** and type the **= sign**. Then click into your VAT calculation workbook/tab, click on the **value** required to populate Box 2 and press **Enter**.
Box 3	Will be automatically calculated based on the values entered in Boxes 1 and 2.
Box 4	Click in **Box 4** and type the **= sign**. Then click into your VAT calculation workbook/tab, click on the **value** required to populate Box 4 and press **Enter**.
Box 5	Will be automatically calculated based on the value entered in Box 4.
Box 6	Click in **Box 6** and type the **= sign**. Then click into your VAT calculation workbook/tab, click on the **value** required to populate Box 6 and press **Enter**.
Box 7	Click in **Box 7** and type the **= sign**. Then click into your VAT calculation workbook/tab, click on the **value** required to populate Box 7 and press **Enter**.

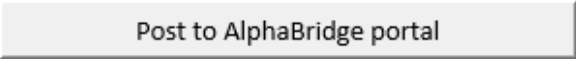| Box 8	Click in **Box 8** and type the **= sign**. Then click into your VAT calculation workbook/tab, click on the **value** required to populate Box 8 and press **Enter**.
Box 9	Click in **Box 9** and type the **= sign**. Then click into your VAT calculation workbook/tab, click on the **value** required to populate Box 9 and press **Enter**.

4. Review your data to ensure that it is correct and then **save a copy of the template or workbook** for future reference.

   *Important: If you have copied the AlphaBridge template into another workbook, you must ensure that the workbook is saved as a macro-enabled file type, such as **Excel Macro-Enabled Workbook**.*

6.   Uploading the template

There are two ways of uploading your AlphaBridge template. The most commonly used one, is to select the **Post to AlphaBridge** option that resides in the template itself, under the Template guidance section.
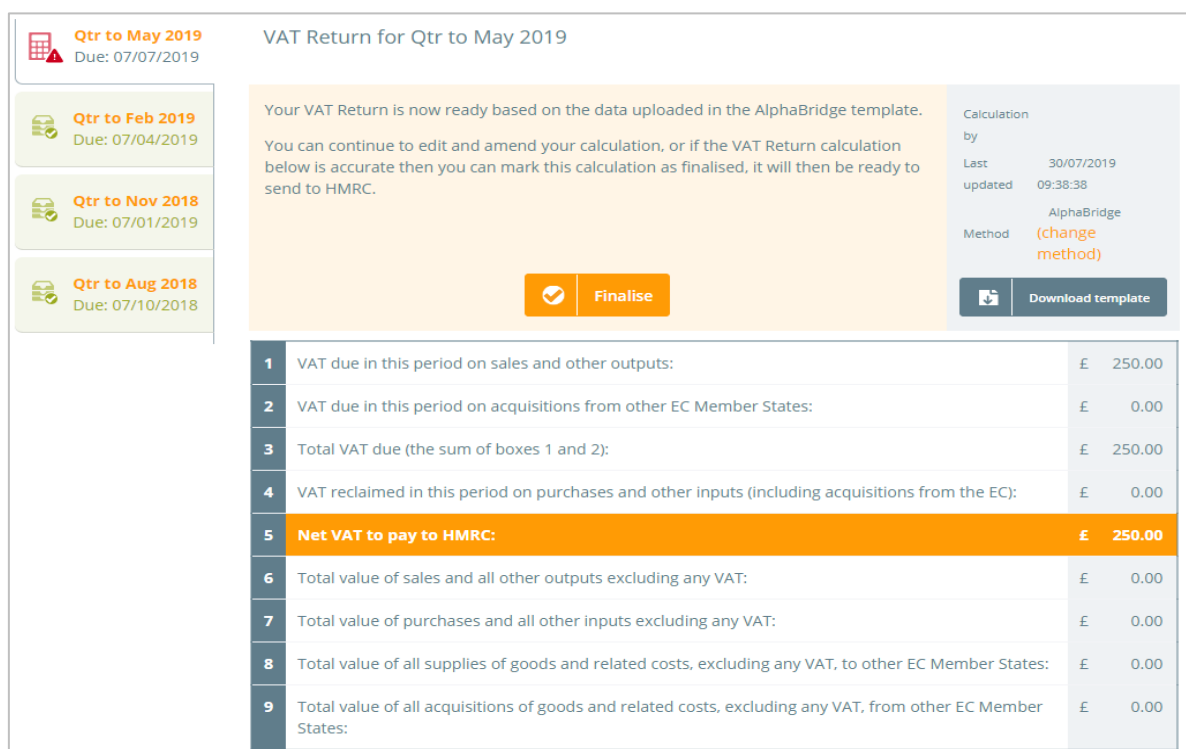

However, some customers have experienced difficulties using this upload option due to their internal IT security policies or because they are using a version of Excel that is not supported.

This option also does not work for Mac users. In these instances, you should use the Alphabridge file upload option, which will allow you to upload an excel file. If you experience difficulties, please contact our Customer support team.

Using the Post to AlphaBridge option

Before you upload your template, ensure that you have reviewed and saved a copy of it. You do not need to upload the template immediately, you can **save and close** the template and **re-open** it at a later time, when you are ready to upload it.

1. To upload your populated AlphaBridge template, click on the **Post to AlphaBridge** button that appears in the *Guidance* section of the template.

2. You will then return to the system, which will open in a **new tab** on your **default browser** and display the *VAT Returns tab*, which provides a summary of your entity's VAT Return.

Note: *If you have downloaded, populated and uploaded your template in sequence, you will have AlphaBridge runnning in two browser windows. You can now close the browser window that you had originally launched the in, when downloading your AlphaBridge template.*

Using the Upload Excel file option for your AlphaBridge template

If you are a Mac user or you are experiencing difficulties using the **Post to AlphaBridge** option that resides in the AlphaBridge template, you should use the **Upload Excel File** option to upload your AlphaBridge template.

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

Once this is complete, the file will then be discarded and only the required named cells values will used to populate the VAT Return. To upload the AlphaBridge template:

1. Once you have prepared your AlphaBridge template and digitally linked the 9 boxes to their corresponding values in your VAT Return summary, **Save** the AlphaBridge template to your local drive.

2. Log into the system. **Locate and select** the entity that you wish to upload your AlphaBridge template to.

3. On the VAT Returns tab, select the **obligation** and then select the **Upload Excel file** option in the AlphaBridge upload box.
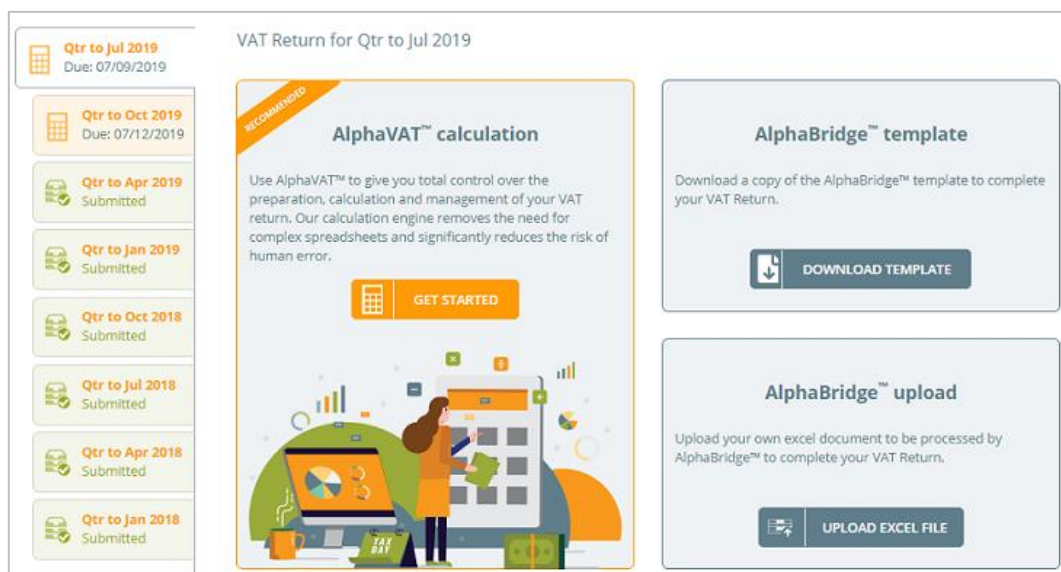
4. **Locate and select** your prepared AlphaBridge template, then click **Open**.

5. Your file will now be uploaded, and you will see a summary of your VAT Return that you can review and finalise, before submitting it to HMRC.

If there are errors found in your AlphaBridge template, see Fixing validation errors.

7.   Using the AlphaBridge Upload feature

The AlphaBridge upload feature provides an option to **upload an Excel file** containing the data required to populate your VAT Return**.** This can be used to:

- Upload a VAT Return summary worksheet contained within your own VAT calculation workbook, that has been configured to provide the digital links needed to create your entity's VAT Return within the system.

- Upload an AlphaBridge template that you have previously downloaded and populated.

To use this feature with your own VAT calculation workbook, you will need to prepare your VAT summary data and assign the correct named cell titles to the cells in your VAT Return summary worksheet, that contain the 9 box values for your VAT Return.

You can then upload your file and the system will scan the document for the named cells, validate these and highlight any errors, that you review and fix.

Once this is complete, the file will then be discarded and only the required named cells values will be used to populate the AlphaBridge VAT Return. You will then be able to review and finalise your VAT Return, before submitting it to HMRC.

To use this option with an AlphaBridge template please refer to:

- [Using the AlphaBridge template](#).

- [Using the Upload Excel file option for your AlphaBridge template](#).

*Note: Some customers have experienced difficulties using the **Post to AlphaBridge** option that resides in the AlphaBridge template, due to their internal IT security policies or because they are using a version of Excel that is not supported. This option also does not work for Mac users.*

8. Preparing to upload your own VAT calculation workbook

To use the Upload feature to upload your own VAT calculation workbook, you will need to complete the following preparation:

- Create your VAT Return summary data worksheet

- Ensure that it contains all the required information

- Assign the correct named cell titles to the 9 box values in your worksheet, which will be used to generate your VAT Return in the system.

Once this has been completed, you will then be able to upload your Excel file into the system,

Data required in your VAT summary worksheet

Review your VAT Return summary sheet to ensure that you have all the required data, as follows:

1. Open your calculation workbook and click into your VAT summary sheet.

2. 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

	A	B	C
1	Rosemary		
2	**VAT Return**		
3	**Period from**		01/04/2017
4	**Period to**		30/06/2017
5	**VRN**		739838182
6			
7	VAT due on sales	Box 1	3,256.00
8			
9	VAT due on EC acquisitions	Box 2	0.00
10			
11	Total VAT due (sum boxes 1 and 2)	Box 3	3,256.00
12			
13	VAT reclaimed on purchases and acquisitions	Box 4	2,823.02
14			
15	**VAT to Pay HMRC**	Box 5	**432.98**
16			
17	Total value of sales	Box 6	26,500
18			
19	Total value of purchases	Box 7	17,965
20			
21	Total value of EC sales	Box 8	0
22			
23	Total value of EC acquisitions	Box 9	0
24			

3. You should also check that the box amount values for boxes 1 to 5 have been formatted as a number with two decimal places.

Assign the named cell titles to your input data cells

You will now need to assign the named cell titles to your input data cells on your VAT summary sheet, for each of the required data values.

1. 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.

2. 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**.

3. Repeat this process for each of your input cells as follows:

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

4. Once you have mapped all your named cell titles to their corresponding cell values, **Save** your calculation workbook.

9. File upload and data validation

Once you have prepared your VAT summary sheet and assigned the named cell titles to your input data cells, you are ready to upload your Excel files to the system.

During the file upload process, AlphaBridge will:

- Scan the document for the named cells
- Validate the named cells to ensure they are correct
- Highlight any errors so that they can be reviewed and fixed.

Once this is complete, the file will then be discarded and only the required named cells values will then populate the AlphaBridge VAT Return within the system.

Uploading your file

To upload your VAT summary sheet file:

1. **Locate and select** the entity that you wish to upload your calculation workbook to.

2. On the VAT Returns tab, select the **obligation** and then select the AlphaBridge **Upload Excel file** option.

3. **Locate and select** your calculation workbook, then click **Open**.

4. Your file will now be validated. If there are any errors, these will be displayed and you can go back into your calculation workbook, fix the errors, and upload your amended file by selecting the **Replace Excel file** option.

5. Once your file has passed the validation process, you will see a summary of your VAT Return that you can review and finalise, before submitting it to HMRC.

Fixing validation errors

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	• 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	• 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	• 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	• 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 Box 2 value Box 3 value Box 4 value Box 5 value Box 6 value Box 7 value Box 8 value Box 9 value	• 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?

Below is an example of how the error log might look like, with a range of errors and warnings:

File name	Uploaded by	Date added
VAT Return Calculation_NamedCell ERRORS.xlsx	John Malone	Aug 08, 2019 7:07 PM

Replace Excel file

2 FILE ERRORS FOUND

1. Named cell MtdVatBox7 does not exist within the uploaded file.

2. MtdVatRegNumber: VAT registration number (73983818a) is required but no VRN is present within the uploaded file.

6 FILE WARNINGS FOUND

1. Box 1 - Cell value (3256.003) is not rounded to 2 decimal places.

2. Box 3 - Cell value (3256.003) is not rounded to 2 decimal places.

3. Box 5 - Cell value (432.983) is not rounded to 2 decimal places.

4. The uploaded entity name of 'Rosemary' does not match this entity.

5. The uploaded period start of '01/04/2018' does not match this obligation.

6. The uploaded period end of '30/06/2018' does not match this obligation.

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