TAX SYSTEMS

AlphaVAT

Demo Entities Guide

Public

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1. Introduction

About this guide

This document provides an overview of the Demo entity feature, including:

- Using the demo entity feature
- Creating a single demo entity
- How to identify demo entities
- Features you can and cannot use with a demo entity

Version control

This user guide was last updated as follows:

Date	Summary of changes
08/09/22	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.

You can 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. What is a demo entity?

The demo entity feature allows you to experience the end to end process of digitally submitting a VAT Return within a simulation environment, using data that we have provided.

You can use this simulation to familiarise yourself with the system and try out different features, 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.

Note: *You cannot use the demo entity feature with Group entities or the AlphaVAT calculation method.*

3. Using the demo entity feature

Demo entities use hypothetical data that we have provided, to display obligations, payments, liabilities, and submission receipt information.

You can use this simulation to create a **single entity** and try out functionality, without having to actually submit a real VAT Return.

It is also a provides a useful tool for training team members, demonstrating the submission process and having a dry run before actually submitting a VAT Return for a real entity.

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.

Important: *It is not possible to authorise a demo entity, because the authorisation process involves logging into the HMRC website in order to provide authorisation for the system to access the entity's Business Tax Account.*

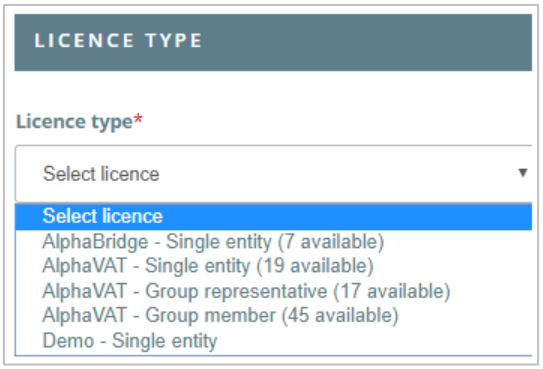
Since the demo entity uses test data and is not required to have a valid VAT Registration number, the authorisation process would fail. It has therefore been bypassed for the purposes of the demo simulation.

4. How to create a single demo entity

You create your demo entity in exactly the same way that you would create a real single entity.

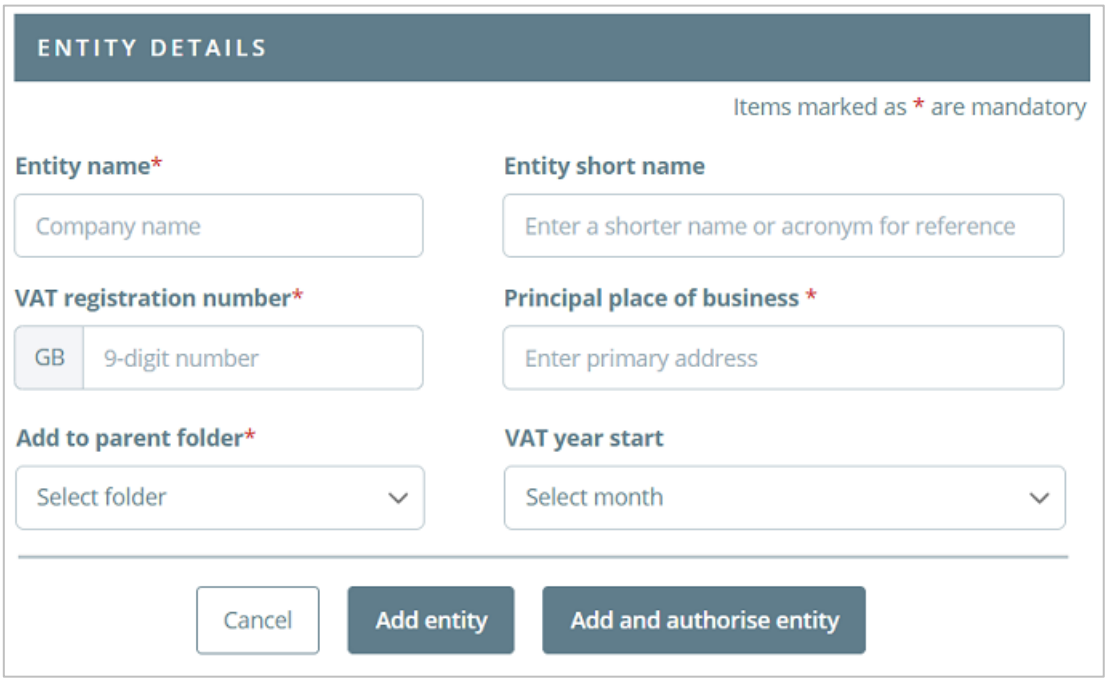
1. From the Entity management screen, select **Add new entity**.
2. Click on the **Licence type** and select the Demo entity from the **drop-down list**.

   Note: *You cannot create a group entity as a demo entity.*



   Important: *Licences are not assigned to demo entities, only to real entities. You can create as many demo entities as you need to, without it impacting your licence numbers.*

3. In the **Entity Details** section, fields marked with an asterisk (*****) are mandatory and must be completed, even for a demo entity. When you are completing this section, you **should not** base it on a real entity that you might need to create later.



4. Fill in the **Entity name, VAT registration number** and **Principal place of business** fields (mandatory). We recommend typing in a made-up entity name and a random 9-digit number that is not a real VAT registration number.
5. You can enter a **shorter name** or acronym for the entity (optional).
6. You can select a **month** from the drop-down list, to indicate the start of the VAT year for your demo entity (optional).
7. Select the **folder** that you want your demo entity to reside under, from the drop-down list (mandatory).
8. Once you have filled in all the details required for your demo entity, you can select one of the following options:

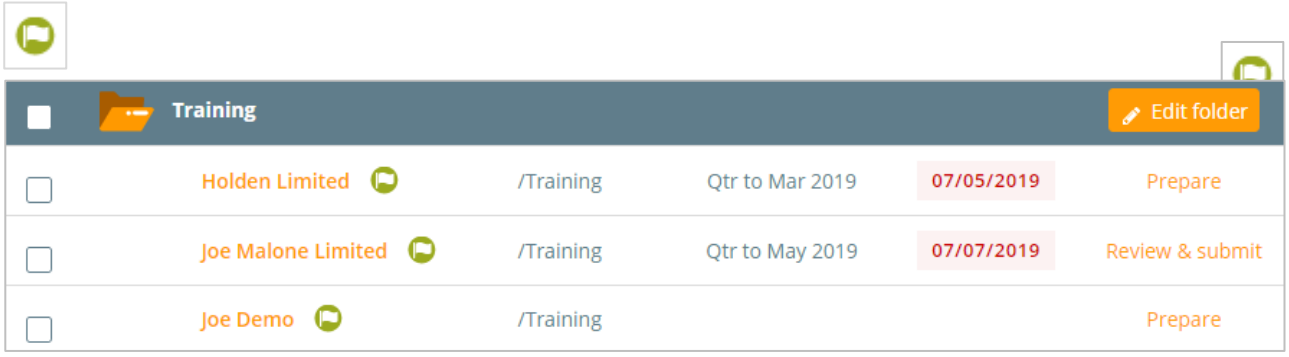
    - **Add entity:** This allows you to create your new demo entity and will take you back to the Entity management screen.

    - **Add and authorise:** This option will be greyed out and you will not be able to select it. This is due to the demo entity feature being designed as a simulation tool, which allows users to familiarise themselves with various features. As such, it cannot interact directly with HMRC.

    - **Cancel:** This will cancel the creation of the entity.

5. How to identify a demo entity

Demo entities can be identified via their entity name which displays the green flag icon.



6. Features you can use with a demo entity

Once you have created your Demo entity, you will be able to try out the following features (depending on the permissions assigned to your user role):

- Edit your demo entity's details
- Move your demo entity to another folder (Administrators and Superusers only)
- Assign user access to your demo entity (Administrators and Superusers only)
- Prepare a demo entity's VAT Return using AlphaBridge
- Choose between using the AlphaBridge template or uploading your own named file when preparing their demo entity's VAT Returns
- Finalise your demo entities VAT Return
- View and print your submission receipt (this is generated from data that we provide for the purposes of simulating the real experience)
- View your demo entity's obligations (these are generated from data that we provide for the purposes of simulating the real experience)
- View your demo entity's payments and liabilities (these are generated from data that we provide for the purposes of simulating the real experience)

7. Features you cannot use with a demo entity

The following features cannot be used with a demo entity because it is not possible to replicate them in order to simulate the real experience:

- The HMRC Authorisation process
- The actual HMRC VAT Return submission process (this is however, simulated)
- Creating and managing group entities
- Preparing your VAT Return using AlphaVAT

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