TAX SYSTEMS

AlphaVAT

Entity Details Guide

T: 01784 777 700 | E: ENQUIRIES@TAXSYSTEMS.COM | W: WWW.TAXSYSTEMS.COM

Contents

1. Introduction

About this guide

This document provides an overview of the features available when you view an entity's details, including:

- VAT Returns tab
- Payments and liabilities
- Analytic charts and tables
- Entity Summary tab
- Data cleansing checks
- Documents tab

Version control

This user guide was last updated as follows:

Date	Summary of changes
27/10/22	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.

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. Entity Details overview

The system provides a range of features to help you manage your entities. These features are accessible when you view your entity's details, after you have authorised your entity. This will take you to the VAT Returns tab where you can:

- Edit your entity's details
- Authorise/Re-authorise your entity
- View your entity's past and current obligations
- Prepare your entity's VAT Return using AlphaBridge or AlphaVAT (depending on the licence your business has purchased)
- Review and edit your calculation
- Finalise, and submit your entity's VAT Return

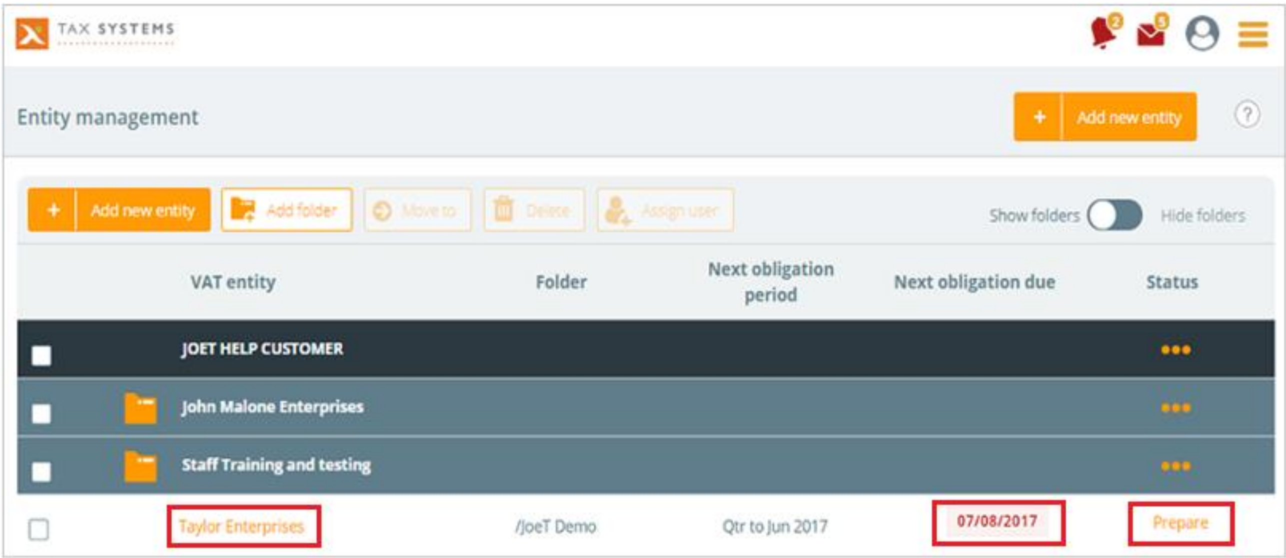
In addition, you are presented with other tabs that enable you to:

- View payments and liabilities
- View charts and tables via the Analytics tab
- View and edit your entity's summary details
- View and add supporting documentation

3. How to view an entity's details

You can view an entity's details from the Entity Management screen, by clicking on either of the following:

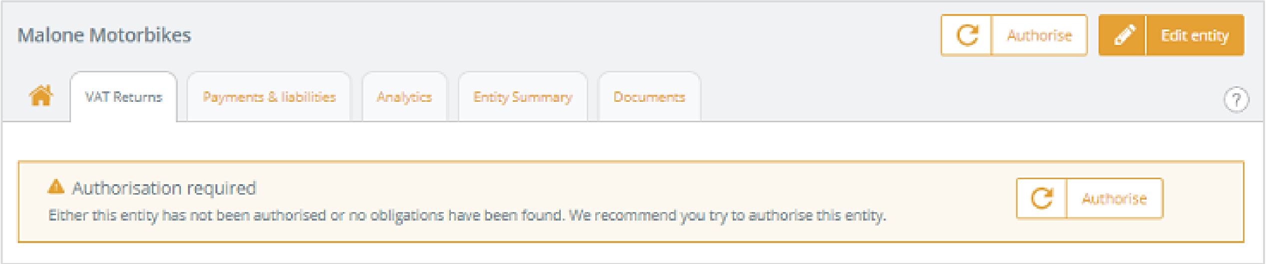
- VAT entity name
- Next obligation due date
- Status action



This will take you to the the VAT Retuns tab.

4. The VAT Returns tab

When you view an entity, you will be taken to the **VAT Returns** tab. If you are viewing a ne4w entity that you have created but not yet authorised, the system will display a message advising you to authorise the entity so that it can retrieve the obligation information from HMRC.



Once you have authorised your entity, the system will display your entity’s obligations that have been retrieved from their Business Tax Account from HMRC.

Over time, the list will include past obligations where you have submitted your VAT returns via AlphaVAT or AlphaBridge and current obligations that are due.

The options available will depend on the obligation you are viewing and the stage you are at in processing the obligation's VAT Return, but they will include the following:

- Edit your entity’s details
- Authorise or re-authorise your entity
- View your entity’s past and current obligations
- Prepare a VAT Return for a specific obligation

Entity obligations

Obligations will be listed on the left hand side of the screen. The system defaults to displaying the latest obligation that is either due or has been submitted. Obligations are colour coded as follows:

Red: The obligation requires urgent attention.	Qtr to May 2019 Due: 07/07/2019
Amber: The obligation requires attention.	Qtr to Sep 2019 Due: 07/11/2019
White: This is the obligation you are currently viewing.	Qtr to Feb 2019 Due: 07/04/2019
Green: The VAT Return for the obligation has been submitted to HMRC.	Qtr to Nov 2018 Submitted

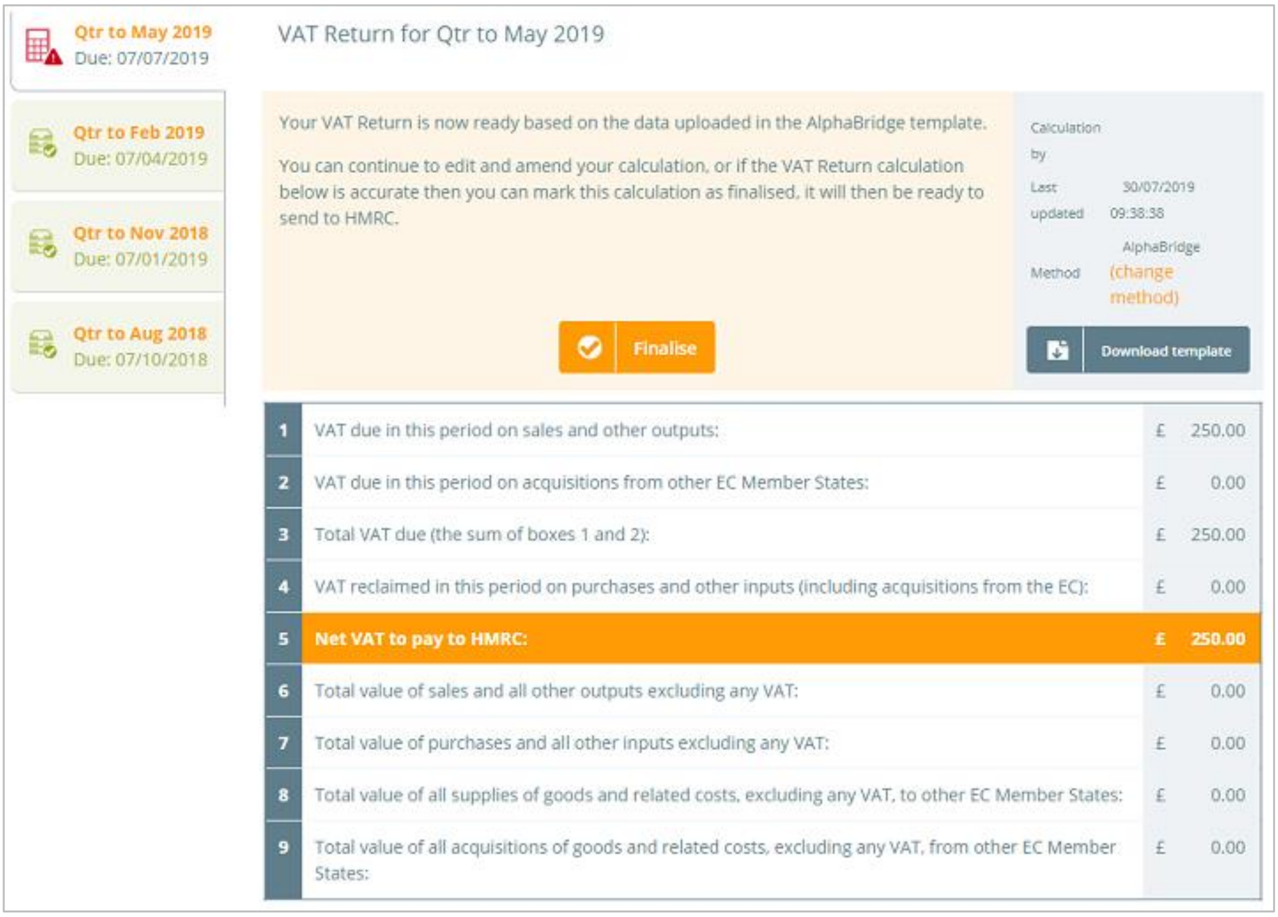
Current obligation

When you view a new obligation for the first time, you will see the options available for you prepare your VAT Return. The options presented will depend on the type of licence your business has purchased:

- AlphaBridge customers will only see the AlphaBridge options.
- AlphaVAT customers will have the choice of using AlphaVAT or AlphaBridge to prepare their VAT Returns.
- If using AlphaBridge, you can choose between using the AlphaBridge template or uploading your own Excel file to prepare your VAT Return.

Once your VAT Return has been prepared, this screen will display a summary of your VAT Return and provide the following options depending on where you are in the submission process:

- Change the return method you have used to prepare the VAT Return (e.g., switch from AlphaBridge to AlphaVAT and visa versa)
- Edit your calculation, download a new AlphaBridge template, upload an updated Excel file (depending on the method you are using to prepare the VAT Return)
- Finalise your VAT Return
- Undo Finalise, if you need to edit the calculation
- Submit your VAT Return once it has been finalised



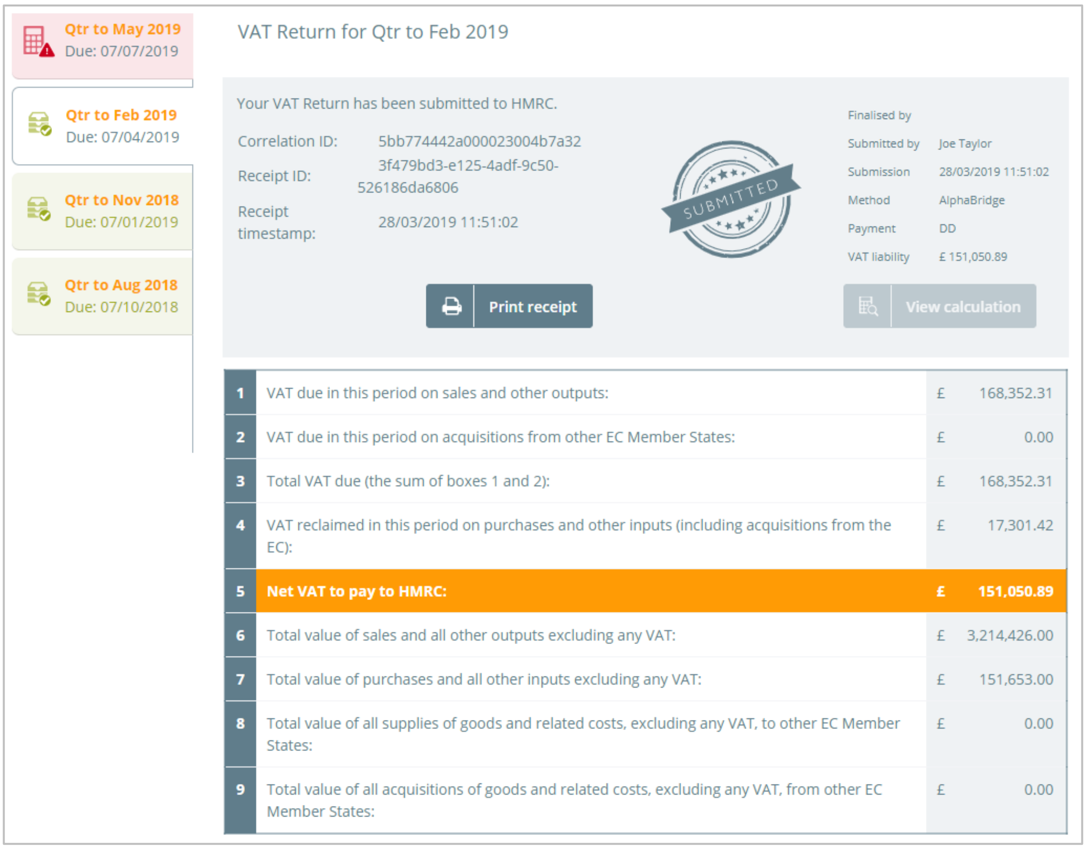
Note: *If you have recently upgraded from AlphaBridge to AlphaVAT, you can easily switch between the two VAT Calculation methods by selecting AlphaVAT when your entity's next obligation is due to be prepared.*

*If you had already started to prepare an entity's VAT Return using AlphaBridge and you want to switch to the AlphaVAT method to calculate and complete the VAT return, you can do this by selecting the **Change method** option, and choosing AlphaVAT.*

Past obligations

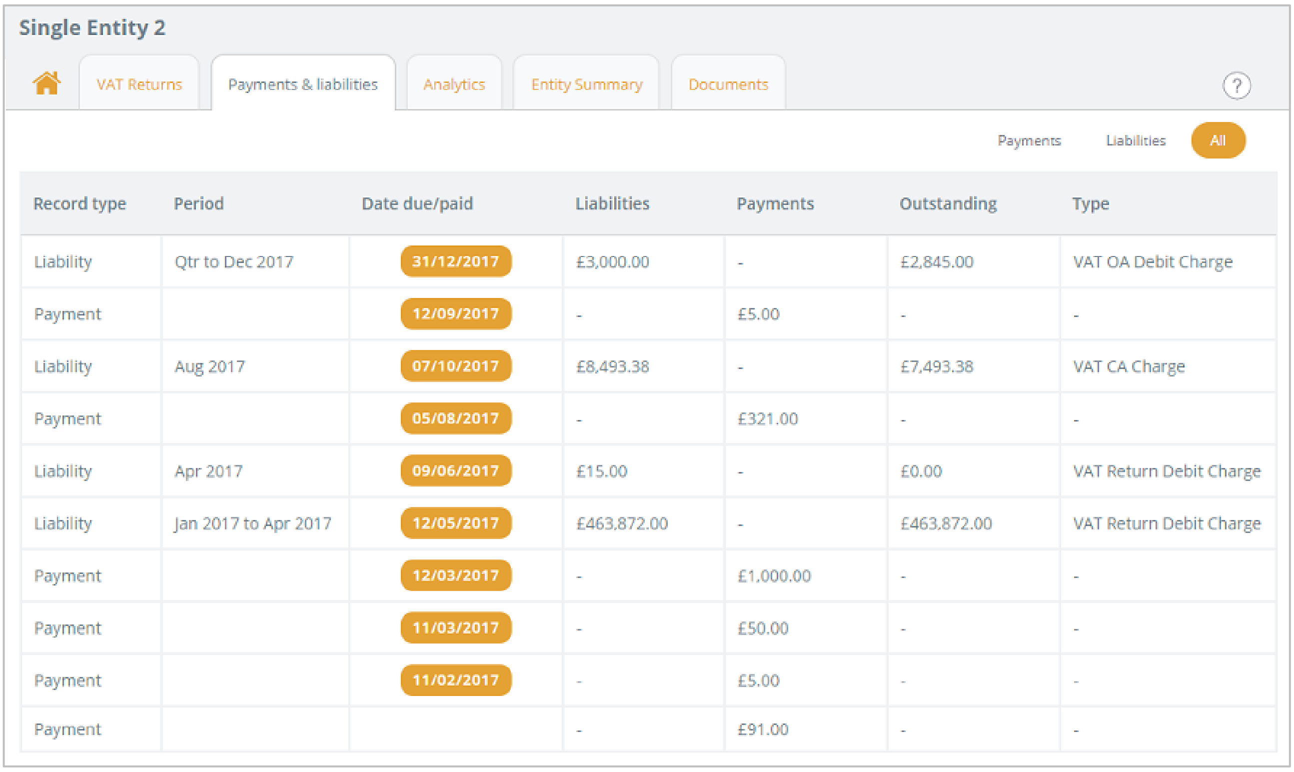
From the **VAT Returns** tab, you can select a past obligation that has been fulfilled and view a summary of the VAT Return that was submitted, along with the receipt.

You can print a copy of the receipt and if you have used AlphaVAT to prepare your VAT Return, you can also view the calculation in more detail and see the associated analysis reports.



5. The Payments and liabilities tab

By selecting the Payments & liabilities tab, you can see a list of the payments made and the liabilities due.



Record type	Period	Date due/paid	Liabilities	Payments	Outstanding	Type
Liability	Qtr to Dec 2017	31/12/2017	£3,000.00	-	£2,845.00	VAT OA Debit Charge
Payment		12/09/2017	-	£5.00	-	-
Liability	Aug 2017	07/10/2017	£8,493.38	-	£7,493.38	VAT CA Charge
Payment		05/08/2017	-	£321.00	-	-
Liability	Apr 2017	09/06/2017	£15.00	-	£0.00	VAT Return Debit Charge
Liability	Jan 2017 to Apr 2017	12/05/2017	£463,872.00	-	£463,872.00	VAT Return Debit Charge
Payment		12/03/2017	-	£1,000.00	-	-
Payment		11/03/2017	-	£50.00	-	-
Payment		11/02/2017	-	£5.00	-	-
Payment			-	£91.00	-	-

This dashboard will display the following columns:

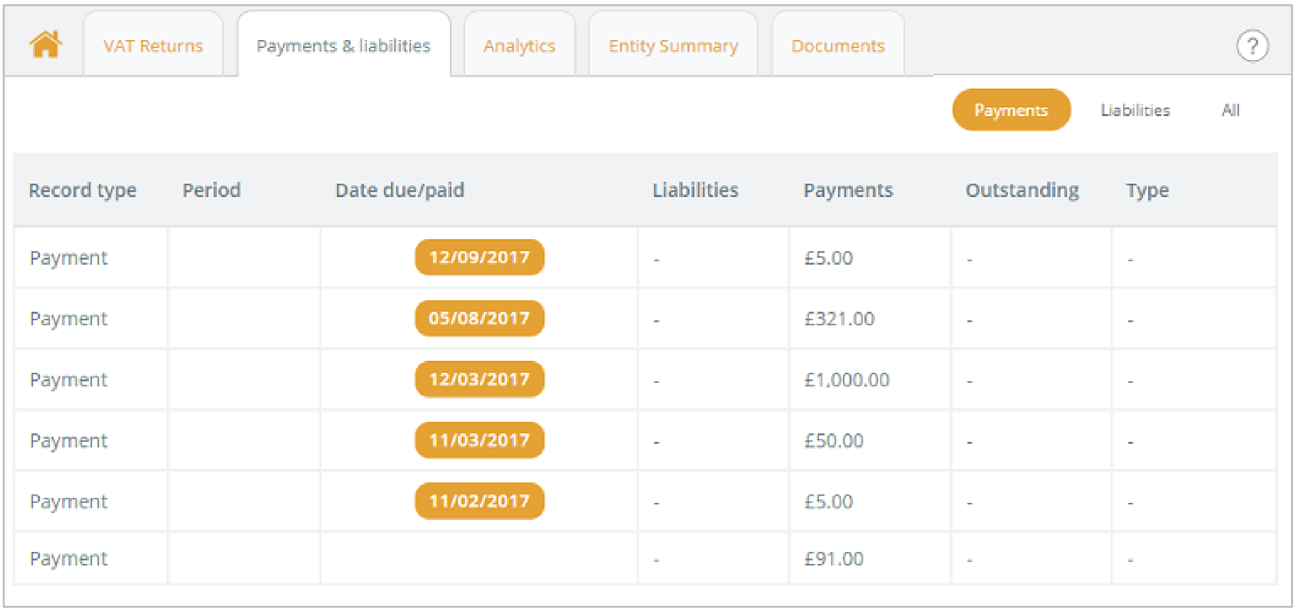
- Record type (either payment or liability)
- Period date
- Date due/paid
- Liability amount
- Payment amount
- Amount outstanding
- Payment type

You can also toggle between the following views (the default view is **All**):

- Payments only
- Liabilities only
- All payments and liabilities

Payments view

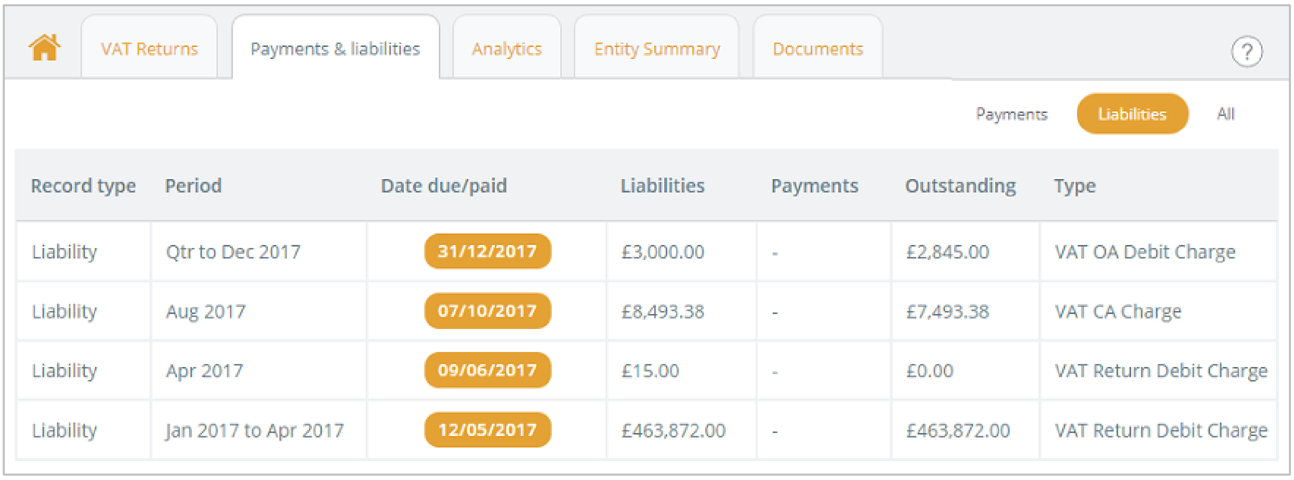
By clicking on the **Payments** view option you can see a list of all payments made.



Record type	Period	Date due/paid	Liabilities	Payments	Outstanding	Type
Payment		12/09/2017	-	£5.00	-	-
Payment		05/08/2017	-	£321.00	-	-
Payment		12/03/2017	-	£1,000.00	-	-
Payment		11/03/2017	-	£50.00	-	-
Payment		11/02/2017	-	£5.00	-	-
Payment			-	£91.00	-	-

Liabilities view

By clicking on the **Liabilities** view option you can see a list of all liabilities.

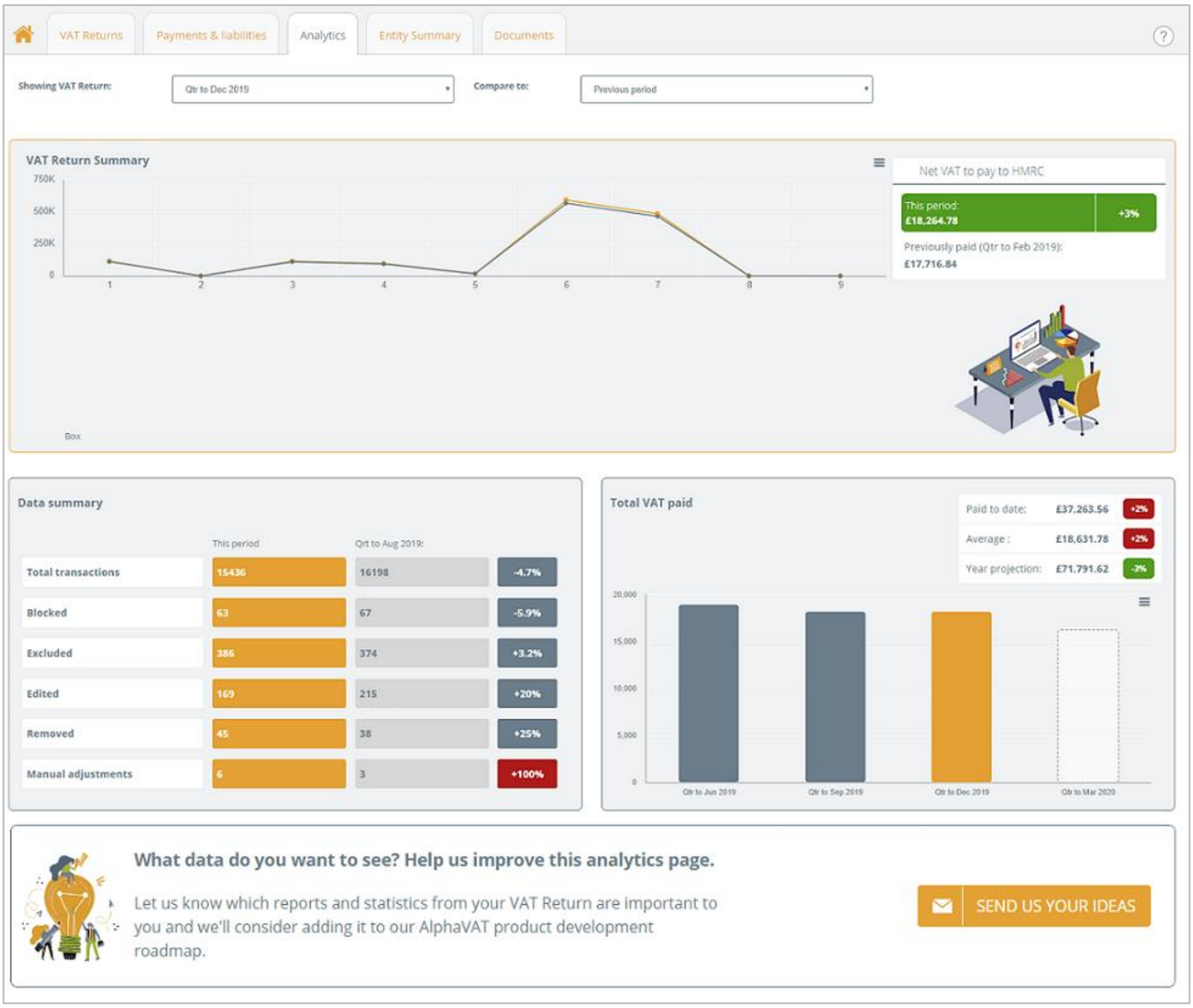


Record type	Period	Date due/paid	Liabilities	Payments	Outstanding	Type
Liability	Qtr to Dec 2017	31/12/2017	£3,000.00	-	£2,845.00	VAT OA Debit Charge
Liability	Aug 2017	07/10/2017	£8,493.38	-	£7,493.38	VAT CA Charge
Liability	Apr 2017	09/06/2017	£15.00	-	£0.00	VAT Return Debit Charge
Liability	Jan 2017 to Apr 2017	12/05/2017	£463,872.00	-	£463,872.00	VAT Return Debit Charge

6. The Analytics tab

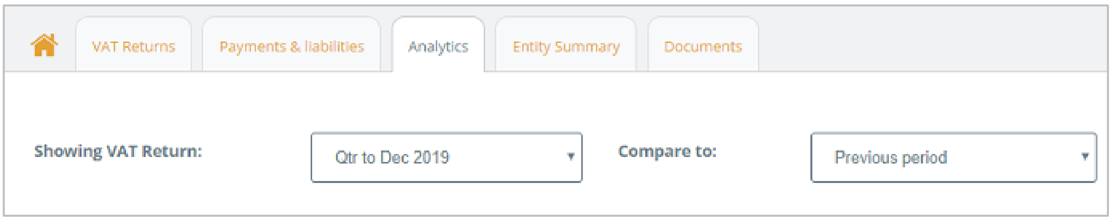
The **Analytics** tab enables you to see the VAT Return Summary chart, the Data Summary table, and the Total VAT paid chart.

These will allow you to analyse your VAT Return data for a chosen period and compare this to the previous period or the same period from the previous year.



Selecting your comparison period

Using the drop down menu options for **Showing VAT Return** and **Compare to**, you can select the period you wish to view and the period you wish to compare this with.

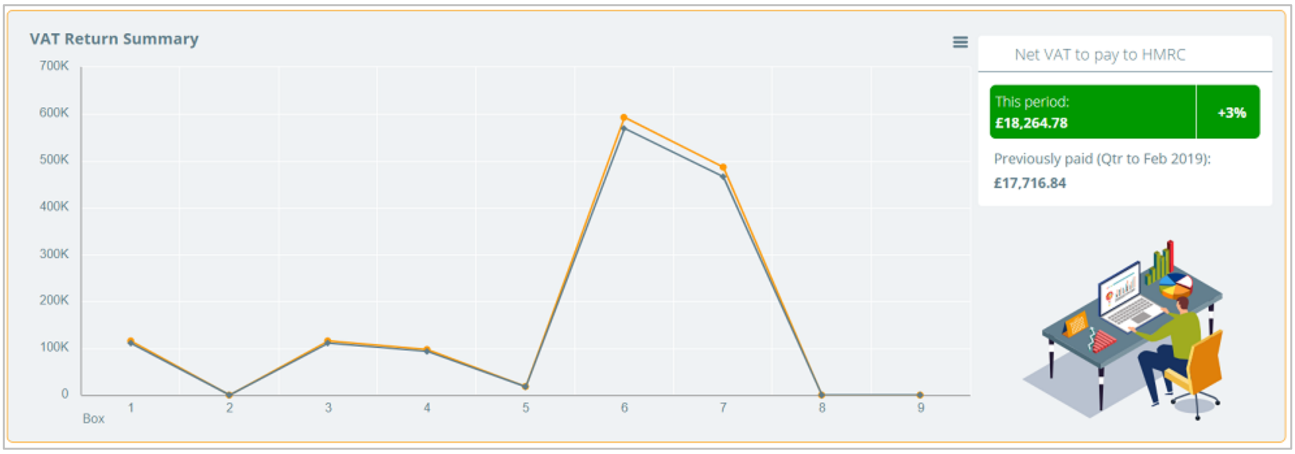


1. Click on the **Showing VAT Return** drop-down menu box to select the period that you would like to view.
2. Click on the **Compare to** drop-down menu box to select the comparison option (either **Previous period** or **This period a year ago**).
3. The VAT Return Summary chart and the Data summary table will now update to reflect your selection.

The VAT Return Summary chart

The VAT Return Summary chart displays the following information:

- The total value of Sales and other data, relevant to previously submitted VAT Returns for your entity, within the period you are viewing
- The Net VAT amount payable to HMRC for this period
- The Net VAT amount paid to HMRC for the previous period



The Data summary table

The Data summary table displays the following information for the period and the comparison period you have selected:

- Total transactions
- Blocked transactions
- Excluded transactions
- Edited transactions
- Removed transactions
- Manual adjustments

It also displays a percentage column, indicating the percentage increase or decrease for each category of the compared periods.

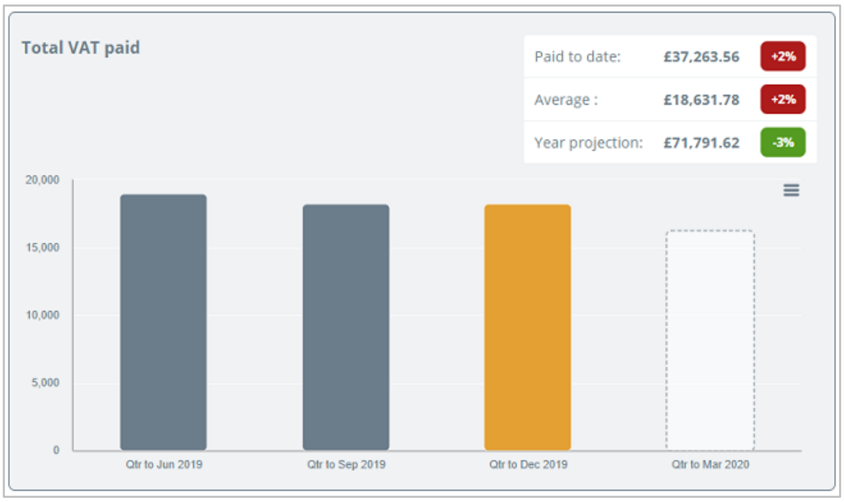
Data summary

	This period	Qrt to Aug 2019:	
Total transactions	15436	16198	-4.7%
Blocked	63	67	-5.9%
Excluded	386	374	+3.2%
Edited	169	215	+20%
Removed	45	38	+25%
Manual adjustments	6	3	+100%

The Total VAT paid chart

This chart displays the total amount of VAT that has been paid in the previous four quarters and provides the following details:

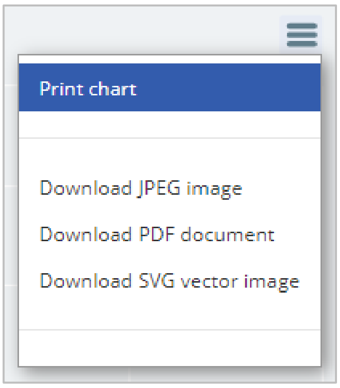
- The total VAT paid to date
- What the average breakdown is
- What they yearly projection is



Print or download a chart

The **Chart context menu** options allow you to print or download the VAT Return Summary chart and the Total VAT Paid chart.

1. Click on the **Chart context menu** button for the chart you would like to print or download and select one of the following options:
   - Print chart
   - Download JPEG image
   - Download PDF document
   - Download SVG vector image



2. If you select the **Print chart** option, your browser will open your print menu, where you can select your print preferences and print the chart.
3. If you select one of the **Download** options, your browser will download the file type chosen and you will then be able to open the file and save it locally.

7. The Entity Summary tab

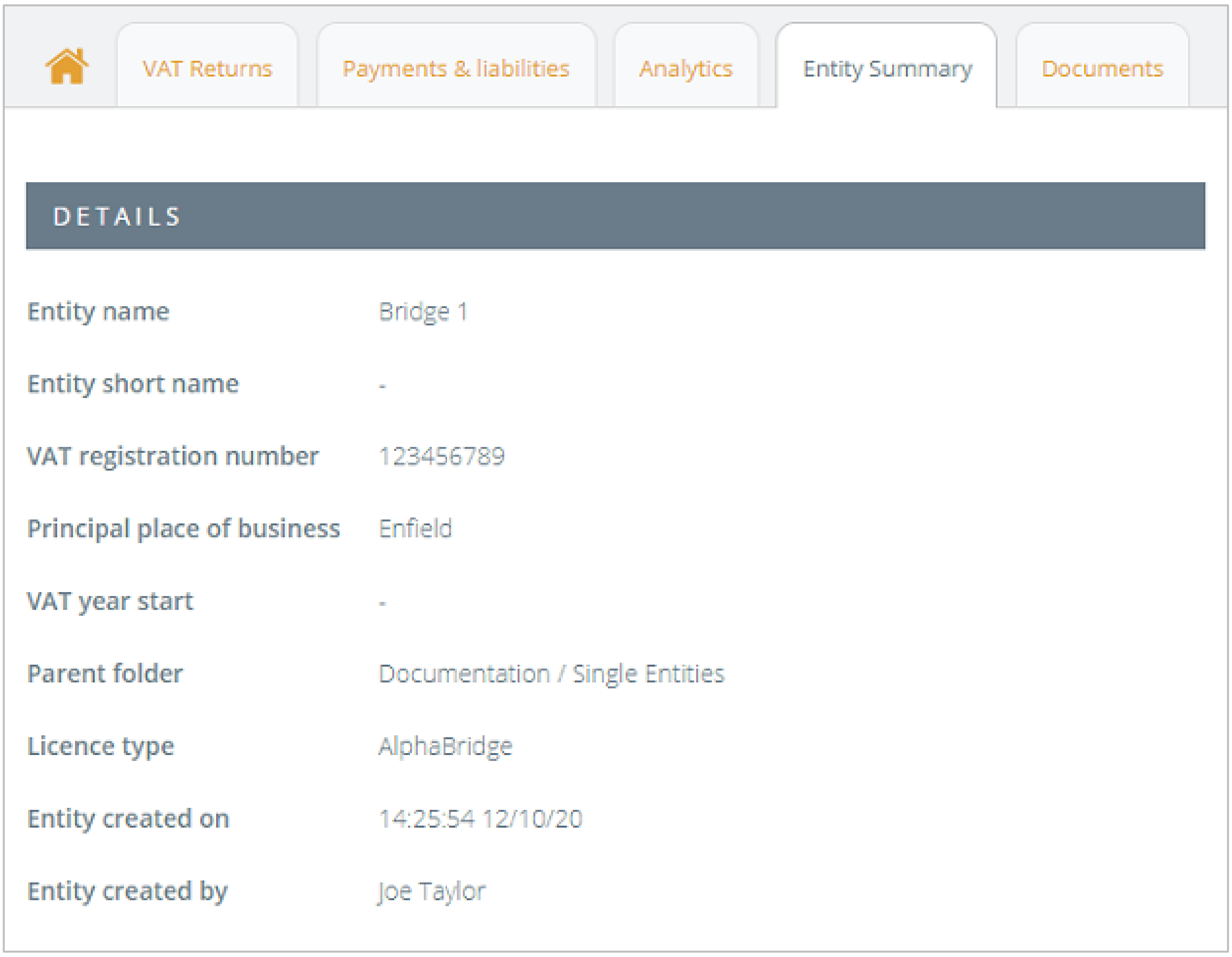
The Entity summary tab provides the user with entity specific information that is displayed in three sections:

- Details
- AlphaVAT
- Data cleansing checks

What you see on this screen will depend on whether you are an AlphaBridge customer or an AlphaVAT customer.

AlphaBridge customers

For AlphaBridge customers, the Entity Summary tab will display a **Details section** that provides a summary of information associated with your entity.

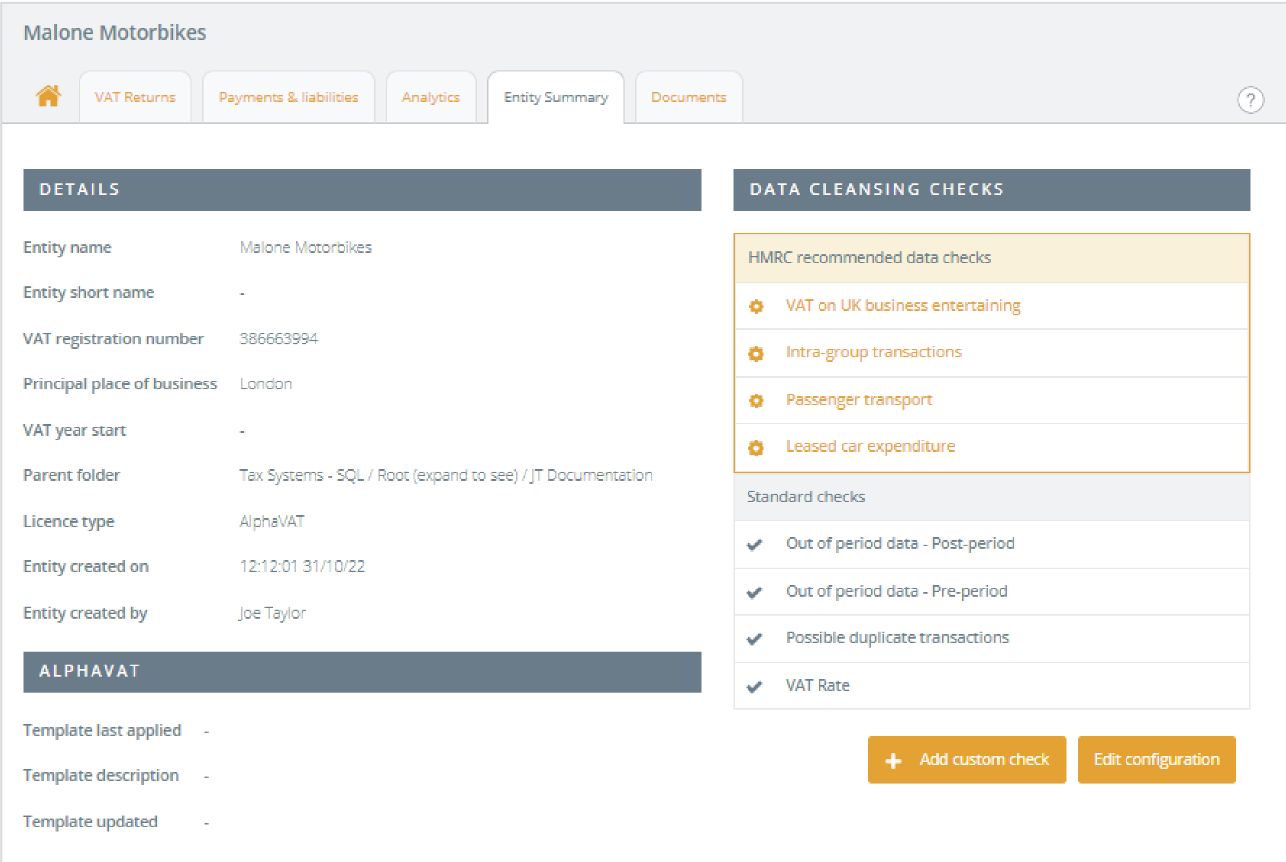


AlphaVAT customers

For AlphaVAT customers the Entity Summary tab will also display the **Details section** that provides a summary of information associated with your entity.

Below that is the **AlphaVAT section** that will provide details of any calculation template that has been applied to your entity.

In addition, there is a **Data Cleansing Checks section** displaying the HMRC recommended data checks, along with the standard default checks that have been applied.



The Details section

This section displays the following information for all entities. These details are view only and cannot be updated here.

Entity name:	This will display the name that was given to the entity.
Entity short name:	This will display the short name if one was provided when the entity was created.
VAT registration number:	This displays the entity's VAT registration number.
Principal place of business:	This displays the location that was provided when the entity was created.
VAT year start:	This will display the year if one was selected when the entity was created.
Parent folder:	This displays the folder path of where the entity has been saved to.
Licence type:	This displays the Licence that has been chosen for the entity (e.g., AlphaBridge, AlphaVAT, Group, Demo).
Entity created on:	This will display the date that the entity was created on.
Entity created by:	This will display the name of the user that created the entity.

The AlphaVAT section

If you are an **AlphaVAT customer** you will see an additional section for **AlphaVAT**. Currently, this provides the following information in regard to a template that may have been assigned to your entity.

Template last applied:	This will display the name of the template that was last applied.
Template description:	This will display the description that has been given to the template.
Template updated:	This will display the date of when the template was last updated.

The template feature is available when you prepare an entity's VAT calculation using the AlphaVAT method. It allows you to capture and save your calculation set up and apply it to future entity obligations.

8. The Data cleansing checks section

The data cleansing checks section is **only availabe to AlphaVAT customers.** AlphaBridge customers will not be able to see or access this feature.

This section contains a list of diagnostic checks that AlphaVAT can perform on your entity's data. These options are entity specific, so you can have different configurations for each of your entities.

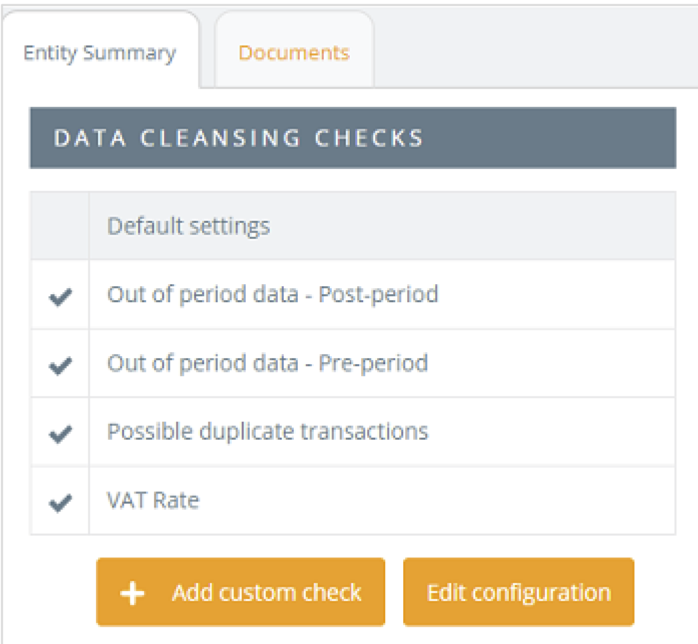
The following data checks are recommended by HMRC. These checks default to automatically appear in the entity's report results and can be configured to block or exclude the results and specify filter rules for the data checks.

- VAT on UK business entertaining
- Intra-group transaction
- Passenger transport
- Leased car expenditure

The following options are standard for every entity and can be configured according to your preferences. The default settings have them all switched on.

- Out of period data - Post-period
- Out of period data - Pre-period
- Possible duplicate transactions
- VAT Rate

You can edit the configuration of your data cleansing checks and you can add customised data checks.



Where can I view the results of these diagnostic checks?

When you run your entity's VAT Calculation, AlphaVAT will validate your data by performing all the diagnostic checks that are switched on.

Should your data fail on any of these validation checks, then the results will be displayed in the **To be reviewed** report. Here you will be able to view and fix any data issues.

Why would I customise these options for my entity?

There are a number of reasons why you might want to change the default settings for your entity's diagnostic validation checks.

It may be that you already run some of these validation checks when preparing your data and therefore you know that your data will not fail on them.

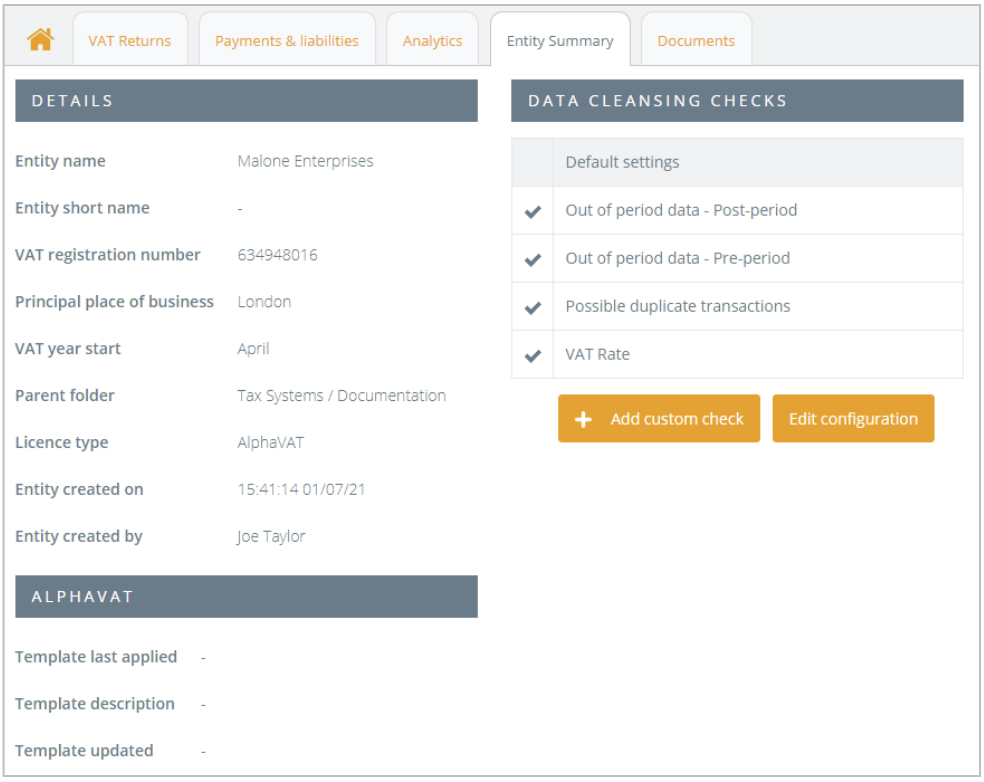
If this were the case, then it would not be necessary for AlphaVAT to also perform these validation checks, so you could customise your configuration options to turn off some or all of them. You can also create and manage customised data checks for your entity.

How to view the Data cleansing checks

***NOTE:** The Data Cleansing checks feature is **only available to AlphaVAT customers**. AlphaBridge customers will not be able to see and access this feature.*

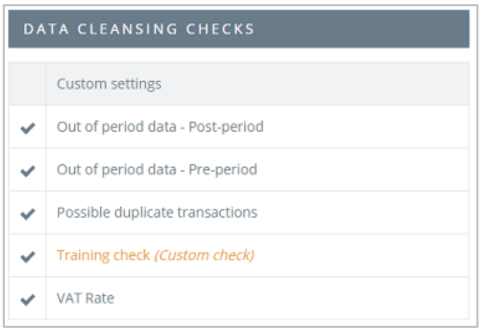
The Entity summary tab displays information about your entity and provides the option to create customised data cleansing checks and to edit the configuration of your data cleansing checks.

1. From the Entity Management screen, select the **Entity** you wish to review the Data Cleansing checks for.
2. Click on the **Entity Summary** tab. You will now see the Entity Summary screen.



3. Under the Data cleansing checks section, you will see the default Data Cleansing Checks that all AlphaVAT entities are given as standard. The default configuration setting for these checks will be switched on.

   If you have created customised data cleansing checks, these will be displayed in orange.



The default data cleansing checks

There are currently four default data cleansing checks available for your AlphaVAT entities. These will perform a number of diagnostic validation checks on the data files that you upload for your AlphaVAT calculation.

The default selection for each of these options is to have them turned on, but you can turn off the validation checks that you do not need AlphaVAT to perform.

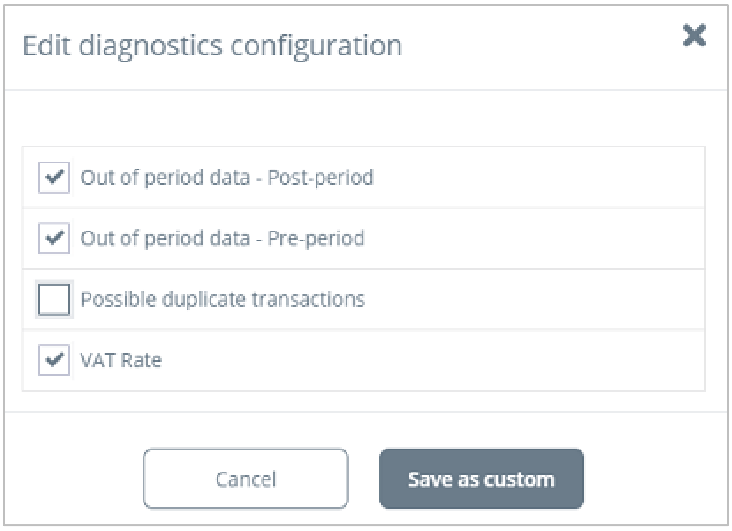
The results of these validation checks will be displayed in the Diagnostic report and where you can review the data and make decisions on whether they should be excluded or the data should be amended.

Data cleansing check	Description
Out of period data – Post period	This validation check looks for post-period data included in your data file that is outside of the period you are preparing your VAT Return for.
Out of period data – pre-period	This validation check looks for pre-period data included in your data file that is outside of the period you are preparing your VAT Return for.
Possible duplicate transaction	This validation check looks for potential duplicate transactions that can be reviewed and excluded from your calculation.
VAT Rate	This validation check looks for data that does not have the current VAT Rate applied, which can be reviewed and amended or excluded from your VAT Return.

How to edit your Data cleansing checks

To edit the configuration settings of your Data Cleansing Checks:

1. Click on the **Edit configuration** button.
2. The Edit diagnostics configuration dialog will appear. This will display all the data cleansing checks that you have available for the entity you are viewing, including the default and any custom ones you have created.

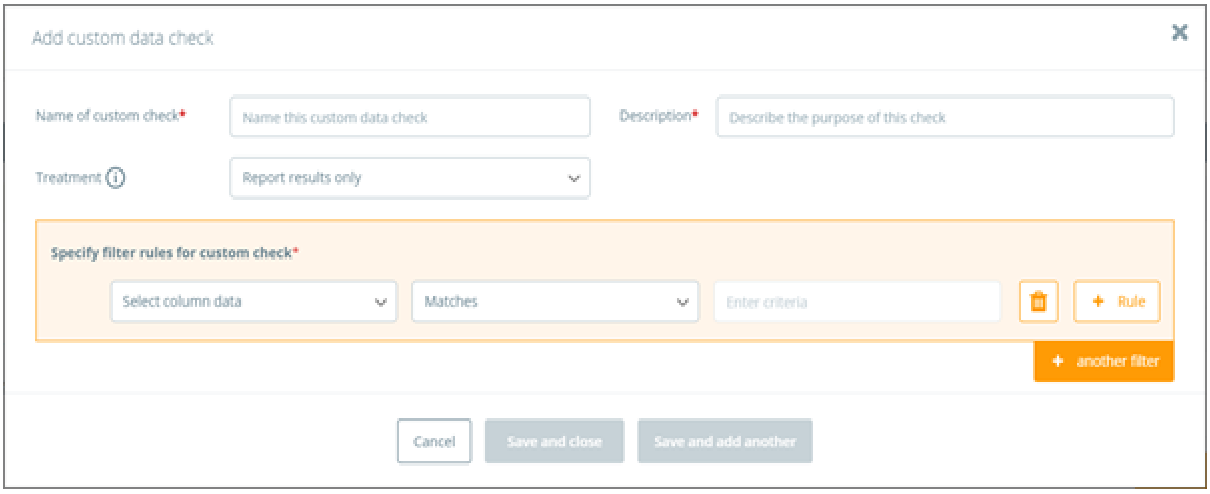


3. You can turn on or turn off a configuration option by clicking in the **check box**.
   - Options that are turned on – will display the tick icon.
   - Options that are turned off, will show nothing in the tick box.

4. Once you have made your changes, click on the **Save as custom** button.

9. How to create a custom data cleansing check

From the Entity Summary screen, click on the **Add Custom Check button**. AlphaVAT will present you with a window in which you can define the check you wish to create, or amend an existing check.



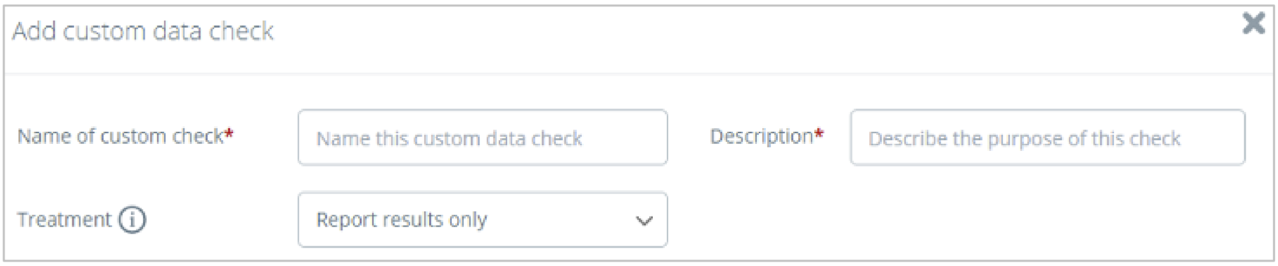
Setting up the custom data cleansing check

AlphaVAT will present you with some options to create a unique check, these and their impact are as follows:

Name of custom check: Give your custom check an appropriately descriptive name. This will be used to identify the check in the reporting and review stage.

Description: Give your custom check a description that allows you, and other users, to easily identify the purpose of the check and give context to the results. This will display when reviewing the results of the check in the reporting and review stage.

Treatment: Provides the option to either just report the results of the check or apply a treatment automatically to the results of a check (e.g., Block or Exclude).



Defining the custom data cleansing check criteria

The second half of the **Add custom data check** or **Edit custom data check** window provides you with options to **Specify filter rules for a custom check**. AlphaVAT will identify results of the check by reporting results that match the criteria specified.

When defining the criteria there are three key fields to complete:

Select column data: Identify from the list of column headers provided the column in which you want to specify criteria to match.

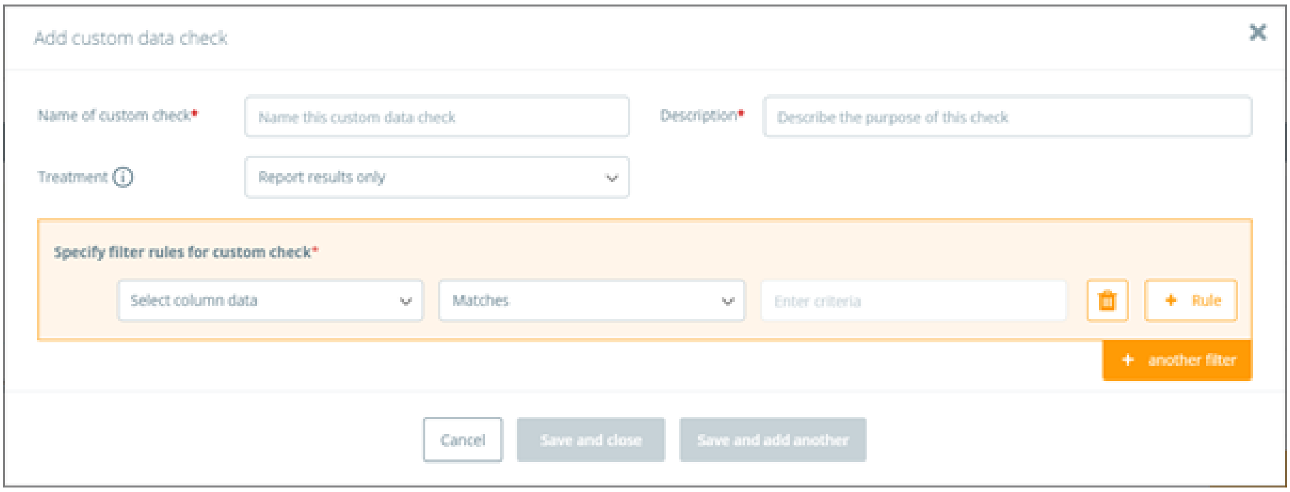
NOTE: *The headers listed are AlphaVAT's headers used when carrying out the mapping exercise.*

Matches (operator): The operator field defaults to Matches but this field can be used to determine how you wish to identify criteria in the column selected previously. Options will include:

- Starts with
- Includes
- Excludes

Enter criteria: For this field you should enter the specific criteria that you want the check to identify in the column specified by the operator method chosen.

An example of a simple check can be seen below:

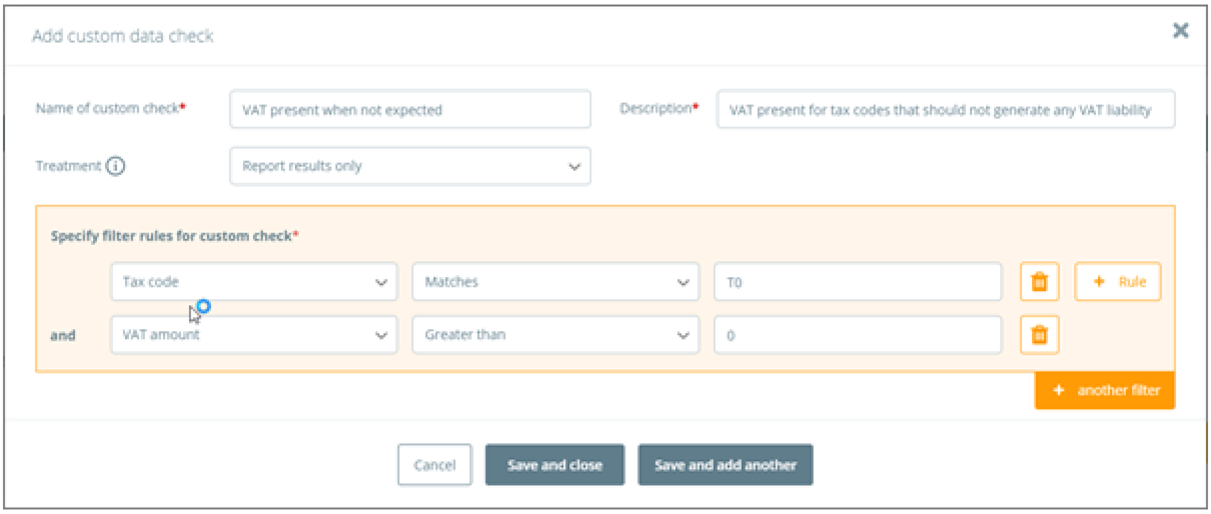


Add additional rules to your custom data cleansing check

It is possible to specify multiple rules for any given check. To add another rule simply click on the **+ Rule** button.

This new rule functions as an **AND** condition. AlphaVAT will ensure that any criteria added like this will all be met for a result to be reported for any given transaction.

An example of an **AND** condition can be seen below:



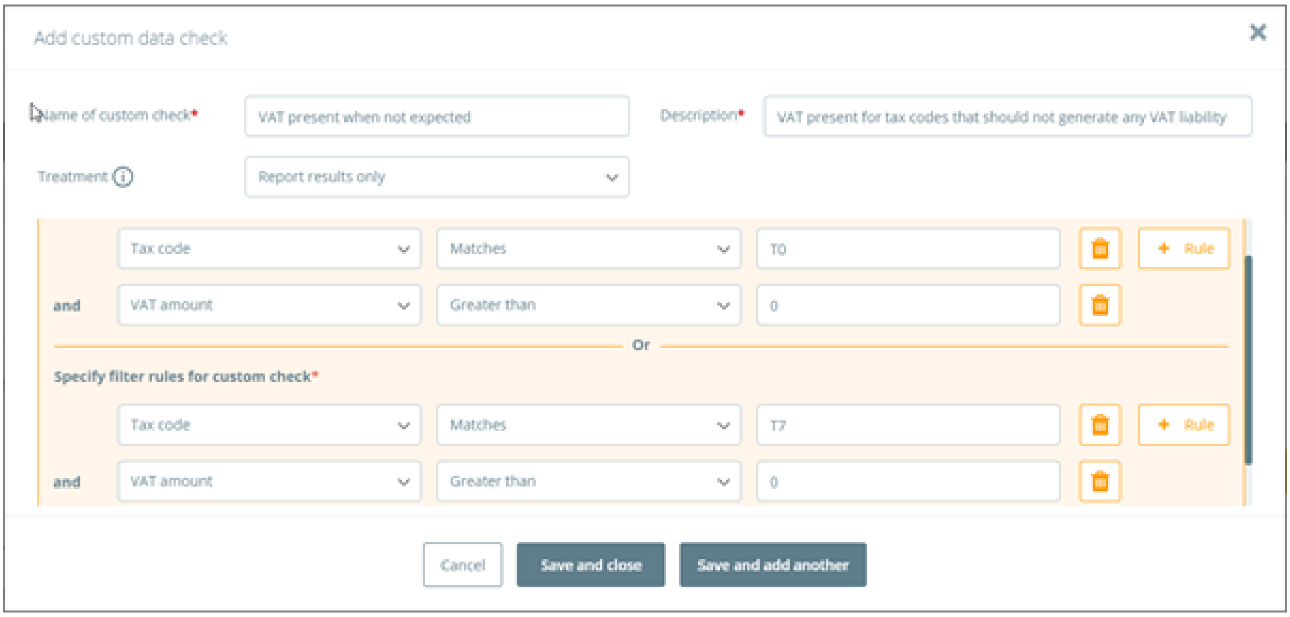
AlphaVAT will ensure that only transactions where the Tax Code matches T0 **AND** the VAT amount is greater than 0 will be reported as a result of this check.

Add filters to your custom data cleansing check

It is possible to specify multiple filter criteria for any given check. To add another filter simply click on the **+ another filter** button.

This new filter functions as an **OR** condition. AlphaVAT will ensure that any criteria added like this will be met for any of the filter conditions to be reported for any given transaction.

An example of an **OR** condition can be seen below:



AlphaVAT will ensure that only transactions where the Tax Code matches T0 **AND** the VAT amount is greater than 0, **OR** where Tax Code matches T7 **AND** the VAT amount is greater than 0, will be reported as a result of this check.

Automatic treatments in custom data checks

When creating or editing a custom data cleansing check, AlphaVAT will provide you with the option to apply a **treatment** to the results of the check. The treatment options and their effects are as follows:

- **Report results only:** Choosing this option will ensure that AlphaVAT does not apply an any automatic treatments to the results and will present you with the results to manually review and action if required.
- **Block all results of this check:** Choosing this option will ensure that AlphaVAT automatically blocks the VAT on all results of the check. The VAT amount will not be used in the box calculations for the VAT Return, the Net amount will still be utilised.
- **Exclude all results of this check:** Choosing this option will ensure that AlphaVAT automatically excludes all results of the check from the VAT Return. The VAT and Net amounts will not be used in the box calculations for the VAT Return.

Once set up, the custom data cleansing check will run for every subsequent period. The check will be run at the point a calculation is run from the **Map files** tab.

Important points to note:

- If a single transaction is caught by multiple checks with either the **Block all results of this check** or **Exclude all results of this check** treatments applied, AlphaVAT will give precedence to the harshest treatment.

  For example, an Exclude will take precedence over Block and Report results treatment. Block will take precedence over Report results.

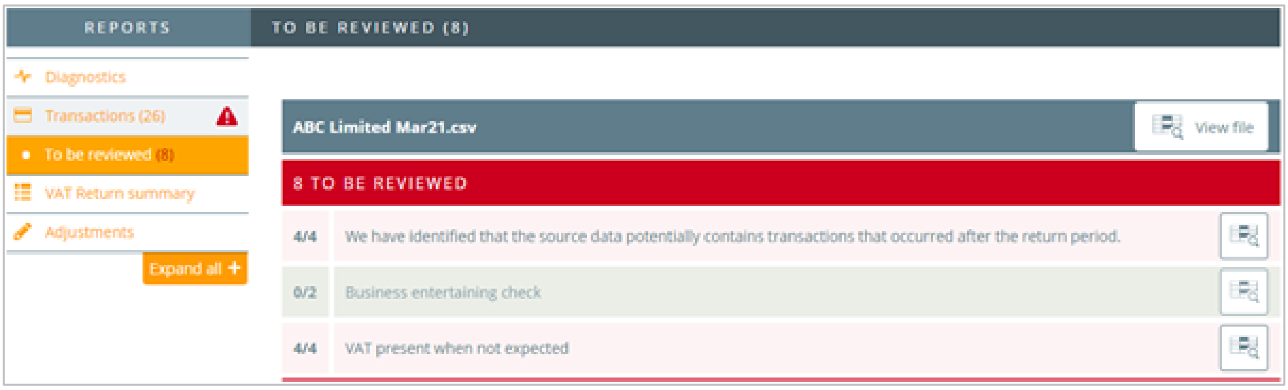
- If a single transaction is caught by a check but already has a treatment that has been manually applied, i.e., manually Blocked, then this will take precedence over any automatic treatment applied.

  For example, a manually blocked transaction will remain blocked even if caught by a check that Excludes transactions automatically.

- If a check is added after a calculation has been run for an open VAT Return obligation, then the check will only be included if you navigate to the **VAT calculation options** tab and reconfirm the options followed by initiating another calculation from the **Map files** tab.

Reviewing custom data check results

Once a calculation has been run for a VAT Return obligation period, the results of any custom data cleansing checks, including those with automatic treatments applied, can be accessed in the VAT Return contents tree on the **Preview and analysis tab** via **Transactions** -> **To be reviewed** contents tree location.



For custom data cleansing checks with automatic treatments applied, you will see that they are coloured **green** signifying that the check has been run and the results dealt with using the treatment specified.

To view the results simply click on the **view data** icon at the end of the row for that check. In the data view of the custom data cleansing check, you have the option to manually change the automatic treatment applied. The following options are available to you:

- **Remove:** Choosing this option will remove the transaction from the VAT Return completely, in a similar manner to Exclude but is typically used for removal of errors, rather than excluding for more nuanced reasons such as intra-group transactions.
- **Allow:** Choosing this option will ensure the transaction is processed fully within the VAT Return. If the transaction was previously blocked, excluded or removed, allowing will ensure that treatment is reversed.
- **Block:** As per the automatic treatment option, choosing this will ensure the VAT for a transaction is not included in the VAT Return.
- **Exclude:** As per the automatic treatment option, choosing this will ensure the transaction is excluded from the VAT Return and the VAT and net amounts are therefore not included in the VAT Return.

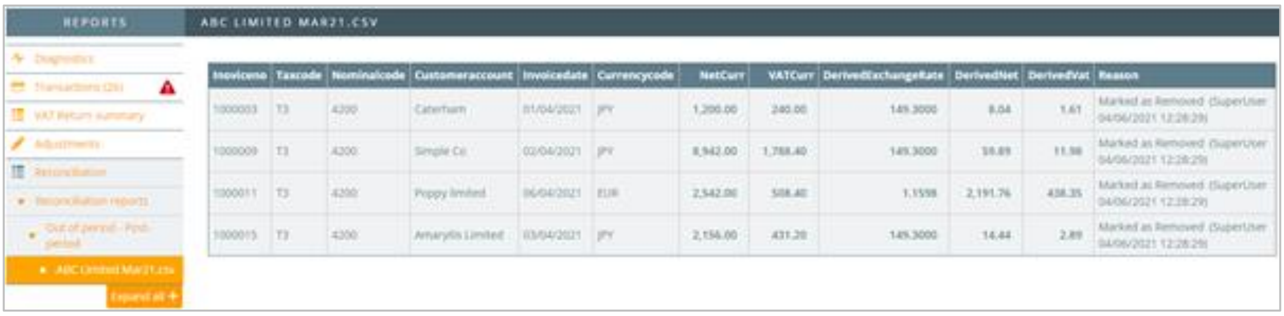
If no automatic treatment was applied to a custom data cleansing check, and the **report results only** option was used, then you will see that the check is coloured **red** until the results have been reviewed and any manual actions taken to ensure the correct treatment is applied.

Reconciliation reports

Once a custom data cleansing check's results have been **reviewed** or **actioned**, AlphaVAT will ensure that this is reflected in the reports supporting the VAT Return.

Reports relating to the actions taken on a custom data cleansing check's results can be found on the **Preview and analysis tab** via **Reconciliation** -> **Reconciliation reports** -> ***Name of custom check*** contents tree location.

The report will detail the transactions and the actions taken upon those transactions.



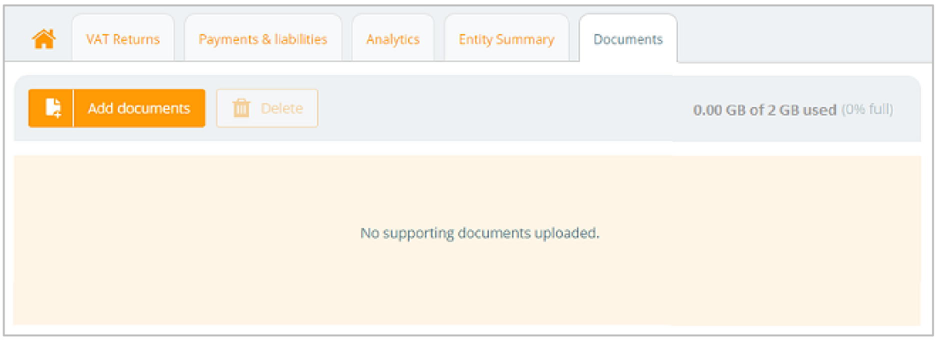
Currently the reconciliation reports will only show transactions that were treated as **Removed**.

Any transactions treated, manually or automatically, using **Block** or **Exclude** treatments will show in the **Blocked inputs** report or **Excluded inputs** report in the **VAT Return summary** section of the contents tree.

We will be extending the **Reconciliation reports** in due course to also include details of blocked or excluded items.

10. The Documents tab

The documents tab allows you to upload supporting documentation associated with your entity. The document repository limit is set to 2 GBs and as you upload documents, the system will calculate how much of your storage space has been used and how much is left.



Some examples of the documents you might want to upload are:

- VAT50 VAT group registration form
- Partial exemption special methods (PESM) agreements

You can only upload the following types of document and the maximum size limit per upload is 75MB. If your documents are collectively more that 75MB, then you will need to upload them separately or in smaller batches.

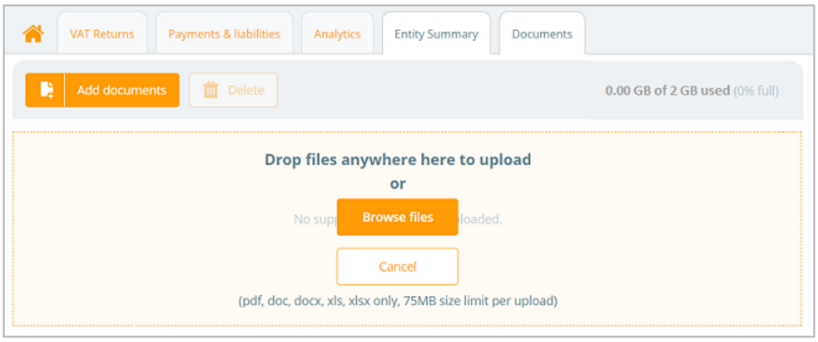
Microsoft Word	.doc files	.docx files
Microsoft Excel	.xls files	.xlsx files
Other	PDF files	

How to upload a document

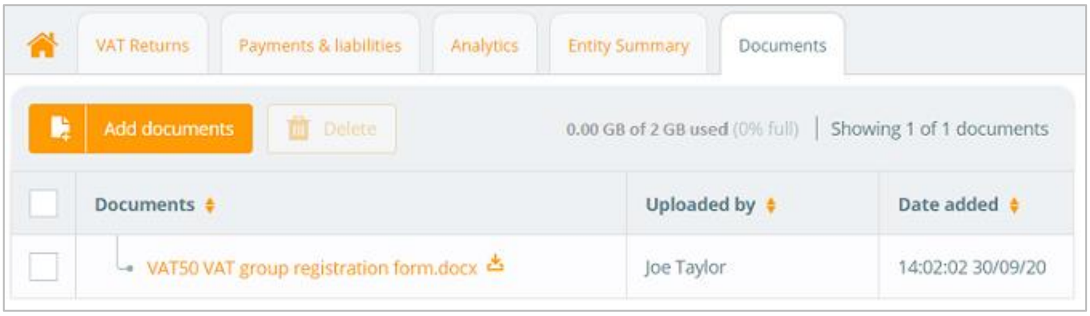
There are two ways to upload a document. You can **drag and drop** your files into the system or use the **browse files** option to locate your files. To upload your files:

1. Click on the **Add documents** button.

2. You will now be presented with the option to **drag and drop** your file(s) into the box or to **navigate to your folder** and select the document(s) you want to upload.



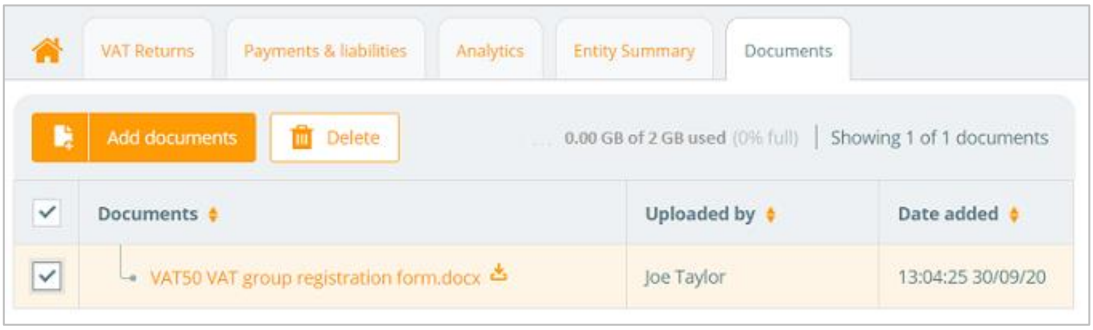
3. Once you have selected your documents, they will be uploaded and displayed as follows:



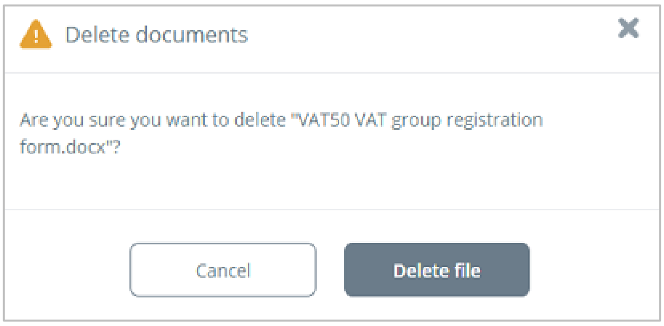
Deleting an uploaded document

If you have uploaded a file that you do not need, you can delete the document as follows:

1. Click on the **check box** next to the document that you wish to remove and the Delete button will now be available for you to select.



2. Click on the **Delete** button and the *Delete documents* dialog will appear.



3. Click on the **Delete file** button to remove your file or select **Cancel** if you do not wish to proceed.

Tax Computer Systems Limited

Magna House, 18 – 32 London Road

Staines-Upon-Thames

TW18 4BP

T: 01784 777 700

E: enquiries@taxsystems.com

W: www.taxsystems.com

Registered Office:
Magna House, 18-32 London Road, Staines-Upon-Thames, TW18 4BP.
Registered in England & Wales, company registration number 05347048.