



TAX SYSTEMS



# MTD Compliance Portal AlphaBridge File Upload Guide

Version 4.3



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# 1. Introduction

## About this guide

This document guides you through how to use the MTD Compliance Portal to upload a named cell file to AlphaBridge, including:

- Information required in your data file
- How to assign the named cell titles to your data values
- How to fix data validation errors
- How to use this feature to upload the AlphaBridge Template

## 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: <a href="mailto:support@taxsystems.com">support@taxsystems.com</a>
Ireland:	Tel: +353 (0) 1661 9976	Email: <a href="mailto:support@taxsystems.ie">support@taxsystems.ie</a>

## 2. Upload Excel file overview

This feature can be used with your own VAT calculation workbook, where you can prepare the 9 box values in your VAT Return summary for uploading into the MTD Compliance Portal.

You can also use it with the AlphaBridge Template that you have downloaded and digitally linked the 9 box values to those in your VAT Return summary.

### Named cell file upload

This feature allows you to upload an Excel spreadsheet with specific named cells containing the 9 box values for your VAT return.

To use this feature you will need to prepare your VAT summary data and assign the correct named cell titles, so that it is ready to be uploaded.

AlphaBridge will then scan the document for the named cells, validate these and highlight any errors so that these 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 MTD Compliance Portal. You will then be able to review and finalise your VAT Return, before submitting it to HMRC.

### Using this feature to upload the AlphaBridge template

There are two ways of uploading your AlphaBridge template to the MTD Compliance Portal. The most commonly used one, is to select the **Post to AlphaBridge portal** option that resides in the template itself, under the 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 **Upload Excel file** option in the MTD Compliance Portal with your AlphaBridge template.

If you continue to experience difficulties, please contact our customer support team (see section 1, Technical support).

### 3. Preparing your named cell data

To use this feature to upload your Excel file, you will need to prepare your VAT Return summary data, ensure that it contains all the required information and assign the correct named cell titles.

#### Data required in your VAT summary sheet

1. Open up 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	<b>VAT Return</b>		
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	<b>VAT to Pay HMRC</b>	Box 5	<b>432.98</b>
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.

## Assigning the named cell titles to your input data cells

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 of your named cell titles to their corresponding cell values, **Save** your calculation workbook.

## 4. File upload and data validation

When you upload your Excel file, AlphaBridge 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 then populate the AlphaBridge VAT Return within the MTD Compliance Portal.

### Uploading your 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	<ul style="list-style-type: none"><li>• Does the entity name in your Excel file match the name of the entity you are uploading the file to?</li><li>• Is the named cell title correct?</li></ul>
Period from date	<ul style="list-style-type: none"><li>• Does the period from date in your Excel file match the period from date for the entity's obligation ?</li><li>• Is the named cell title correct?</li></ul>
Period to date	<ul style="list-style-type: none"><li>• Does the period to date in your Excel file match the period to date for the entity's obligation?</li><li>• Is the named cell title correct?</li></ul>
VAT registration number	<ul style="list-style-type: none"><li>• Does the VAT registration number in your Excel file match the entity's VAT registration number?</li><li>• Is the named cell title correct?</li></ul>

Named cell	What to look for and fix
Box 1 value	<ul style="list-style-type: none"> <li>• Is the named cell title correct?</li> <li>• Does the cell display a numerical value?</li> <li>• Are the values formatted as a number?</li> <li>• Are the values formatted to display 2 decimal places?</li> </ul>
Box 2 value	
Box 3 value	
Box 4 value	
Box 5 value	
Box 6 value	
Box 7 value	
Box 8 value	
Box 9 value	

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
		
<b>2 FILE ERRORS FOUND</b>		
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.		
<b>6 FILE WARNINGS FOUND</b>		
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.		

## 5. Uploading the AlphaBridge template

If you are a Mac user or you are experiencing difficulties using the **Post to AlphaBridge portal** option that resides in the AlphaBridge template (under the guidance section), you should use the **Upload Excel file** option instead.

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. You will not need to assign the named cell titles to the AlphaBridge template since these are already included in the template when you download it.
3. Log into the MTD Compliance Portal. **Locate and select** the entity that you wish to upload your AlphaBridge template to.
4. On the VAT Returns tab, select the **obligation** and then select the AlphaBridge **Upload Excel file** option.
5. **Locate and select** your prepared AlphaBridge template, then click **Open**.
6. 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.

For more information on how to download and populate your AlphaBridge template please refer to the **AlphaBridge Template Guide**.



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