MTD Compliance Portal
AlphaBridge Template Guide

Version 4.3

Contents

1.   Introduction

About this Guide

This document guides you through how to use the MTD Compliance Portal to prepare and submit your entity VAT Returns using the AlphaBridge template and includes:

- Downloading and populating the AlphaBridge template
- Using the copy worksheet feature
- Uploading 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: support@taxsystems.com
Ireland:	Tel: +353 (0) 1661 9976	Email: support@taxsystems.ie

2.   AlphaBridge template overview

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 into the portal 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 note: *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****.*

3.   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 at a later time, simply **save and close** the template once you have opened it. Click back into your browser and click on the **Finish** button.

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

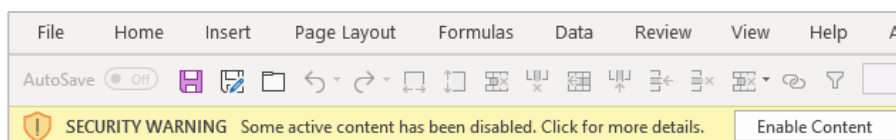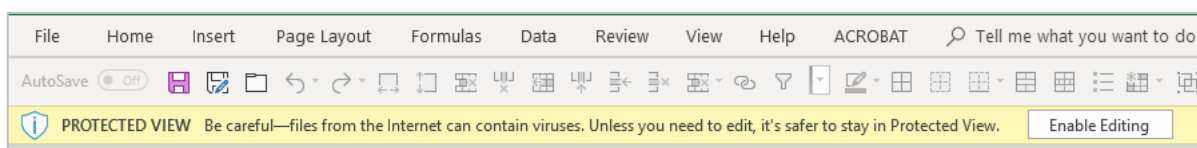|	Box	VAT Return
VAT due in this period on sales and other outputs	1	
VAT due in this period on acquisitions from other EC Member States	2	
Total VAT due (the sum of boxes 1 and 2)	3	£0.00
VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	4	
Net VAT to pay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

Sales and Purchases Excluding VAT

	Box	VAT Return
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	VAT Return
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	

4. Depending on your Excel settings, 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.

File   Home   Insert   Page Layout   Formulas   Data   Review   View   Help   ACROBAT   ⌕ Tell me what you want to do

PROTECTED VIEW   Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing

File   Home   Insert   Page Layout   Formulas   Data   Review   View   Help   A

SECURITY WARNING   Some active content has been disabled. Click for more details.   Enable Content

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.

See **Section 6 – Populating the AlphaBridge template**

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 portal, copy the template into an existing VAT calcuation workbook and launch the portal via the link.
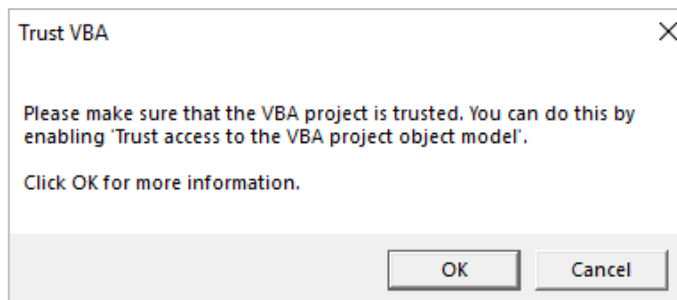
5. The Copy worksheet feature

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.
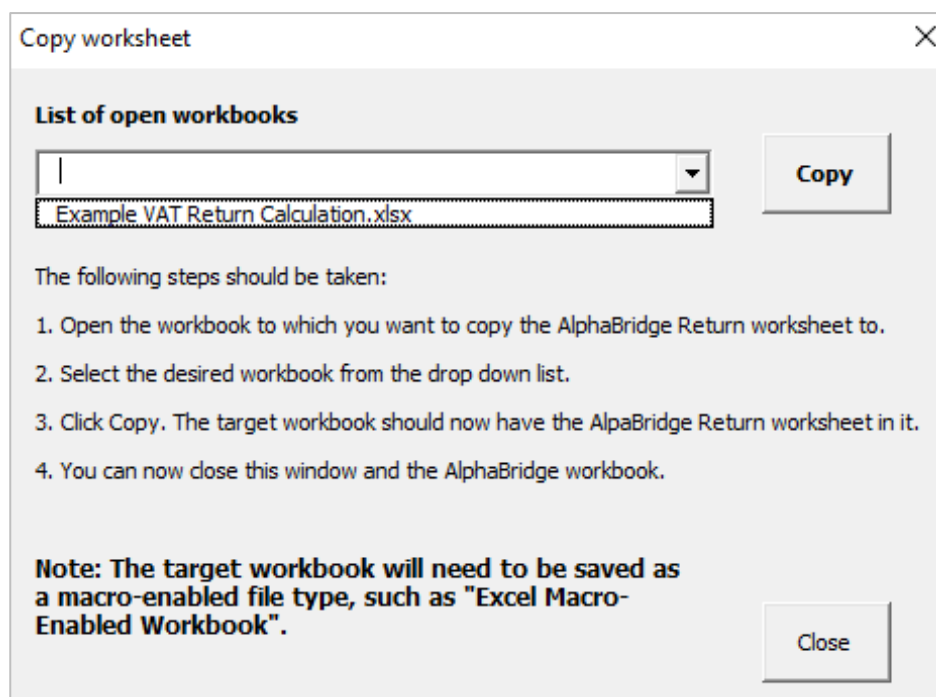
  See **Page 10** for instructions on how to enable this Trust access setting.

If you do not want to copy the template into an existing workbook, or you are unable to do this because you cannot change your excel settings, please go to **section 6**.

How to copy the template into an existing workbook

Important note: 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.

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**.*

How to enable access to the VBA Project object model

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.*

6.   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 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 the **Enter** key.

   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 the **Enter** key.

   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 the **Enter** key.

   Box 5: Will be automatically calculated based on the value enered 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 the **Enter** key.

   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 the **Enter** key.

   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 the **Enter** key.

   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 the **Enter** key.

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**.*

7.   Uploading the 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. If you continue to experience difficulties, please contact our Customer support team (see section 1, Technical support).

Using the Post to AlphaBridge portal 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 portal** button that appears in the *Guidance* section of the template.

   2. Click the button below to post this data to the AlphaBridge™ portal:

   Post to AlphaBridge portal

   The AlphaBridge™ portal will open automatically.

2. You will then return to the portal, 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 portal in, when downloading your AlphaBridge template.

Using the Upload Excel file option

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 File Upload Guide**.

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