

c



TAX SYSTEMS



MTD Compliance Portal Entity Details Guide

Version 4.3



Contents

1. Introduction	3
About this Guide	3
Technical Support.....	3
2. Entity Details overview	4
View an entity's details.....	4
3. The VAT Returns tab.....	5
Current obligation	6
Past obligations.....	7
4. The Payments and liabilities tab	8
Payments view.....	9
Liabilities view	9
5. The Analytics tab	10
Selecting your comparison period	11
VAT Return Summary chart	11
Printing or downloading the VAT Return summary chart.....	12
Data summary table	12
Total VAT paid chart	13
6. The Entity Summary tab	14
AlphaBridge customers.....	14
AlphaVAT customers	14
Details section	15
Diagnostic Configuration section	15
How to customise your diagnostic configuration settings . Error! Bookmark not defined.	
7. The Documents tab	16
How to upload a document	16
How to delete an uploaded a document	17

1. Introduction

About this Guide

This guide 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
- Documentation

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. Entity Details overview

The MTD Compliance Portal provides a range of features to help you create and manage your entities. These features are accessible via two main dashboards displayed on the Entity management screen and the Entity details screen.

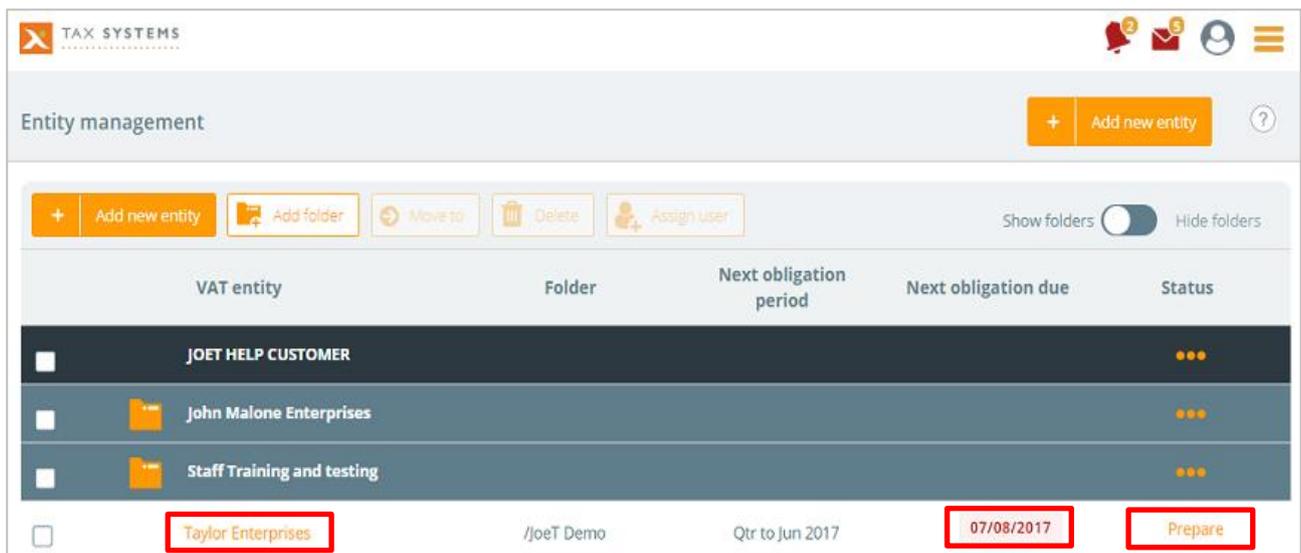
The Entity details screen enables you to:

- Edit your entity's details
- Authorise/Re-authorise your entity
- Prepare, review, and submit your entity's VAT Return
- 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

View an entity's details

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

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



VAT entity	Folder	Next obligation period	Next obligation due	Status
<input type="checkbox"/> JOET HELP CUSTOMER				...
<input type="checkbox"/> John Malone Enterprises				...
<input type="checkbox"/> Staff Training and testing				...
<input type="checkbox"/> Taylor Enterprises	/JoeT Demo	Qtr to Jun 2017	07/08/2017	Prepare

3. The VAT Returns tab

When you view an entity, you will be taken to the **VAT Returns** tab which displays your entity's obligations that have been retrieved from their Business Tax Account from HMRC. This 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.
- Prepare your entity's VAT Return for a specific obligation:
 - 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 **named cell file** when preparing your VAT Returns.
- Edit the calculation for a prepared VAT Return (prior to submitting it).
- Finalise and submit the prepared VAT Return for a specific obligation.
- View previous obligations and see a summary of the VAT Return and receipt.
- View your entity's payments and liabilities.
- View your entity's analytics tab containing charts and tables
- View your entity's summary tab and edit the details
- View your entity's supporting documents and add documents to the repository

The screenshot shows the 'Single Entity' interface. At the top, there are navigation tabs: 'VAT Returns', 'Payments & Liabilities', 'Analytics', 'Entity Summary', and 'Documents'. On the right, there are buttons for 'Re-authorise' and 'Edit entity'. Below the tabs, there is a section for 'VAT Return for Qtr to Jun 2017' with a due date of 07/08/2017. To the left, there is a list of obligations: 'Qtr to Jun 2017 Due: 07/08/2017' and 'Qtr to Mar 2017 Submitted'. The main content area is divided into three columns. The first column is titled 'AlphaVAT™ calculation' and includes a 'GET STARTED' button. The second column is titled 'AlphaBridge™ template' and includes a 'DOWNLOAD TEMPLATE' button. The third column is titled 'AlphaBridge™ upload' and includes an 'UPLOAD EXCEL FILE' button. The interface is clean and modern, with a light blue and white color scheme.

Current obligation

When you view a new obligation for the first time, you will see the options available for you to select in order to start preparing your VAT Return. These include the following options and access to them will depend on the type of licence your business has purchased.

- AlphaVAT calculation
- AlphaBridge template
- AlphaBridge upload

Once you have prepared your VAT Return using either AlphaVAT or AlphaBridge, the screen will update to show you what your next step is, in order to move your VAT Return along so that it can be submitted.

This will help you to keep track of where each entity's current obligation is, in regard to its VAT Return submission.

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 (see below example):

- Change the return method you have used to prepare the VAT Return
- Update your VAT Return, if it is incorrect
- Finalise your VAT Return
- Undo Finalise, if you need to edit the calculation
- Submit your VAT Return once it has been finalised

The screenshot displays the VAT Return interface for the quarter ending May 2019. On the left, there is a sidebar with four VAT Return periods: Qtr to May 2019 (Due: 07/07/2019), Qtr to Feb 2019 (Due: 07/04/2019), Qtr to Nov 2018 (Due: 07/01/2019), and Qtr to Aug 2018 (Due: 07/10/2018). The main area is titled 'VAT Return for Qtr to May 2019' and contains a message: 'Your VAT Return is now ready based on the data uploaded in the AlphaBridge template. You can continue to edit and amend your calculation, or if the VAT Return calculation below is accurate then you can mark this calculation as finalised, it will then be ready to send to HMRC.' Below this message is a 'Finalise' button. To the right, there is a 'Calculation' section showing 'by' (30/07/2019), 'Last updated' (09:38:38), and 'Method' (AlphaBridge) with a '(change method)' link. Below this is a 'Download template' button. At the bottom, there is a table summarizing the VAT Return data.

1	VAT due in this period on sales and other outputs:	£ 250.00
2	VAT due in this period on acquisitions from other EC Member States:	£ 0.00
3	Total VAT due (the sum of boxes 1 and 2):	£ 250.00
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):	£ 0.00
5	Net VAT to pay to HMRC:	£ 250.00
6	Total value of sales and all other outputs excluding any VAT:	£ 0.00
7	Total value of purchases and all other inputs excluding any VAT:	£ 0.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:	£ 0.00
9	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:	£ 0.00

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 the MDT Compliance Portal to prepare your VAT Return, you can also view the details of the calculation.

Qtr to May 2019
Due: 07/07/2019

Qtr to Feb 2019
Due: 07/04/2019

Qtr to Nov 2018
Due: 07/01/2019

Qtr to Aug 2018
Due: 07/10/2018

VAT Return for Qtr to Feb 2019

Your VAT Return has been submitted to HMRC.

Correlation ID: 5bb774442a000023004b7a32

Receipt ID: 3f479bd3-e125-4adf-9c50-526186da6806

Receipt timestamp: 28/03/2019 11:51:02



Finalised by

Submitted by: Joe Taylor

Submission: 28/03/2019 11:51:02

Method: AlphaBridge

Payment: DD

VAT liability: £ 151,050.89

 **Print receipt**

 **View calculation**

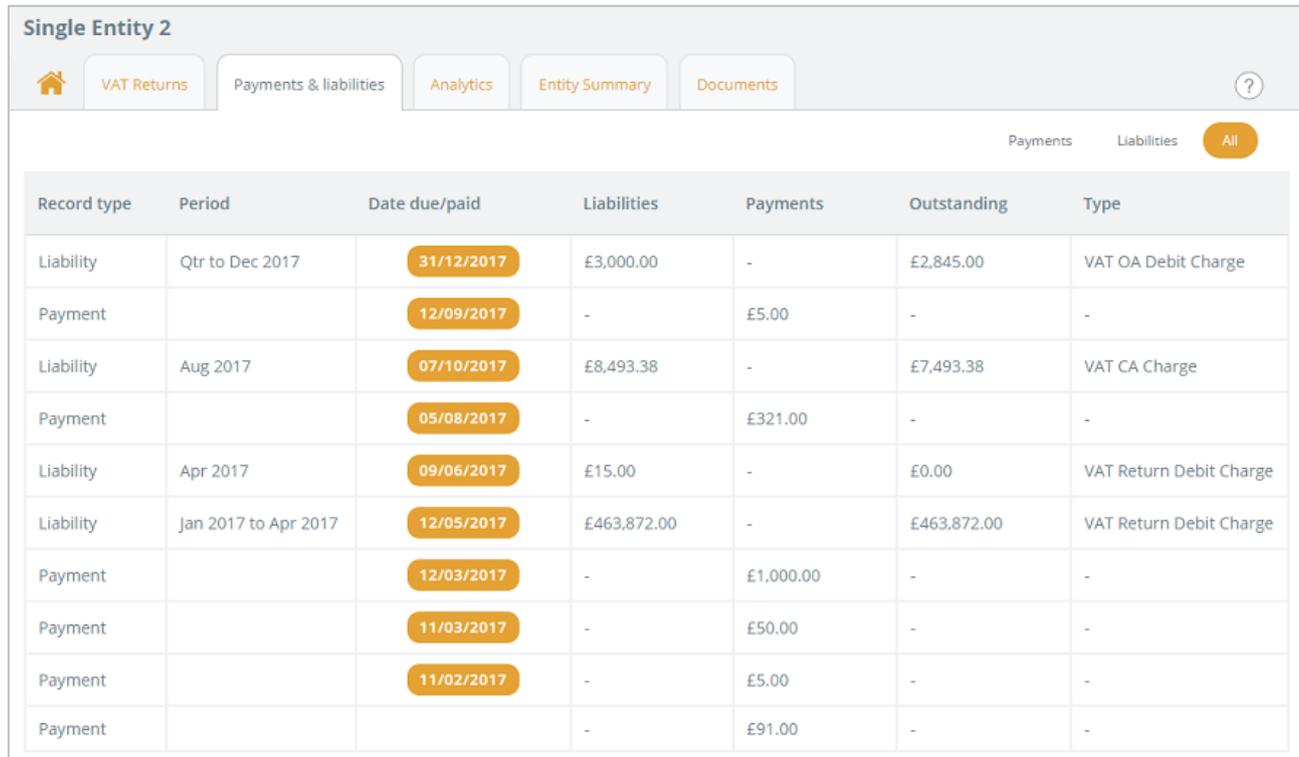
1	VAT due in this period on sales and other outputs:	£ 168,352.31
2	VAT due in this period on acquisitions from other EC Member States:	£ 0.00
3	Total VAT due (the sum of boxes 1 and 2):	£ 168,352.31
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):	£ 17,301.42
5	Net VAT to pay to HMRC:	£ 151,050.89
6	Total value of sales and all other outputs excluding any VAT:	£ 3,214,426.00
7	Total value of purchases and all other inputs excluding any VAT:	£ 151,653.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:	£ 0.00
9	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:	£ 0.00

Obligations are colour coded as follows:

<p>Qtr to May 2019 Due: 07/07/2019</p>	Red: The obligation requires urgent attention.
<p>Qtr to Sep 2019 Due: 07/11/2019</p>	Amber: The obligation requires attention.
<p>Qtr to Feb 2019 Due: 07/04/2019</p>	White: This is the obligation you are currently viewing.
<p>Qtr to Nov 2018 Due: 07/01/2019</p>	Green: The obligation has been fulfilled.

4. 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 set to **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

5. 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.

Home
VAT Returns
Payments & liabilities
Analytics
Entity Summary
Documents
?

Showing VAT Return: Qtr to Dec 2019 Compare to: Previous period

VAT Return Summary

Net VAT to pay to HMRC

This period: **£18,264.78** +3%

Previously paid (Qtr to Feb 2019):
£17,716.84

Data summary

	This period	Qtr 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%

Total VAT paid

Paid to date: **£37,263.56** +2%

Average: **£18,631.78** +2%

Year projection: **£71,791.62** -3%

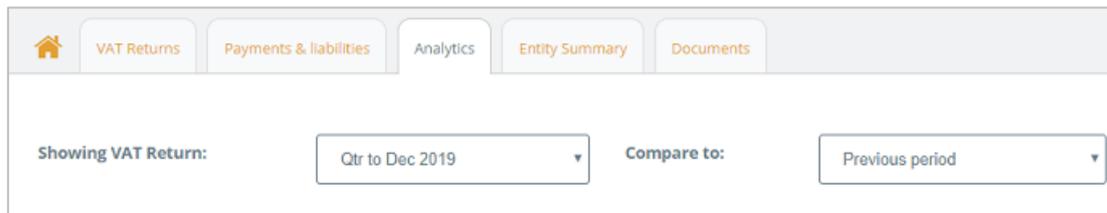
What data do you want to see? Help us improve this analytics page.

Let us know which reports and statistics from your VAT Return are important to you and we'll consider adding it to our AlphaVAT product development roadmap.

SEND US YOUR IDEAS

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.



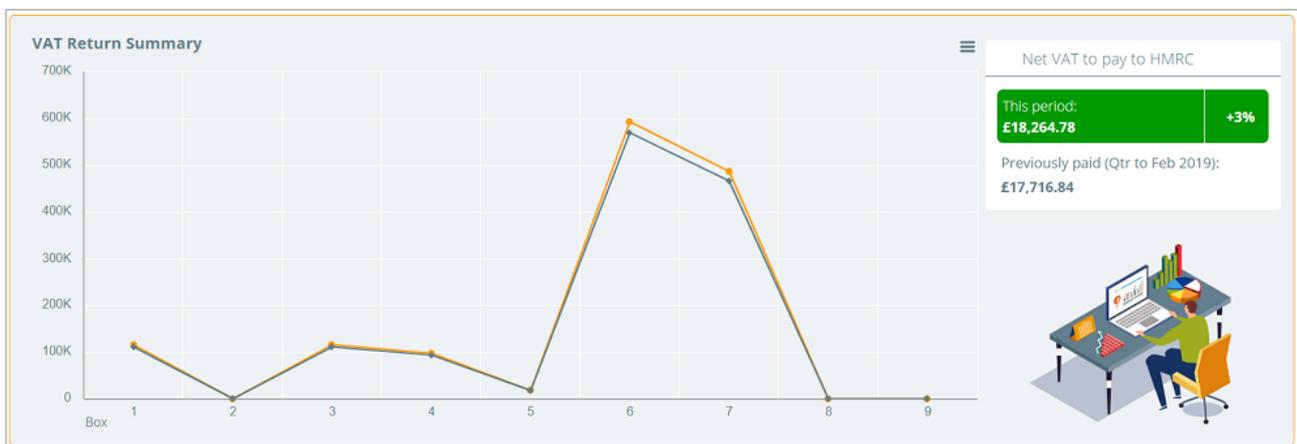
The screenshot shows a navigation bar with tabs: Home, VAT Returns, Payments & liabilities, Analytics, Entity Summary, and Documents. Below the navigation bar, there are two dropdown menus. The first is labeled 'Showing VAT Return:' and is set to 'Qtr to Dec 2019'. The second is labeled 'Compare to:' and is set to 'Previous period'.

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:

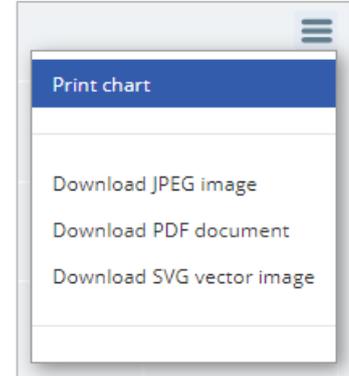
- The total value of Sales and other data, relevant to previously submitted VAT Returns for your entity, within the period you are viewing
- The Net VAT amount payable to HMRC for this period
- The Net VAT amount paid to HMRC for the previous period



Printing or downloading the VAT Return summary 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.



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



6. The Entity Summary tab

The Entity summary tab displays information about your entity. 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.

DETAILS	
Entity name	Bridge 1
Entity short name	-
VAT registration number	123456789
Principal place of business	Enfield
VAT year start	-
Parent folder	Documentation / Single Entities
Licence type	AlphaBridge
Entity created on	14:25:54 12/10/20
Entity created by	Joe Taylor

AlphaVAT customers

For AlphaVAT customers the Entity Summary tab will also display the Details section, along with information that is specific to an AlphaVAT calculation.

In addition, you will see a Diagnostics Configuration section displaying the default settings that have been applied.

DETAILS	
Entity name	Malone Enterprises
Entity short name	-
VAT registration number	634948016
Principal place of business	London
VAT year start	April
Parent folder	Tax Systems / Documentation
Licence type	AlphaVAT
Entity created on	15:41:14 01/07/21
Entity created by	Joe Taylor

DATA CLEANSING CHECKS	
Default settings	
<input checked="" type="checkbox"/>	Out of period data - Post-period
<input checked="" type="checkbox"/>	Out of period data - Pre-period
<input checked="" type="checkbox"/>	Possible duplicate transactions
<input checked="" type="checkbox"/>	VAT Rate

[+ Add custom check](#) [Edit configuration](#)

ALPHAVAT	
Template last applied	-
Template description	-
Template updated	-

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 you have given your to your entity.
- Entity Short name: This will display the short name, if you have provided one.
- VAT registration number: This displays your entity's VAT registration number.
- Principal place of business: This displays the location you have entered.
- VAT year start: This will display the year if you have selected one.
- Parent folder: This displays the folder path where the entity has been saved to.
- Licence Type: This displays the Licence that has been chosen for the entity.
- 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.

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

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

The Data cleansing checks section

The Data cleansing checks section is **only applicable to AlphaVAT customers**.

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 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

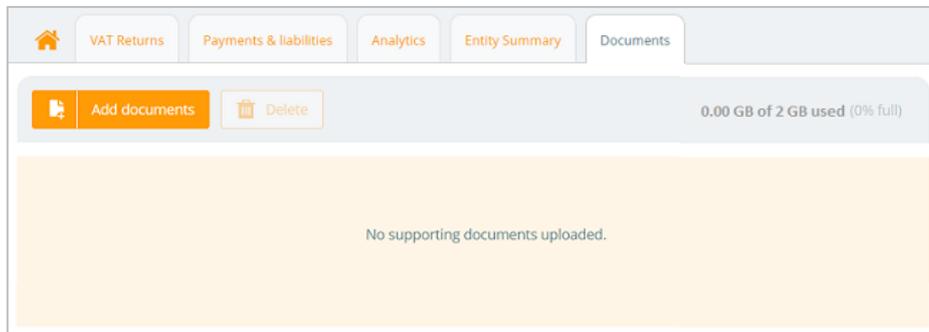
For more information on the default data cleansing checks and what they do, please refer to the [Diagnostic configuration options](#) help page.

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

For more information on how to edit data cleansing checks and create customised ones, please refer to the **AlphaVAT Data Cleansing Checks and Automatic Treatments Guide**.

7. 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

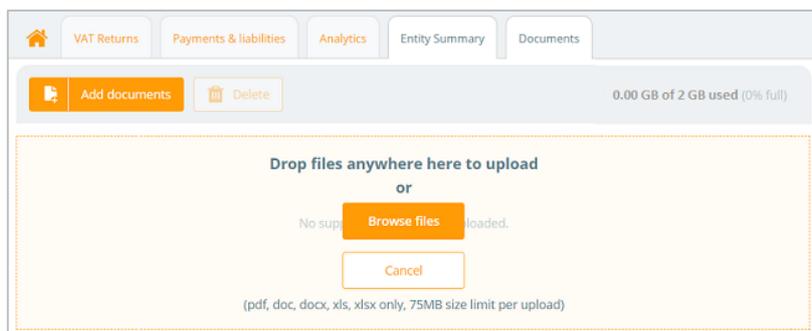
You can only upload the following types of document and the maximum size limit per upload is 75MB. If your documents are collectively more than 75MB, then you will need to upload them separately or in smaller batches.

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

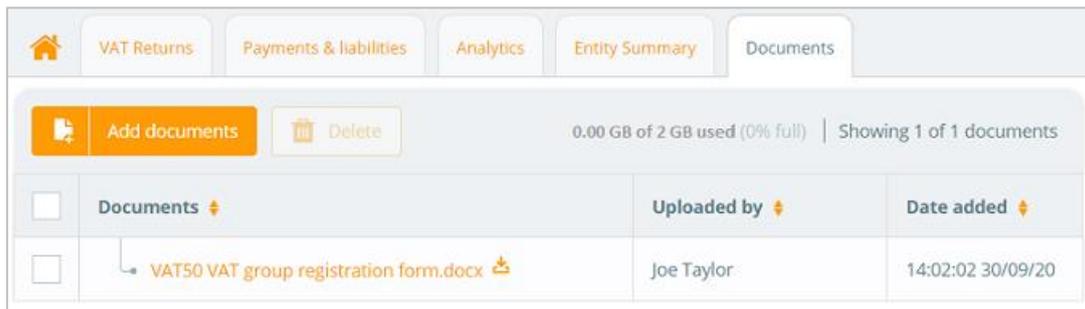
How to upload a document

AlphaVAT offers 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.



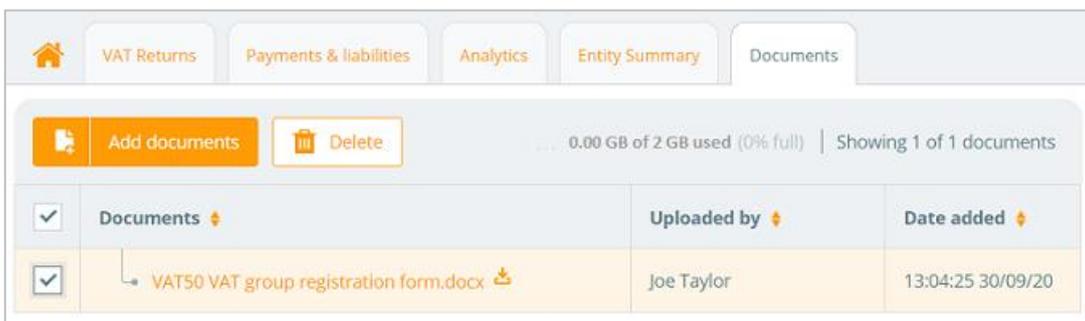
- Once you have selected your documents, they will be uploaded to the portal and displayed as follows:



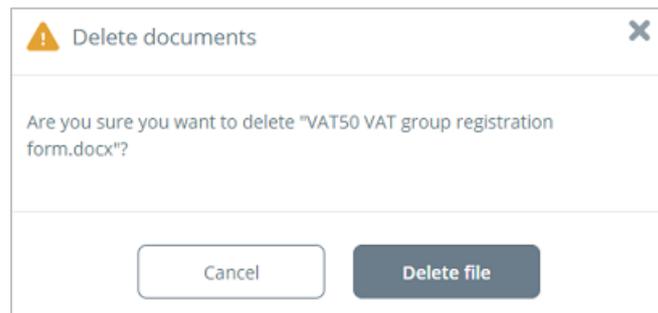
How to delete an uploaded a document

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

- 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.



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



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



TAX SYSTEMS



AlphaBridge® and AlphaVAT® software may not be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form, in whole or in part, without the express written permission of:

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 number 05347048

Copyright © 2021 Tax Computer Systems Limited

