TAX SYSTEMS

MTD Compliance Portal
Folder Management Guide

Version 4.3

For System Administrators and Superusers

Contents

1. Introduction

About this Guide

This guide is aimed at users who have been assigned the System Admin or Superuser roles. It is designed to help you familiarise yourself with the Folder management features of the MDT Compliance Portal and includes:

- Planning your folder structure
- Example folder structures
- Folder management options

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.

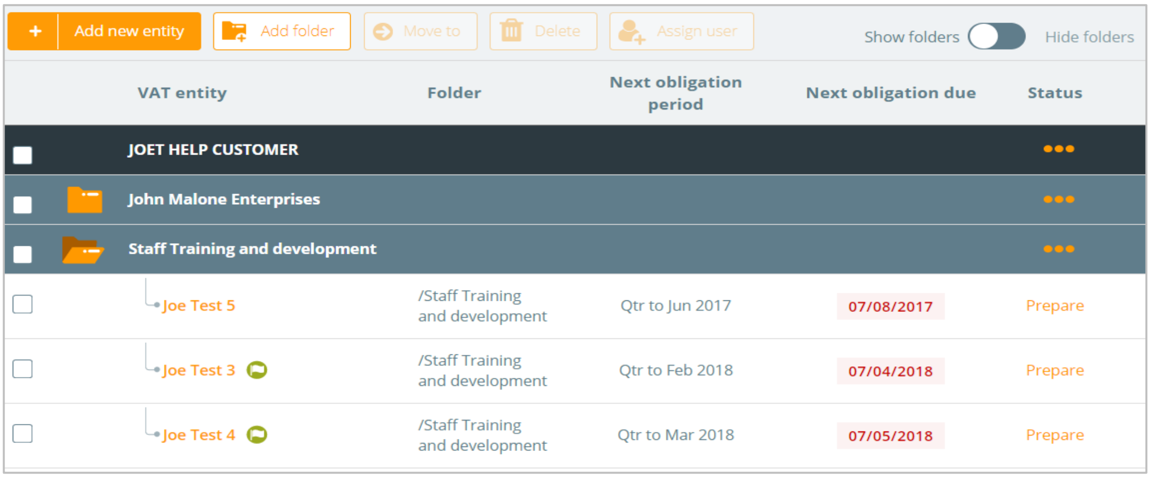
If you require help or further information, please contact the support team on:		
UK:	Tel: +44(0) 1784 777 666	**Email:** support@taxsystems.com
Ireland:	Tel: +353 (0) 1661 9976	**Email:** support@taxsystems.ie

2. Folder management overview

The Entity management screen includes a range of folder options to help you create and manage your folder structure and user permissions, including:

- **Add folder:** Allows you to create a new folder
- **Edit folder:** Allows you to edit your folder name and location
- **Move to:** Allows you to move a folder
- **Delete:** Allows you to delete a folder
- **Assign user:** Allows you to assign folder and entity permissions to other users
- **Folder toggle:** Allows you to hide/unhide the folder structure

Users that have been assigned the Administrator or Superuser role will have access to all of the folder options. Other roles types may have some or no access to the folder options depending on their role permissions.

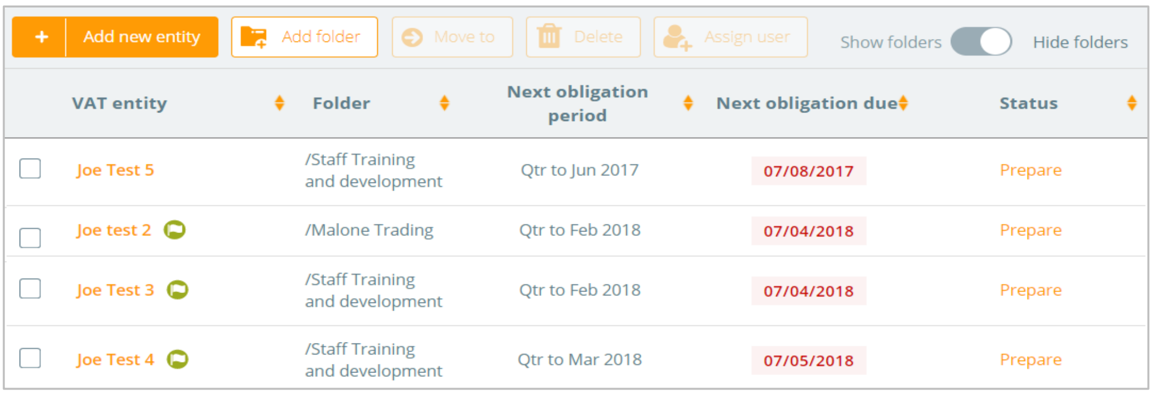


VAT entity	Folder	Next obligation period	Next obligation due	Status
JOET HELP CUSTOMER				•••
John Malone Enterprises				•••
Staff Training and development				•••
Joe Test 5	/Staff Training and development	Qtr to Jun 2017	07/08/2017	Prepare
Joe Test 3	/Staff Training and development	Qtr to Feb 2018	07/04/2018	Prepare
Joe Test 4	/Staff Training and development	Qtr to Mar 2018	07/05/2018	Prepare

Entities that reside within a folder will display the following information:

- **VAT entity:** Displays the name of the entity
- **Folder:** Displays the name of the folder that the entity has been created in
- **Next obligation period:** Shows what the next obligation period will be for the entity
- **Next obligation due:** Provides the date of when the next obligation is/was due
- **Status:** Displays the next action that is due

You can use the **folder toggle** to show/hide the folder structure and you can sort your entities by clicking on one of the column heading names.



VAT entity	Folder	Next obligation period	Next obligation due	Status
Joe Test 5	/Staff Training and development	Qtr to Jun 2017	07/08/2017	Prepare
Joe test 2	/Malone Trading	Qtr to Feb 2018	07/04/2018	Prepare
Joe Test 3	/Staff Training and development	Qtr to Feb 2018	07/04/2018	Prepare
Joe Test 4	/Staff Training and development	Qtr to Mar 2018	07/05/2018	Prepare

3. Planning your folder structure

Berfore you begin setting up your folder structure, it’s a good idea to look at your current process, access restrictions in place for certain entities or groups and whether you already have established roles for who can perform different tasks relating to VAT Return submissions.

If you have a lot of users that require different access levels to the portal and/or you need to set up a more complex folder structure, its worth mapping it out on paper first. This will help you to visualise the folder structure, who should have access to each folder and what their user role should be, before you start setting it up on the MTD Compliance Portal.

Allocating user roles

The following table outlines the different user roles and what actions they are able to perform.

	Roles					
Features/Actions	**Superuser**	**System Admin**	**Edit & Submit**	**Edit**	**Submit only**	**Read only**
User management	✓	✓				
Add user and assign user role	✓	✓				
Edit user/change user role	✓	✓				
Delete user	✓	✓				
Entity management	✓	✓	✓	✓	✓	✓
Folder options						
Add folder/subfolder	✓	✓	✗	✗	✗	✗
Delete folder/subfolder	✓	✓	✗	✗	✗	✗
Assign folder/entity access to users **	✓	✓	✗	✗	✗	✗
Move entity/folder	✓	✓	✓	✓	✓	✗
Entity options						
Add entity	✓	✗	✓	✓	✗	✗
Edit entity	✓	✗	✓	✓	✗	✗
Delete entity	✓	✗	✓	✓	✗	✗
Authorise	✓	✗	✓	✓	✗	✗
Download AlphaBridge template	✓	✗	✓	✓	✗	✗
Submit VAT Return	✓	✗	✓	✗	✓	✗

** Folder access is further determined by the role that the user has been assigned.

If you do not need to restrict what your users are able to do and see, then you can assign them all the Superuser role. However, you should bear in mind that they will have the ability to create other users, change the roles of existing users, change the folder structure and set folder permissions.

If you want to maintain more control over how/when the folder structure is changed and the access that user’s have to certain folders/entities or to performing certain tasks, then you should consider allocating a smaller number of Superuser roles and choosing one of the the other roles types for the majority of your users.

When you create a new user, you can also decide whether or not the user has access to the root folder. This is the main folder that will have been created for you by Tax Systems and is the one that all additional folders are created under.

For more information about user roles, see the **User Management Guide**.

Creating your folder structure

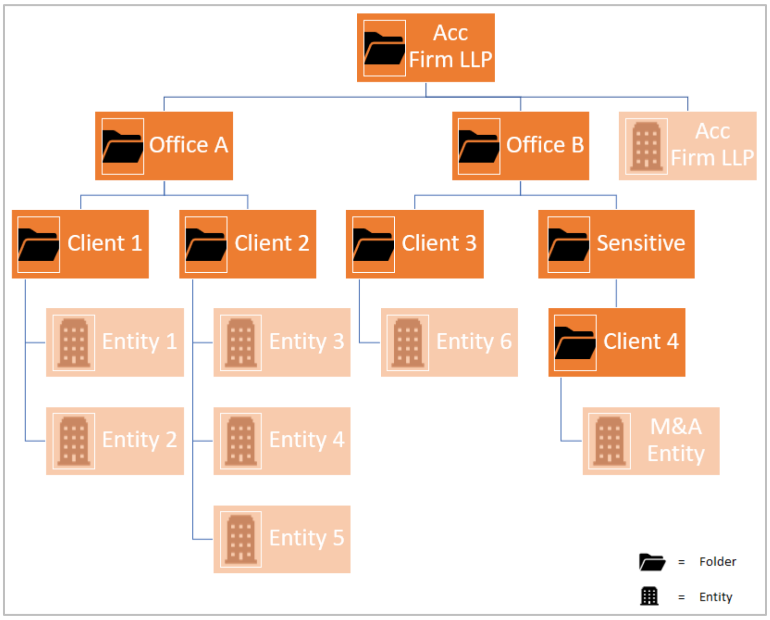
This is an example of how a firm might create their folder structure and set up the user permissions on various folders.

The **Assign user** feature provides the ability to restrict access to a folder and its contents (sub-folders and/or entities).

So in this example, users that have access to **office A**, could be restricted from seeing the contents of the **Office B** folder and its sub-folders/entities.

The **Sensitive folder** could be also be restricted to certain users that have been given access to the main **Office B** folder.

In addition the **Acc Firm LLP** entity could be restricted to specific individuals.



Staff Training Folder

We recommend that you create a folder for **Staff Training** that can be accessed by all users so that they can learn to use the portal.

You can create an example folder structure within the staff training folder. This will help your users become familiar with moving folders and the folder options.

It is also a good idea to create some example entities using the **Demo entity** feature, so that users can view them before creating their own demo entities.

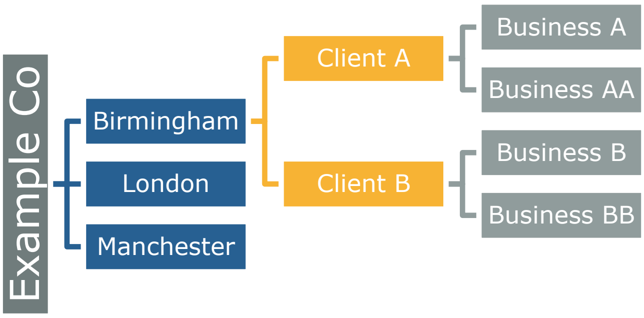
This is a great way to ensure that all demo entities created as part of the learning process, are stored in one place and are kept separate from real “live” entities.

Example folder/user set up

This customer has their root folder called **Example Co.**

Below that are three folders that have been created for each of the customer's offices.

Within the **Birminham** office folder, are two client folders and each of these folders contains two business entities.



User #1 has been created and has been given the **Superuser** role, with permission to the root folder and inherited permission to all other subfolders and entities.

This is what **User #1** sees on the **Entity management** screen:

Folder	VAT entity	Next obligation period	Next obligation due	Status
EXAMPLE CO				•••
Birmingham				•••
Client A				•••
Client A	Business A			Authorise
Client A	Business AA			Authorise
Client B				•••
Client B	Business B			Authorise
Client B	Business BB			Authorise
London				•••
Manchester				•••

User #2 has been created and given the **Edit & Submit** role, but is only allowed access to a specific client in the **Birmingham** folder, called **Business AA**.

This is what **User #2** sees on the **Entity management** screen:

Folder	VAT entity	Next obligation period	Next obligation due	Status
EXAMPLE CO				•••
Birmingham				•••
Client A				•••
Client A	Business AA			Authorise

4. Folder management options

Add a new folder

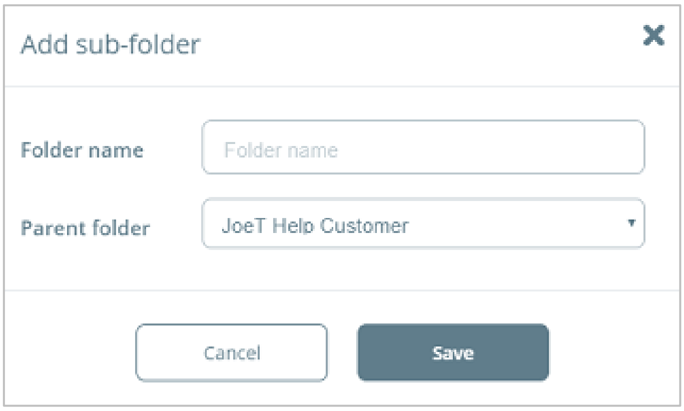
You can add any number of folders and sub-folders to create a structure that works for your team and business requirements You can also define who should have access to the folders.

1. Click on the **Add folder** button and the Add sub-folder dialog will appear.

2. Type in the **folder name**.

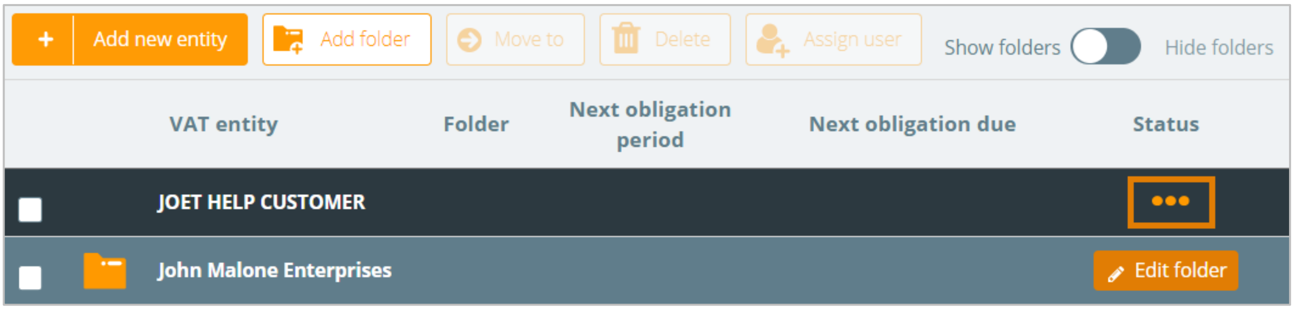
3. The parent folder defaults to the name of your root folder. To change this, click on the **drop-down list** and select the **folder** you would like your new folder to be created under.

4. Click on the **Save** button.



Edit a folder

You can edit a folder's details by hovering over the **three orange dots** that appear alongside the folder name, under the status column. This will reveal the edit folder button.

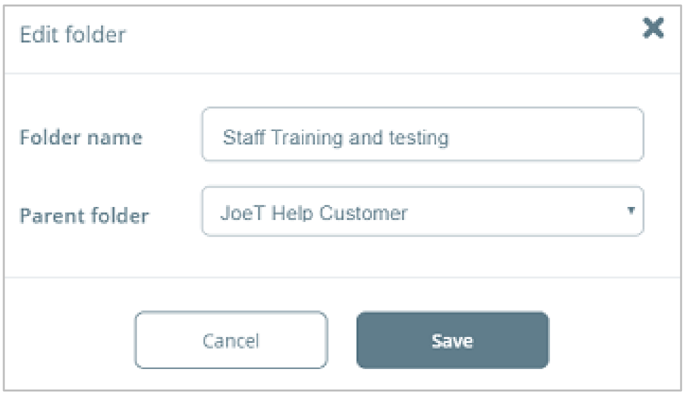


1. Click on the **Edit folder** button and the Edit folder dialog will appear.

2. You can change the folder name.

3. You can also select a different parent folder for it to reside under, by selecting one from the **drop-down list**.

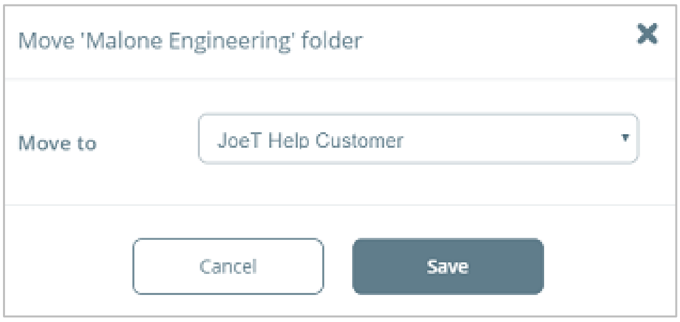
4. Once you have made your changes, click on **Save**.



Move an existing folder

Should you need to change your folder structure, you can easily move your folders and sub folders.

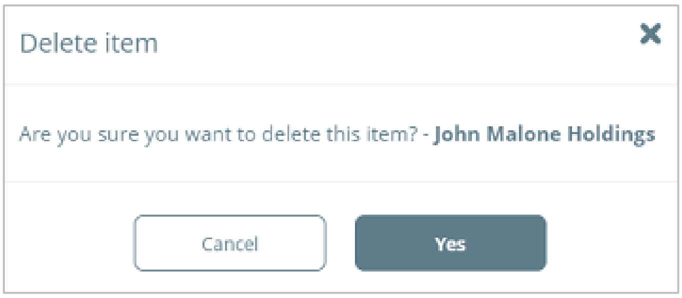
1. Select the folder you wish to move by checking the tick box next to it.
2. Click on the **Move to** button
3. The Move to dialog will appear allowing you to select the folder that you would like to move your folder into.
4. Click on **Save**.



Delete a folder

You can only delete folders that are empty and do not contain sub-folders or entities. If you wish to delete a folder that does contain other folders/entities, you will need to move them into another existing folder first.

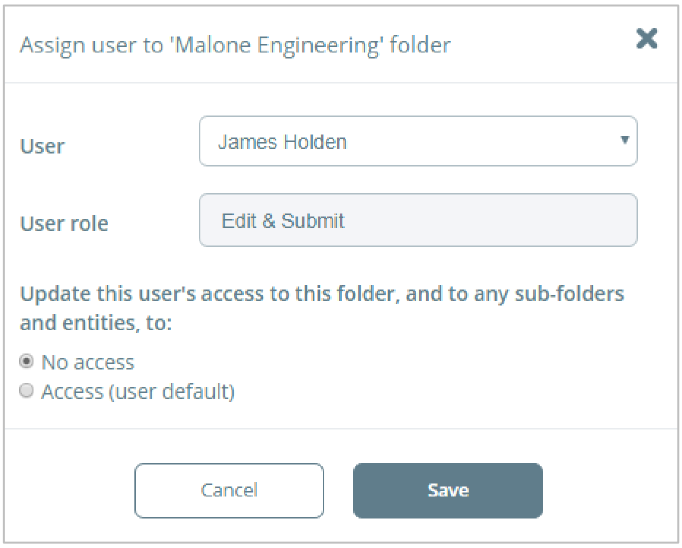
1. Select the folder you would like to delete by checking the **tick box** next to it.
2. Click on the **Delete** button and the *Delete dialog* will appear asking you to confirm that you want to delete the folder.
3. Click on the **Yes** button to confirm or press **Cancel** if you do not want to proceed.



Assign user

The Assign user feature allows you to restrict or allow user access to specific folders.

1. Select the folder that you would like to assign access to by checking the **tick box** next to it.
2. Click on the **Assign user** button and the *Assign user* dialog will appear.
3. Select a user from the **drop down list** and their user role will be displayed.
4. The system default is to allow access to a folder. You can change this by selecting the **No access** option. To revoke this, repeat the process and select the **Access (user default)** option.
5. Click on **Save**.



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