



Alphapack Function Guide Autumn 2011

Under copyright laws, neither this documentation nor the Alphatax software may 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
Centurion House
London Road
Staines TW18 4AX

Tel: +44 (0) 1784 410369
Fax: +44 (0) 1784 410335

Email: support@taxcomputersystems.com
Web: www.taxcomputersystems.com

Autumn 2011
Copyright © 1991–2011 Tax Computer Systems Limited
All rights reserved
Alphatax is a trademark of Tax Computer Systems Limited.

Contents

Chapter 1 Introduction	3
About Alphapack.....	3
About this guide	4
Technical Support.....	4
Chapter 2 Creating an Alphapack	5
Preparing the computation.....	5
Setting up Alphapacks and assigning data	6
Divisional Freeformats	10
Creating the Alphapack	11
Exporting the Alphapack twice	14
Chapter 3 Preparing the Alphapack	15
Using the Alphapack desktop.....	15
Preparing the Alphapack	16
Publishing the Alphapack.....	21
Review cycles.....	22
Monitoring the Alphapack.....	23
Chapter 4 Transferring Data Back to Alphatax.....	25
Signing off.....	26
After importing the Alphapack.....	26
Appendix A – Configuring Alphapack	27
Opening the Configuration module.....	27
Configuring the Alphapack	28
Saving the configuration	29

Chapter 1

Introduction

This chapter introduces you to Alphapack. It covers:

- About Alphapack
- About this guide
- Technical support

About Alphapack

Alphapack is designed to expedite the way in which you (the Tax User) collect the data required from finance professionals (referred to throughout this guide as Accounts Users) in order to generate tax computations and returns.

You can customise the statements each Alphapack should contain and you can choose to hide a number of columns within certain statements.

Once an Alphapack is ready you publish it for use by the Accounts User who is notified by email that the Alphapack is ready. The Accounts User receives a system-generated user id and password.

Accounts Users download and install the Alphapack software and can then open and complete the Alphapack before signing it off and sending an email notification to you the Tax User.

Every time the Accounts User saves the Alphapack while online, the Alphapack is saved directly back to your Alphatax database on your network. As a result, whenever an Alphapack is saved, you can review it and give the Accounts User advice on any problems they may have.

Once an Alphapack has been signed off, you can make changes within the Alphapack before importing it back to Alphatax or re-publishing it if you require further information from your client.

About this guide

This document guides you through the process of preparing an Alphapack:

- Creating an Alphapack (Chapter 2)
- Preparing an Alphapack (Chapter 3)
- Transferring the collected data back into Alphatax (Chapter 4)

Technical Support

We provide a technical support help desk for users requiring assistance with the Alphatax and Alphapack software. The help desk is manned by qualified professionals experienced in both tax practice and IT applications.

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 a consultant is not available to speak with you immediately, every effort will be made to return your call within one hour.

The technical support team can be contacted by telephone or Email as follows:

Tel: +44 (0) 1784 410229

Email: support@taxcomputersystems.com

*Note. We recommend that you use the **E-mail Support** option from the Help menu (in both Alphatax and Alphapack) to send copies of the computation and the Alphapack directly to Support.*

Chapter 2

Creating an Alphapack

This chapter gives you the information you need to create an Alphapack.

Preparing the computation

1. Check that the Alphatax document contains the accounting period for which you wish to create an Alphapack. If the accounting period does not already exist you will need to add it first.
2. Check that the company name is correctly defined in the Standing data Input statement. If not, enter the name and then save the document. Avoid long names and non-alphabetical characters, particularly the ":" character.
3. Check that trades have been correctly set up in the computation before export as you cannot create these within the Alphapack.
4. Where Accounts Analysis is in use, ensure that the required settings are defined in the Accounts analysis options Input statement as there are no configuration options within the Alphapack itself.
5. Ensure that any Freeformats sent out in multiple Alphapacks are Divisional Freeformats. This will allow values to be aggregated when importing multiple Alphapacks. Freeformats will only be exported to an Alphapack if marked as divisional or assigned to the Alphapack. For details, see page 10.
6. Check that any relevant data entered is assigned to the Alphapack or Alphapacks (if there are multiple Alphapacks for the computation). For details, see page 6.

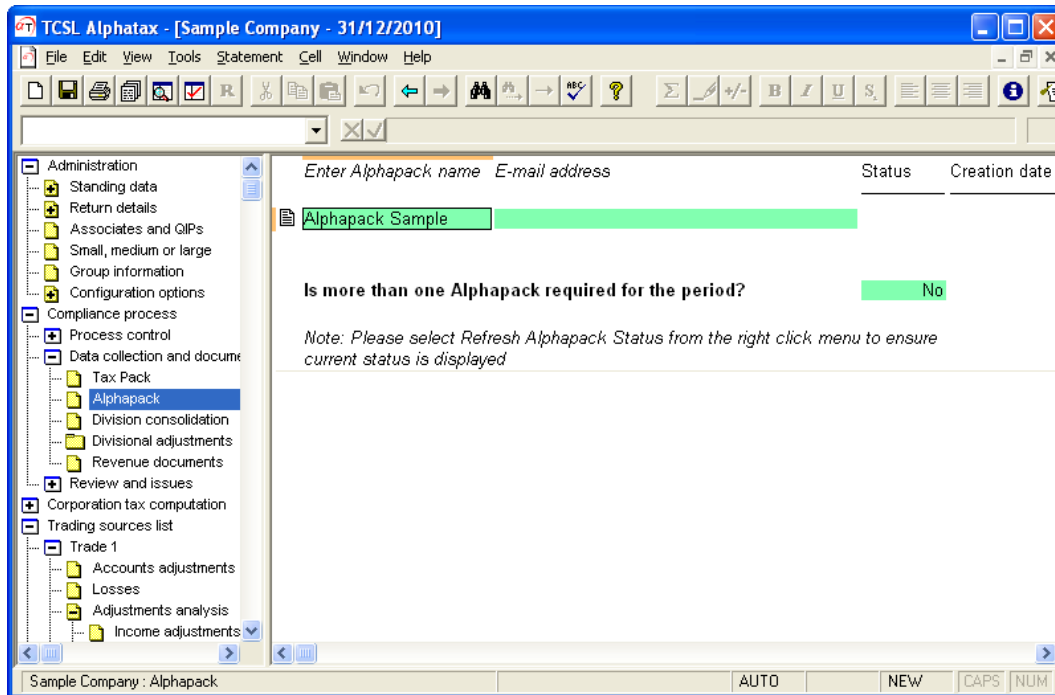
Setting up Alphapacks and assigning data

Before you can export company data to an Alphapack, you must set up details of the recipient.

Select **Alphapack** from the Compliance process section on the Contents list.

Enter the recipient's name and email address.

Note. Any email address entered here will be displayed automatically in the Alphapack Email Details statement and the Publish dialog within the Alphapack (see page 21).



Single Alphapacks

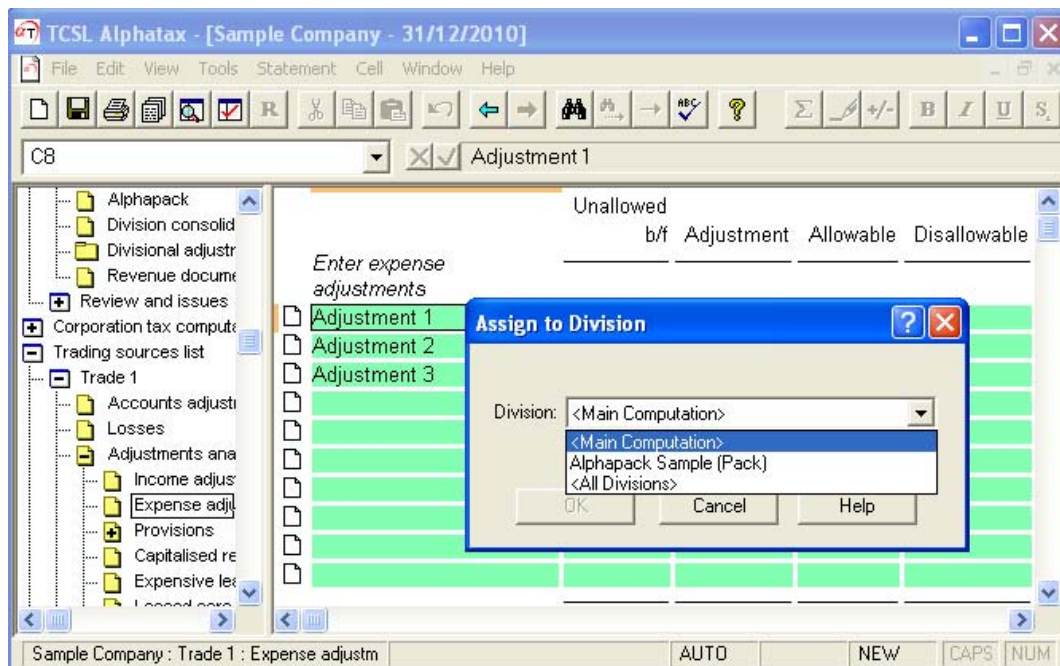
In most cases, only one Alphapack will be created for a computation period. In this case:

- Only one row is available in the Alphapack statement and you cannot add new rows
- All company level brought forward data is exported to the Alphapack
- All company level data (e.g. Profit & loss account and Balance sheet data) is exported to the Alphapack
- Brought forward values exported to the Alphapack can be edited in the first period but not thereafter
- Items assigned to the Alphapack will have their brought forward values exported to the Alphapack.

Assigning data to single Alphapacks

Use the right mouse click menu to assign data or statements to the Alphapack(s).

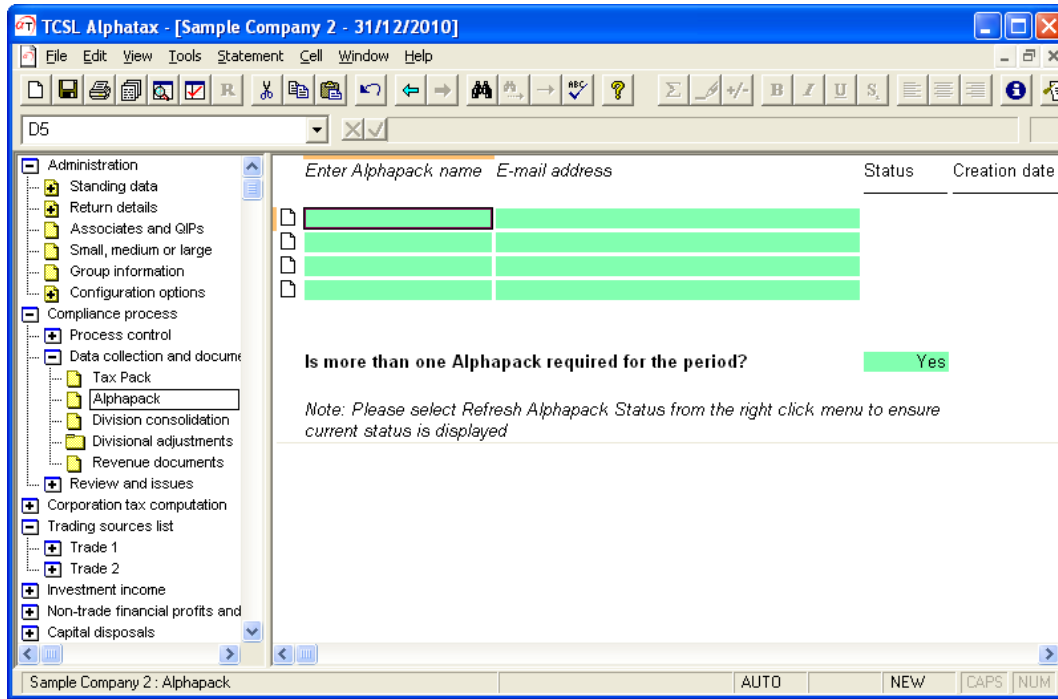
Normally assign data to the Alphapack (Alphapack Sample in the example below). If you choose <All divisions>, any item description (Adjustment 1 to 3 in the example below) will not be editable within the Alphapack.



Note. Where items are not assigned, a new Assigning items dialog is displayed when you start to create the Alphapack. For details, see page 11.

Multiple Alphapacks

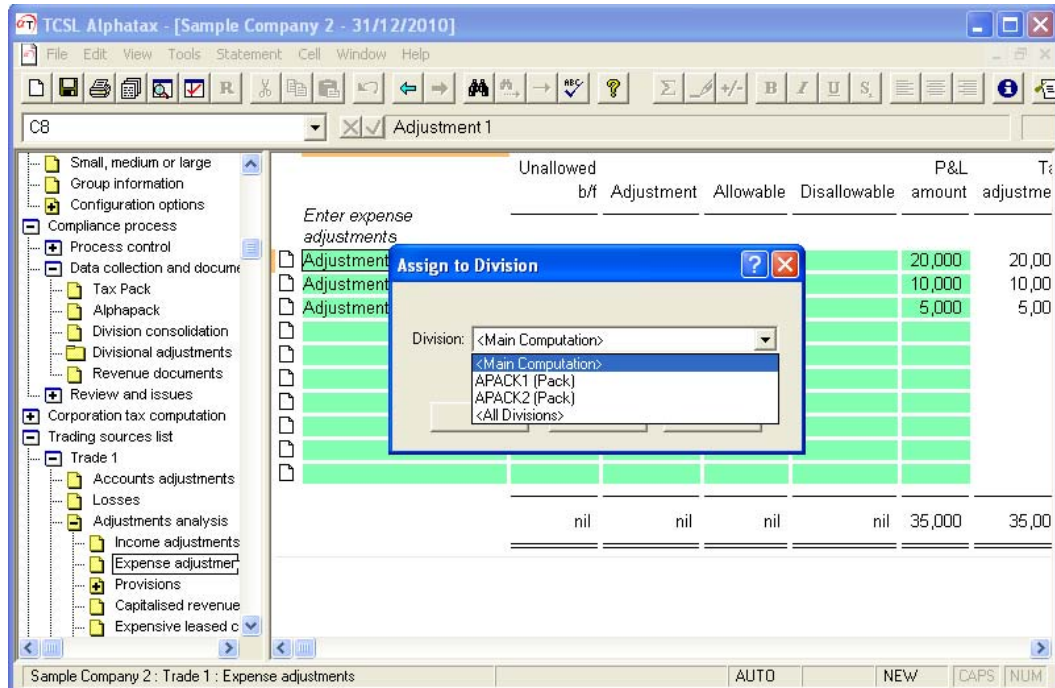
Set the **Is more than one Alphapack required for the period?** field to **Yes** on the Alphapack Input statement within the Compliance process section of the Alphatax Contents tree before creating the Alphapack(s).



- Multiple rows are available and multiple Alphapacks can be created (use insert to add extra rows if required)
- No brought forward items are assigned to an Alphapack unless at item-level where the item is specifically assigned to the Alphapack
- No company level data is exported to the Alphapack
- Items assigned to the Alphapack will have their brought forward values exported to the Alphapack
- All brought forward values will be blank editable fields in the Alphapack regardless of the period. This will enable users to enter data appropriate for the area of business. This data will not be imported into Alphatax and will not therefore affect the computation. It will be retained for viewing in the Alphapack history window.

Assigning data to multiple Alphapack(s)

Assign data to individual Alphapacks (APACK 1 and APACK 2) in the example below or to <All divisions> if the data applies to multiple Alphapacks. In this case, note that the item description (Adjustment 1 in the example below) will not be editable within the Alphapacks.



Note. Where items are not assigned, a new Assigning items dialog is displayed when you start to create the Alphapack. For details, see page 11.

Tracking assigned data

Once data has been imported, you can track entries for each division:

- For numerical entries that have been aggregated, use the right mouse click button to see how the figures are derived from each division
- For other entries, use the right mouse click button to see which division entered the data

To ensure that the process works smoothly:

- Ensure that any Freeformats sent out in Alphapacks are Divisional Freeformats. This will allow values to be aggregated when importing multiple Alphapacks.

Divisional Freeformats

Note. Divisional Freeformats are automatically assigned to <All divisions> and are thus available in all Alphapacks.

1. Within Alphatax, create and name the Freeformat and define the layout as required.
2. Ensure that the Freeformat has duplicating rows so that users of the Alphapack will be able to insert rows. To do this:
 - Highlight the cell and then select **Properties** from the Cell or right mouse-click menu.
 - Set Column A as **Input Text** style.
 - Set the remaining columns that you wish to define as **Input Number** or **Input Date** style, etc.

*Note. You can set Column A as **General** style if Column B is set to **Input Text** style. If the **Input Text** cell is not in column A, all columns to the left of that cell must be input **General** and cannot contain any values.*

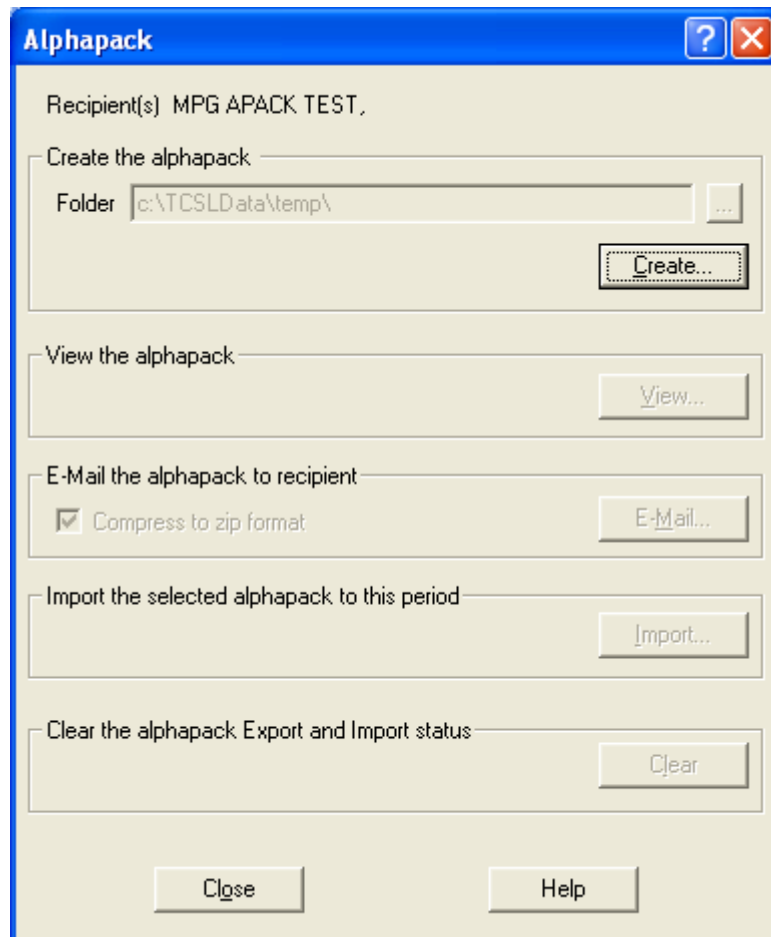
3. Then:
 - Choose **Properties** from the Statement or right mouse click menu
 - Select the **Protection** tab in the Statement properties dialog
 - Select the **Division** radio button.
 - Click **Apply**

*Note. You can check the **Apply to ALL free format statements** if you wish all of your Freeformat statements to appear in all your Alphapacks (this also applies if you only have a single Alphapack).*

Creating the Alphapack

At the Alphapack Input statement, highlight the recipient for whom you are creating the Alphapack.

From the right mouse click or Tools menu, choose **Alphapack**. The Alphapack dialog is displayed.

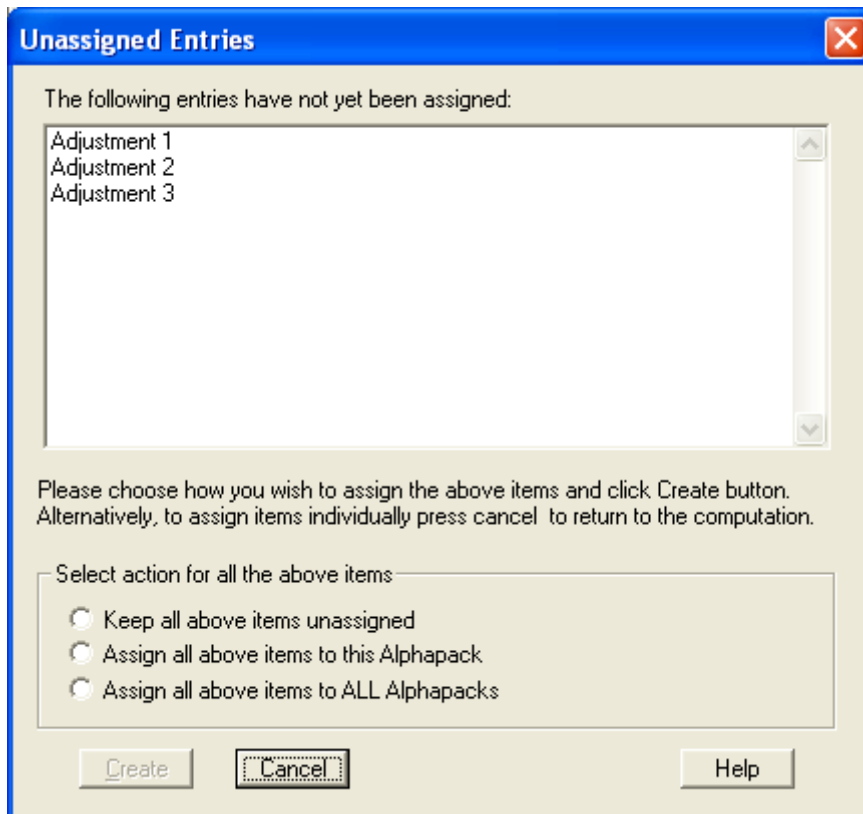


Alphatax will store the Alphapack in the Enterprise database.

When you are ready, choose the **Create** button.

Unassigned items

Where items in the computation have not been assigned, the following dialog is displayed.

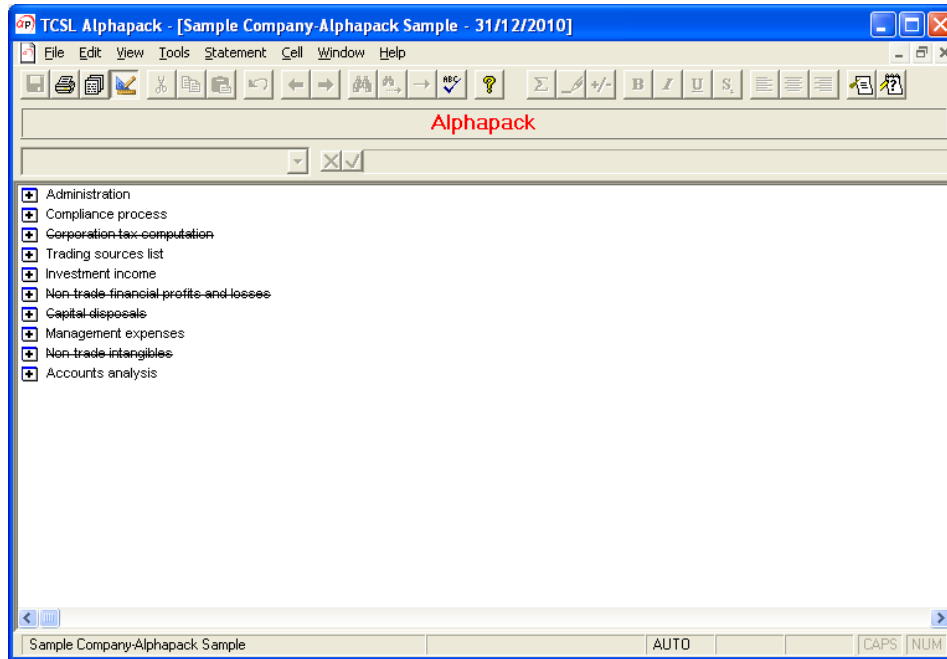


Specify how you want the items assigned and choose **Create** to continue creating the Alphapack or **Cancel** if you want to return to the computation.

The new Alphapack

Once the Export is complete, you are prompted to open the Alphapack.

If you choose **Yes**, the Alphapack opens in a new window.



*Note. You can view the Alphapack at any time by selecting **View** from the Alphapack dialog for that Alphapack.*

After creating the Alphapack

Reviewing the Alphapack

Click the **View** button to review the Alphapack and make any changes before you publish it for use by the Accounts User.

For guidance on preparing and publishing the Alphapack, refer to Chapter 3.

Company document locked

The company document is locked and cannot be edited in Alphatax until the exported Alphapack(s) are re-imported or cleared.

Exporting the Alphapack twice

Once you have created the Alphapack, the **Create** button is disabled so that you cannot export it twice.

However, you can click the **Clear** button if you want to start again. But note that the new Alphapack has a different GUID so users should be careful not to clear the export if the Alphapack has already been published to the client as this Alphapack will no longer be accepted by Alphatax and the Accounts User will no longer be able to access the Alphapack (their changes will be lost).

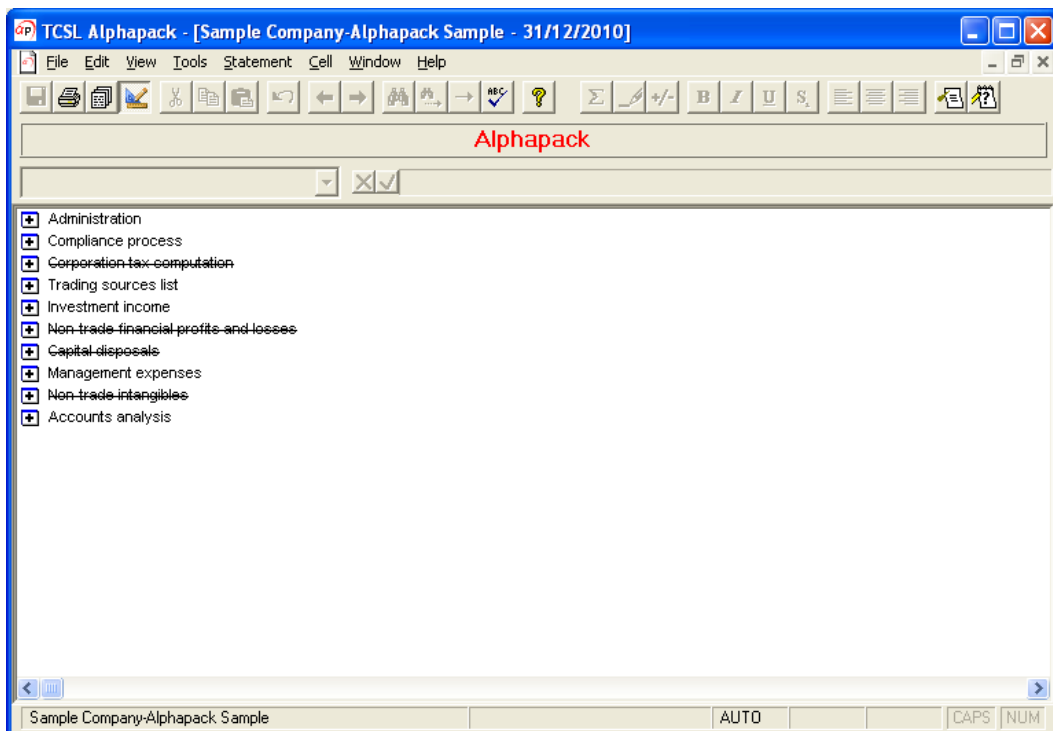
Chapter 3

Preparing the Alphapack

Once you have created and opened an Alphapack, you should prepare it for use by the Accounts User before publishing it so that it can be completed and signed off by the Accounts User. For details, refer to Completing Your Alphapack.

Using the Alphapack desktop


The Alphapack desktop is similar to the Alphatax desktop. To help ensure that you are always aware which application you are using, the title **Alphapack** appears in red on the Alphapack desktop.



You can work in three modes:

- Design mode. Use this mode to prepare and customise the contents of the Alphapack. This is the default mode when you view the Alphapack.
- Input mode. Use this mode to view the Alphapack exactly as it will appear to the Accounts User.
- Report mode. Unlike in Alphatax there are no calculations in any of the reports present in Alphapack other than simple summations. It is purely a data view displaying only the statements that contain user-entered data.

Preparing the Alphapack

When you select to **View** the Alphapack from within Alphatax, the Alphapack desktop is displayed by default in Design mode with the Design mode  icon highlighted.

This mode enables you to enable or disable specific statements and to hide or display certain columns.

To enable/disable sections and statements



Highlight the statement in the Contents list

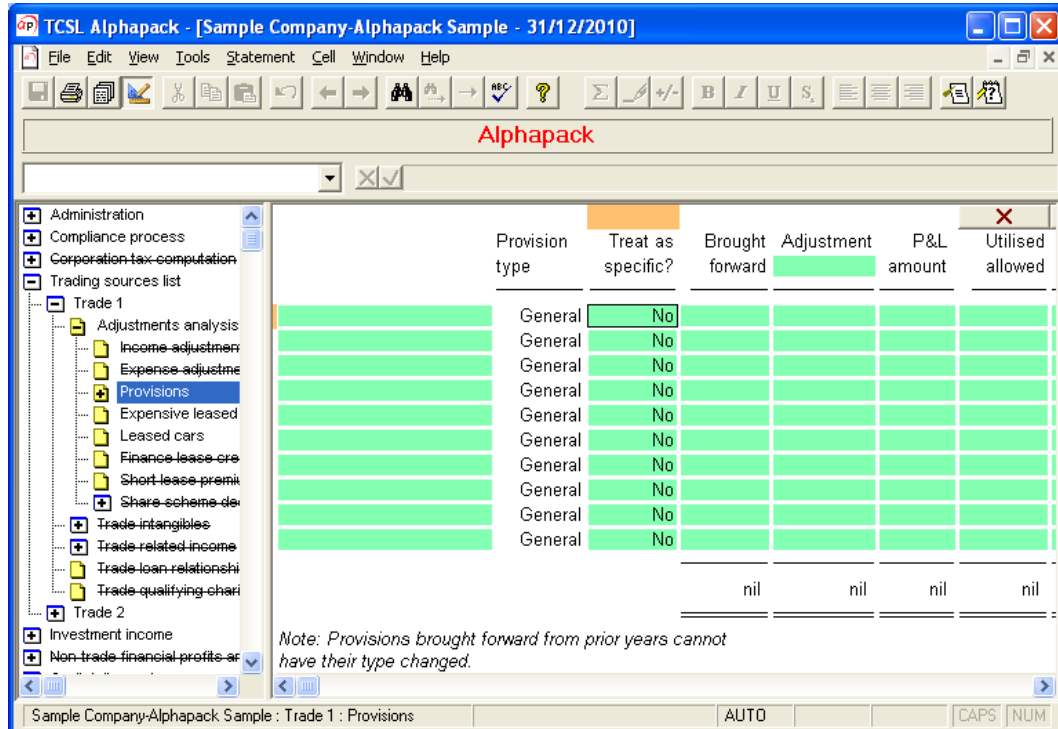
Select **Enable/Disable Entry** from the right mouse click menu or use the **space bar**.

A disabled section and/or statement is shown with a line across it when in Design mode.

Disabled statements will not be visible to Accounts Users.


To hide or display columns within statements

Columns that can be hidden are shown with a green tick  at the top of the column. To hide a column, click on the tick which changes to a red cross . Columns with a red cross will not be visible to Accounts Users.



To switch to and from Input mode, press **F5**, click the Design mode  icon or choose **Input** or **Design** mode from the View menu.

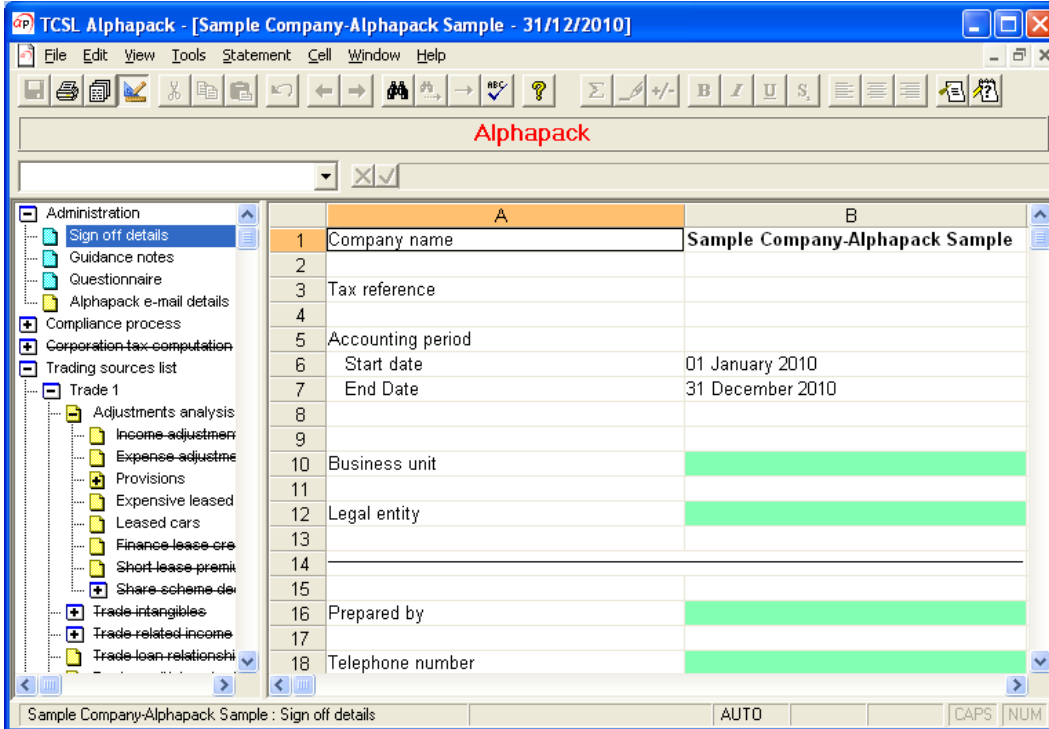
Note. To preview your customised Administrations statements and Contents tree as it will appear to the Accounts User, switch to Input mode.

To switch to and from Report mode, press **F7**, click the Report mode  icon or choose **Report** mode from the View menu.

Customised Administration statements

You can edit any of the customised statements that may be listed in the Administration section of the Contents tree.

Note. Customised Administration statements are not imported back into Alphatax.



*Note. For the Accounts User (and in Input mode), these statements work in the same way as standard Input statements. Fields marked as **General** on the statement are protected and data can only be entered in cells defined by the Tax User (e.g. numerical/textual/date inputs). To preview the statement as the Accounts User, use Input mode.*

Freeformat statements

You can create Freeformat statements to collect information not included in the standard Alphapack statements.

Working in Input mode

In Input mode, you see the Alphapack exactly as it will appear to the recipient. Disabled statements and hidden columns cannot be detected.

The screenshot shows the TCSL Alphapack software interface. The window title is "TCSL Alphapack - [Sample Company-Alphapack Sample - 31/12/2010]". The menu bar includes File, Edit, View, Tools, Statement, Cell, Window, and Help. The toolbar contains various icons for file operations, navigation, and editing. The main area displays a table with the following columns: Provision type, Treat as specific?, Brought forward, Adjustment amount, P&L amount, and Carried forward. The table contains 10 rows of data, all with a "General" provision type and "No" for "Treat as specific?". The "Brought forward", "Adjustment amount", and "P&L amount" columns are highlighted in green. The "Carried forward" column shows "nil" for the last row. A note at the bottom of the table states: "Note: Provisions brought forward from prior years cannot have their type changed." The status bar at the bottom shows "Sample Company-Alphapack Sample : Trade 1 : Provisions" and "AUTO" mode.

Provision type	Treat as specific?	Brought forward	Adjustment amount	P&L amount	Carried forward
General	No				
General	No				
General	No				
General	No				
General	No				
General	No				
General	No				
General	No				
General	No				
General	No				
		nil	nil	nil	nil

Note: Provisions brought forward from prior years cannot have their type changed.

To switch to and from Design mode, press **F5**, click the Design mode  icon or choose **Design** mode from the View menu.

To switch to and from Report mode, press **F7**, click the Report mode  icon or choose **Report** mode from the View menu.

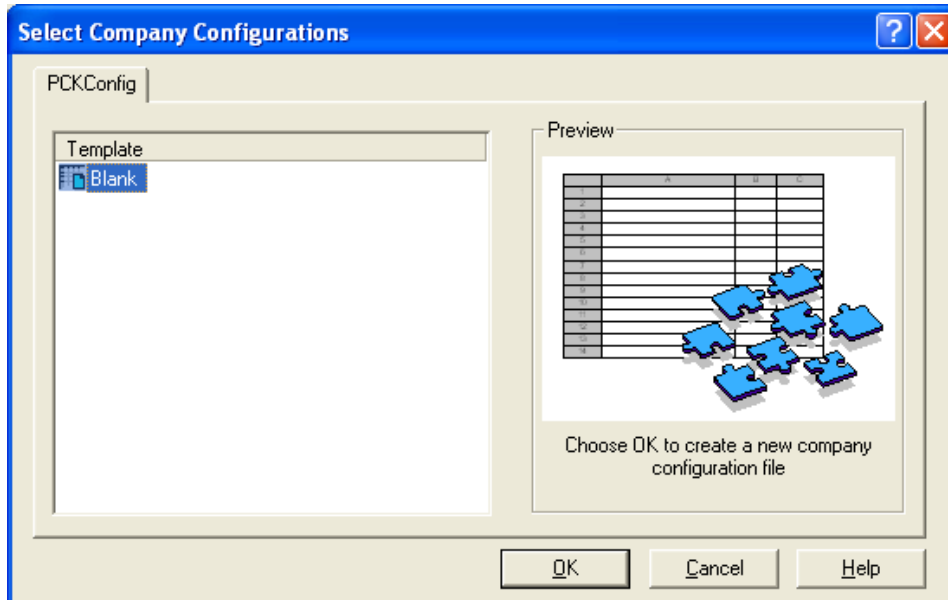
To generate or select configuration template files

Where the structure of an Alphapack is likely to be used again and again, you can save the Alphapack as a template to be applied to other Alphapacks or other periods. This will include the same statements and columns, where these have been enabled or disabled.

Use the Tools menu to:

Generate Company Configuration Template – this saves the current Alphapack as a template for future use. Note that any data entered on Freeformat statements will not be saved in the template.

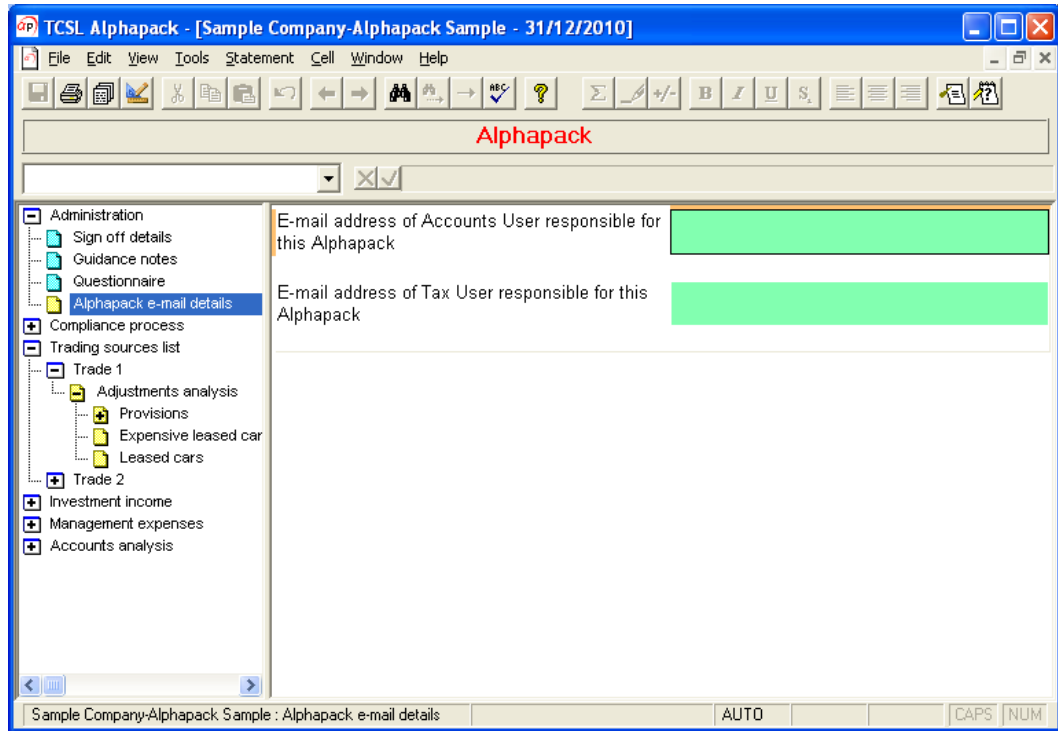
Select Company Configuration Template – this selects an existing configuration template to apply to this Alphapack year on year or to create multiple identical Alphapacks.



Publishing the Alphapack

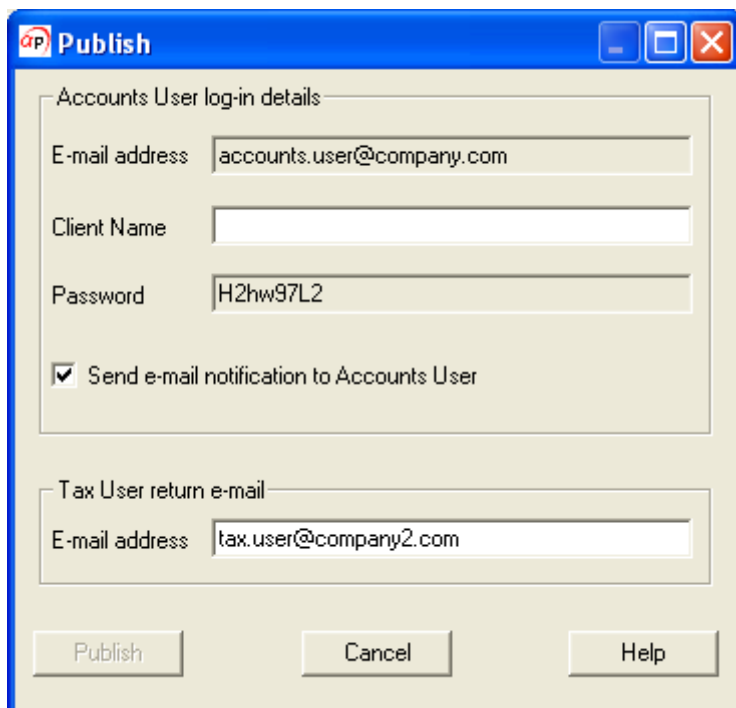
Once you have prepared the statements to include with the Alphapack, you can publish the Alphapack to the Accounts User.

First set up email details in the Alphapack e-mail details Input statement.



Note. The address of the Accounts User will be taken from the Alphapack Input statement in the Compliance process section of the Alphatax Contents tree if the email address was entered there.

Then select choose **Publish** from the Tools menu.



Note. If you publish another Alphapack to the same user in future, the same credentials will be retrieved and used.

Email notifications can be created automatically in order to supply the email address and password the Accounts User should use to log on to Alphapack.

Note. Email notifications may also contain a link to a page where the Alphapack software can be downloaded by the Accounts User together with guidance on completing the Alphapack. This is controlled by a setting in the tcsbase.ini file.

Review cycles

Once you have sent the Alphapack publish notification to your client, you can review it at any time but you cannot edit data until the client has signed it off. Until this has happened the pack will have the status [**Published**]. This can be useful if your client has any queries or problems.

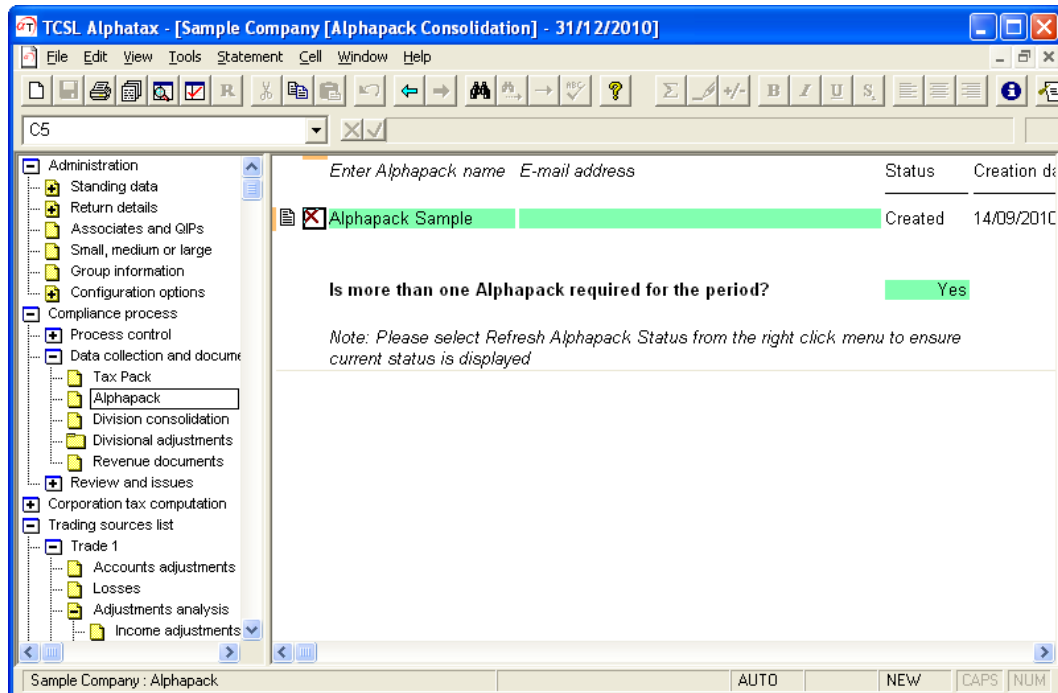
Once the pack has been signed off by the Accounts User, the status will change to [**Signed Off**] and you can edit the Alphapack or import it back to Alphatax.

Note The Accounts User may send you an email notification on sign off.

If you are not happy with the content, you can republish it to the Accounts User and repeat this cycle as many times as required prior to importing to Alphatax.

Monitoring the Alphapack

Once you have published the Alphapack and the Accounts User has started to work on it, you can monitor the Alphapack status within Alphatax by viewing the Alphapack Input statement and then selecting **Refresh Alphapack status** from the right mouse click menu.



A description of each status is given below:

- Created. The Alphapack has been created but not yet published to the recipient
- Cleared. You have cleared the import/export status of the Alphapack so that you can recreate it
- Published. The Alphapack has been published to the recipient
- Signed off. The Alphapack has been signed off by the recipient. You can now work on it.
- Imported. The Alphapack data has been imported back to Alphatax for this computation

Alphapack history

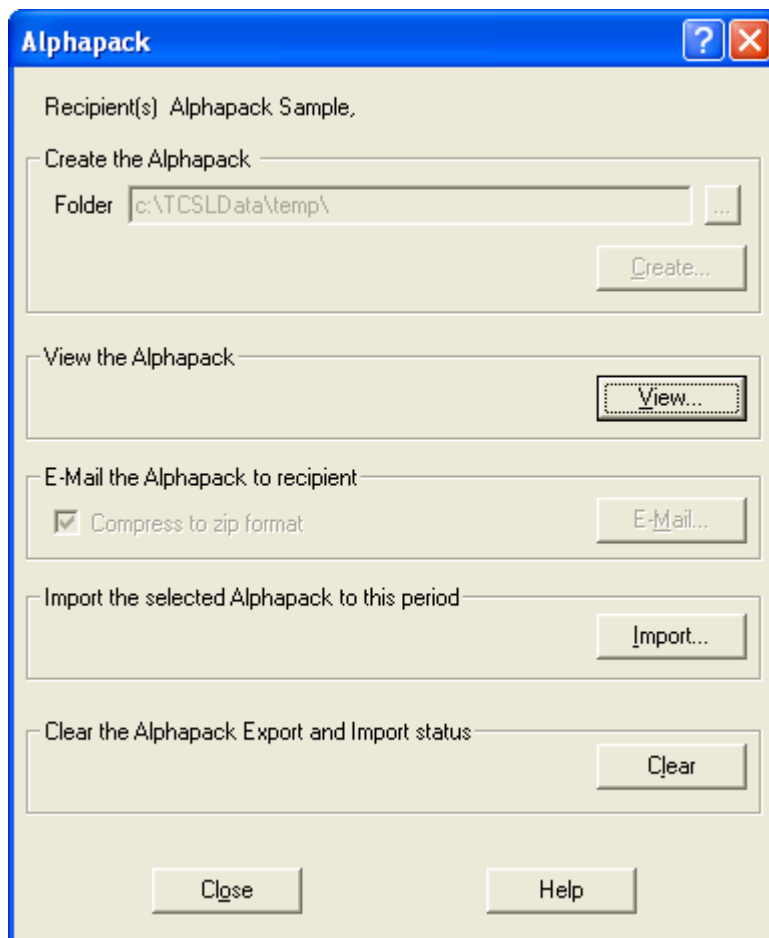
The Alphapack history window maintains a log of all major events that have taken place for that particular Alphapack (e.g. publish, signoff, clear and import). This allows you to maintain a read-only audit trail of these events for each Alphapack, which can be viewed at any time.

Chapter 4

Transferring Data Back to Alphatax

Once the client has signed off the Alphapack and you are happy with the document you import it back into Alphatax via the Alphatax Alphapack dialog.

Click the **Import** button to import the Alphapack into Alphatax.



Signing off

You cannot import an Alphapack that has not already been signed off. The Alphapack will normally be signed off by the Accounts User but in exceptional circumstances the Tax User is enabled to sign off the Alphapack.

This may be required for example if the Accounts User leaves their job, is ill or on holiday.

In this case, while in Input mode, choose **Sign off** from the Tools menu.

After importing the Alphapack

1. Check all of the information has been transferred correctly from the Alphapack into the Alphatax computation.
2. Where necessary, review and enter into Alphatax the tax treatment of items (e.g. expenses disallowed, amounts taxable, capital expenditure eligible for allowances).
3. Review the draft computation in accordance with your normal procedures.

Appendix A – Configuring Alphapack

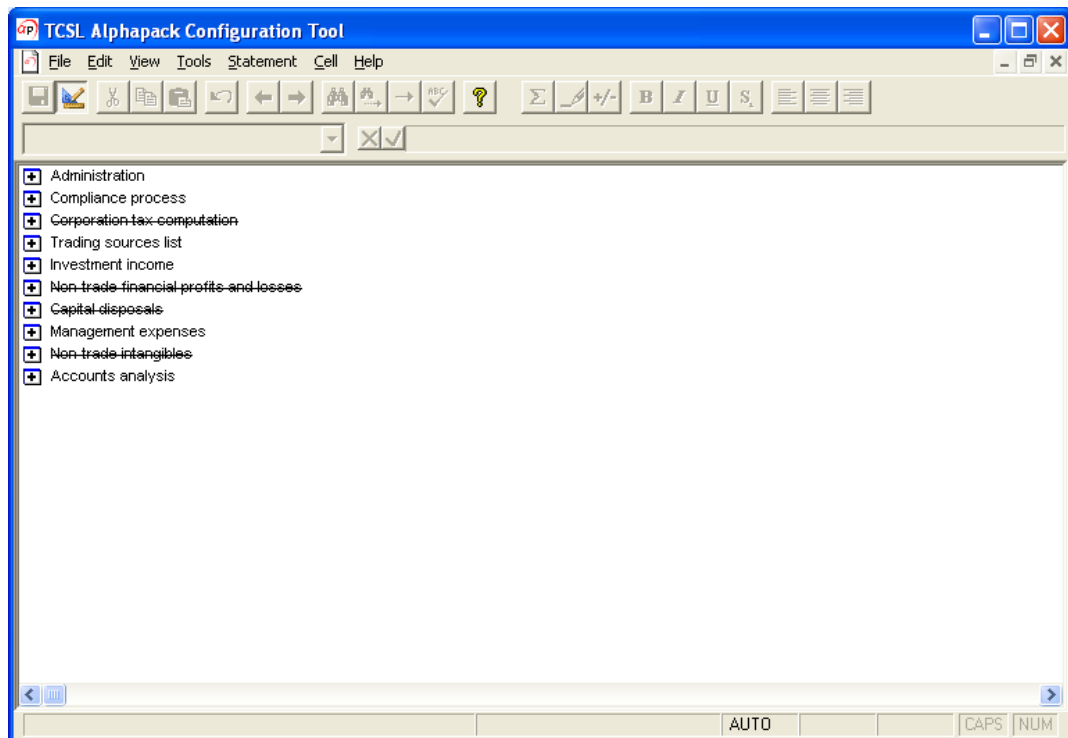
A configuration module is available for use which allows you to create a standard Alphapack template for use in your organisation.

Opening the Configuration module

Navigate to the folder where you installed Alphatax (usually C:\Program Files\TCSL\TCSL Alphatax).

Double-click on the **tcslapmgr.exe** file.

The TCSL Alphapack Configuration Tool will open up.



Configuring the Alphapack

Make changes to the Alphapack configuration exactly as you would any other Alphapack.

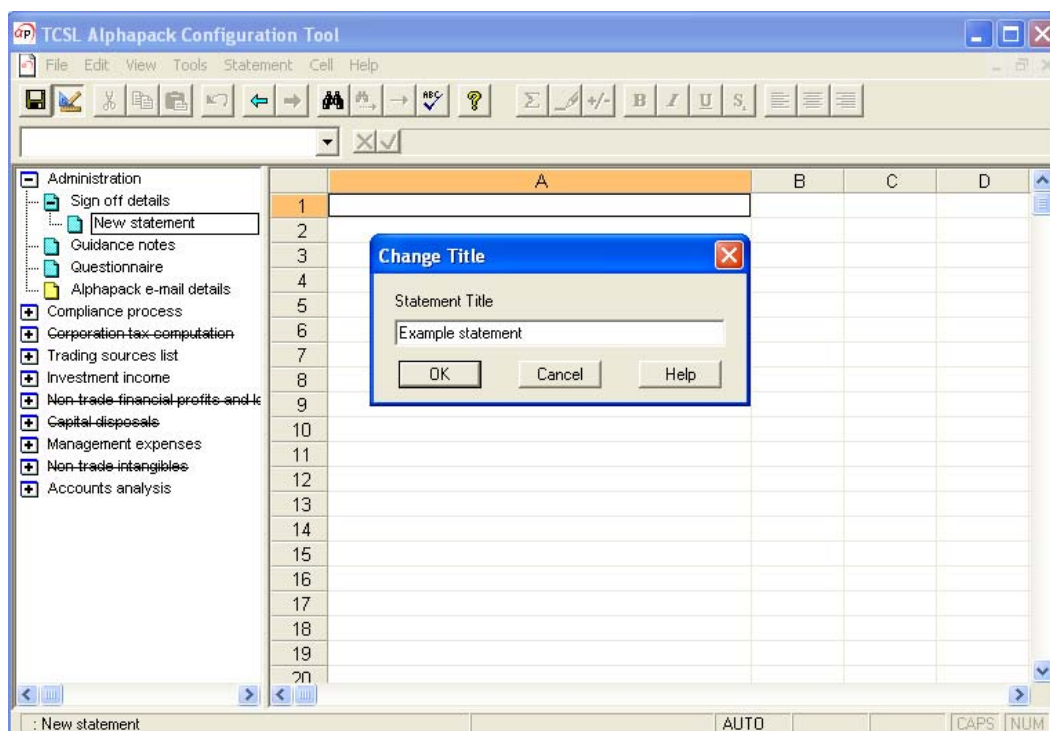
Enable or disable statements and columns as required.

Note. You cannot enter data in standard Input statements or add Freeformats. The only exception to this is any customised Administration statements – see below.

Customised Administration statements

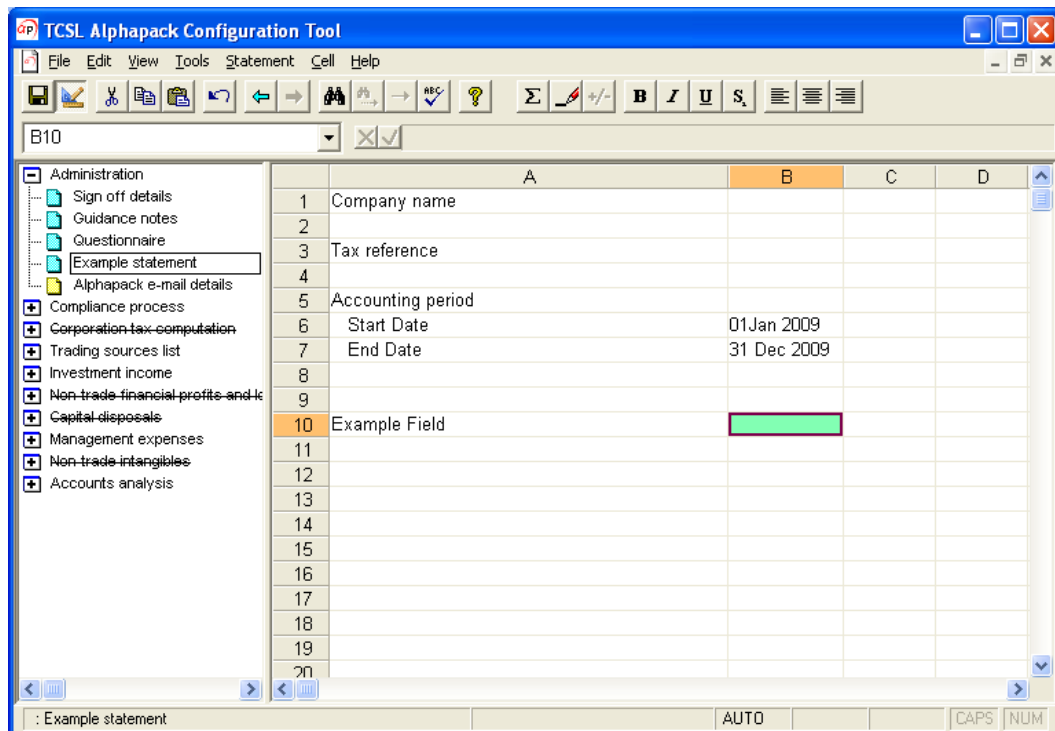
The configuration tool enables you to create new customised Administration statements. These work as standard Input statements for the Accounts User.

Within the Administration section of the Contents tree, select **Insert: Statement** from the right mouse click menu.



Define headings and columns as for a Freeformat statement.

Note. You can also edit and delete any existing customised Administration statements.



Saving the configuration

When you have configured the Alphapack as required, choose **Save** from the File menu.

This document will become the default Alphapack template for all Alphapacks created from the same location as the where the configuration module is run. Whenever an Alphapack is first created, it will have the same statements (including any customised Administration statements) and the same columns enabled or disabled as you define in the configuration module.

