



Completing Your Alphapack Autumn 2011

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Chapter 1

Introduction

About the Alphapack

Welcome to Alphapack. Alphapack is designed to expedite the way in which you collect the data required by your tax adviser.

Your tax adviser creates a specialised Alphapack with a number of Input statements for you to complete.

First of all you download the Alphapack software from the internet as instructed by your tax adviser.

Once your Alphapack is ready you receive email confirmation together with a system-generated password.

You can then open and complete your Alphapack.

Once complete, you sign off the Alphapack and generate an email to send to the tax adviser notifying him or her that the Alphapack is ready for review.

Your Alphapack is always stored on a database on your tax adviser's network. Any time you need help completing the data, simply save the file to enable your tax adviser to review it.

About this document

This document guides you through the process of opening, completing and signing off your Alphapack.

Chapter 2

Completing the Alphapack

Email notification

You will receive an email from your tax adviser, explaining that your Alphapack is ready for completion.

The email may contain guidance notes (such as this document) and other items such as a link to the site where you can download the software – see Appendix A for details on installing the software.

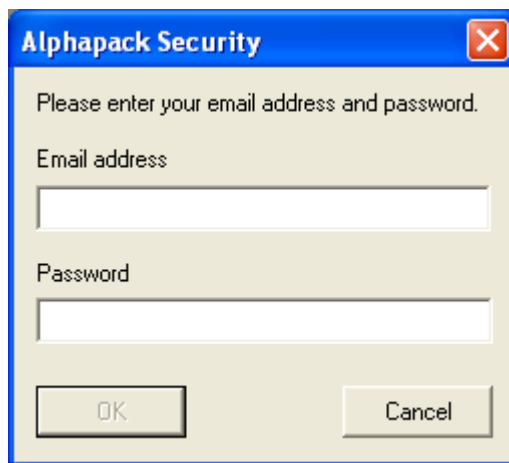
Opening the Alphapack



Alphapack

To open the Alphapack, double click the Alphapack icon on your desktop.

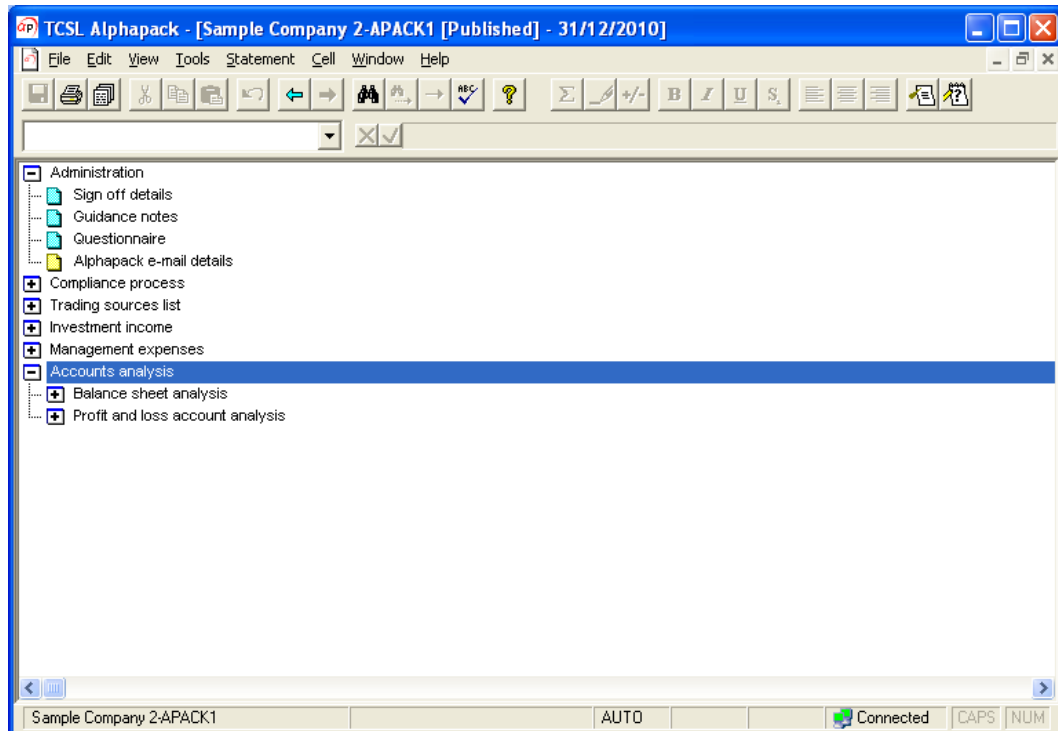
The Alphapack Security dialog is displayed:

A screenshot of the 'Alphapack Security' dialog box. The title bar is blue with the text 'Alphapack Security' and a close button. The main area is light beige and contains the text 'Please enter your email address and password.' followed by two input fields: 'Email address' and 'Password'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Type your email address and the password that was provided and choose **OK**.



Note. You must be connected to the internet to access your Alphapack and to save your changes to your tax adviser's network. Once you have opened the Alphapack, it is possible to work offline where required. For details, refer to page 16.

Completing Your Alphapack



Completing the statements

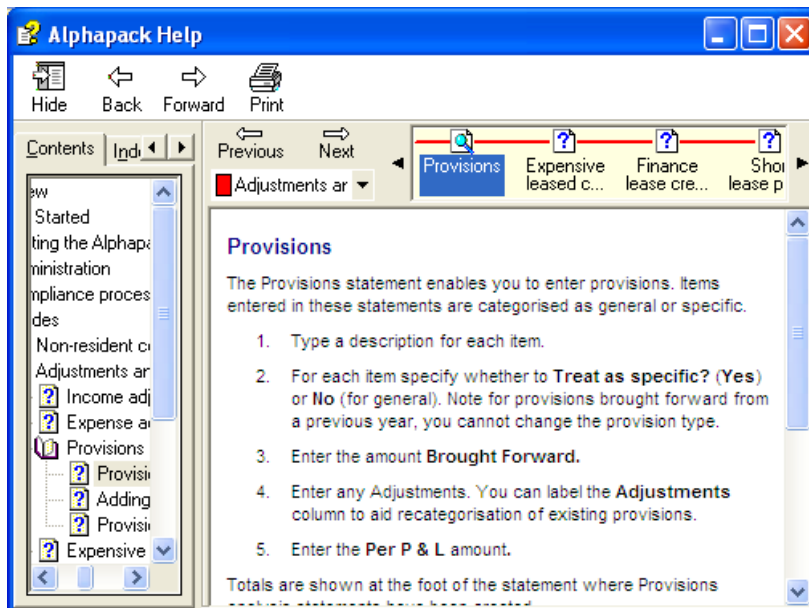
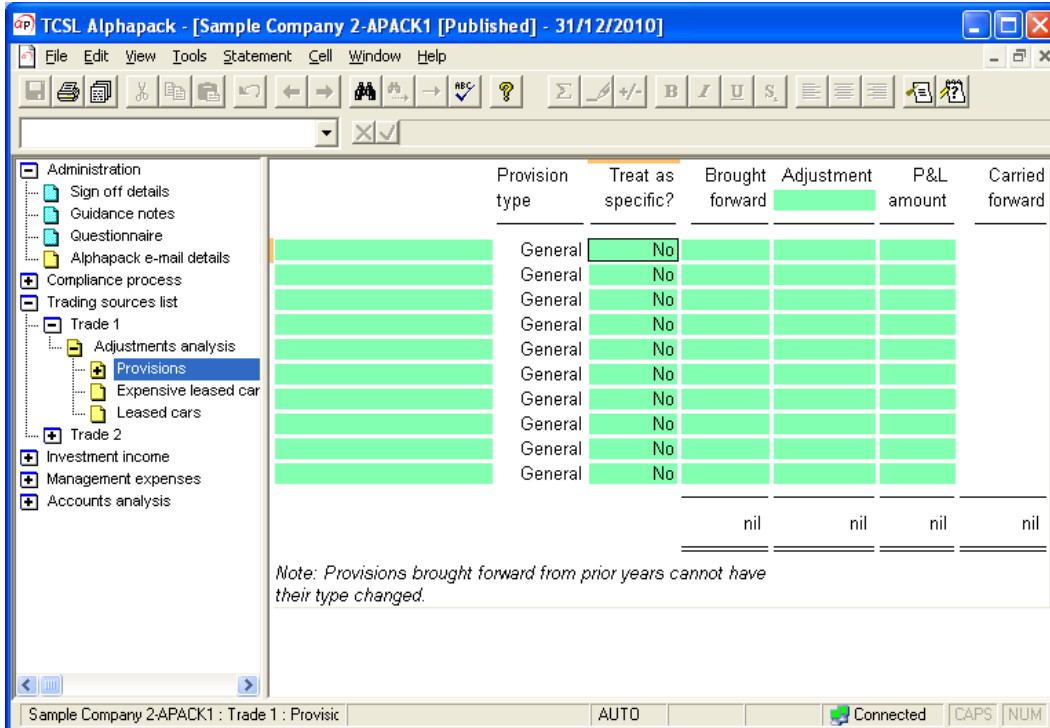
Your tax accountant will have prepared the Alphapack specifically for your requirements with a list of statements that you need to complete.


Data that is required to be entered will normally be entered within standard pre-formatted Input statements. Input statements are identified on the Contents list with the  icon or the  icons for Accounts Analysis statements (see page 11).

Enter data as required in the green cells.

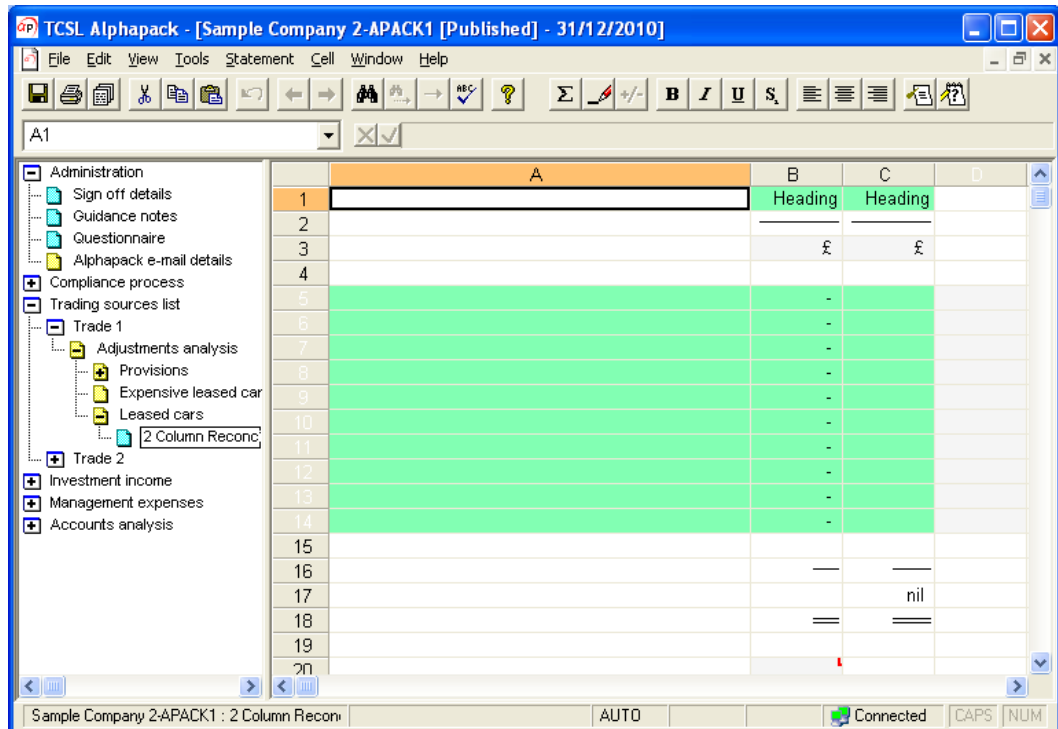
Note Press F1 to see a Help page for the current statement.

Completing Your Alphapack



Information that does not fit into the standard Input statements is entered in Freeformat statements. Freeformat statements are identified on the Contents list with the  icon.

Completing Your Alphapack



To open a statement:

- Within the Contents list, select the required statement.
- Press the ENTER key at the statement title.
- Press the **F6** function key to switch panes.


Or...

Press the **Alt+PgUp** or **Alt+PgDn** keys to load the previous or following statement shown in the Contents list.

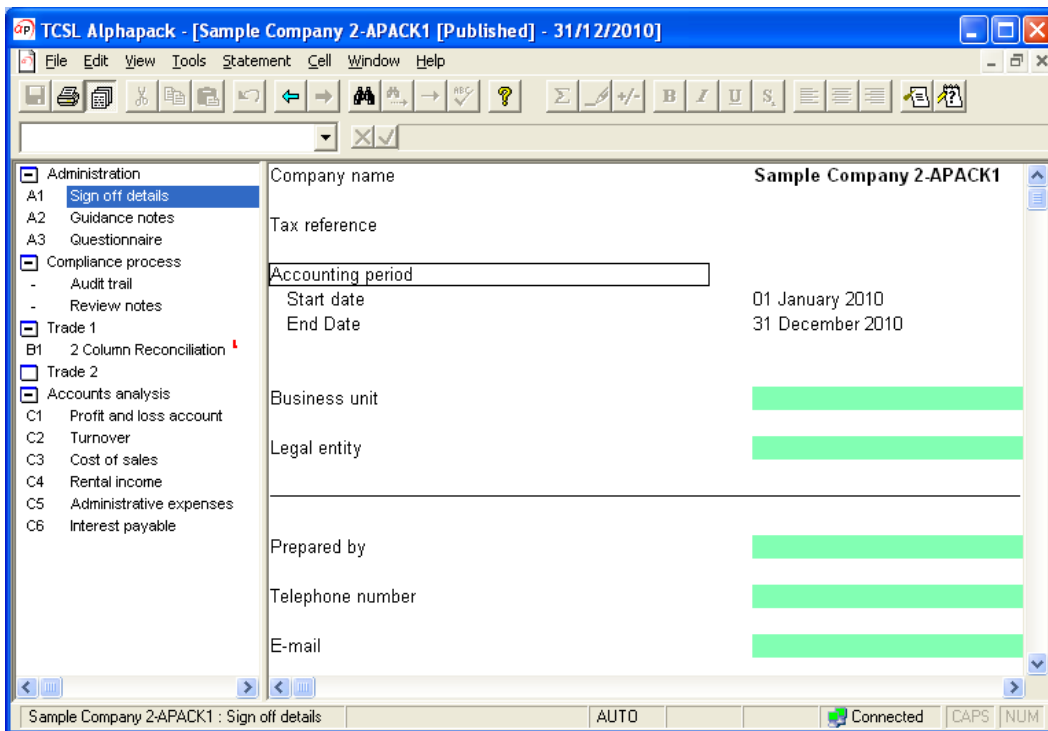
You can get help for all standard Input statements by pressing **F1** once the statement is open.

Switching between Report mode and Input mode

You use Input mode (the default) to enter data. Use Report mode to view on screen data that has been entered in Input mode. The reports may then be printed or PDFs created (see page 14).

Choose **Report mode** from the View menu, press the **F7** key, or click the  icon.

The Report Contents list is displayed and a tick is displayed against **Report mode** in the View menu.



To return to the Contents list and enter data, choose **Input mode** from the View menu, press the **F7** key, or click the  icon.

The Contents list is displayed and a tick is displayed against **Input mode** in the View menu.

Accounts Analysis statements

The Accounts Analysis section of the Contents tree contains a number of statements that can be further analysed or categorised.

Description	Value
Turnover	50,000
Cost of sales	20,000
Gross profit	30,000
Other income	
Rental income	40,000
Less: Expenses	
Distribution costs	
Administrative expenses	
Depreciation & amortisation	
Loss/(profit) on disposal of fixed assets	
Interest payable	
Investment income	

Full details are given in the online Help but where you see a down arrow, this indicates that a further analysis statement is available:

- A white arrow indicates that no analysis statement has yet been created
- A black arrow indicates that an analysis statement has been created

Analysis statements take their name from the item name on the parent statement. In some cases these are pre-defined - e.g. **Turnover**, **Cost of sales** etc. as in the screen shot above. In other cases, the name you define for an item will be used for the analysis statement – e.g. **Rental income**.

Completing Your Alphapack

The screenshot shows the TCSL Alphapack interface for 'Sample Company 2-APACK1 [Published] - 31/12/2010'. The main window displays a reconciliation table for 'Rental income 1'. The table has two columns: the account name and the amount 'Per accounts'. The data is as follows:

Account	Per accounts
Rental income 1	15,000
Rental income 2	5,000
Unreconciled amount	20,000
	40,000

The status bar at the bottom indicates 'Sample Company 2-APACK1 : Rental income', 'AUTO', and 'Connected'.

In the example above there is an Unreconciled amount of £20,000. This will be highlighted in the Unreconciled amounts Report (see page 13).

Reviewing your Alphapack before sign-off

Administration statements

Complete any Administration statements that are included in your Alphapack for example Sign-off details as shown below. These statements may be created by your tax adviser for guidance, or to collect particular information.

Completing Your Alphapack

The screenshot shows the 'Sign off details' screen in the TCSL Alphapack software. The window title is 'TCSL Alphapack - [Sample Company 2-APACK1 [Published] - 31/12/2010]'. The interface includes a menu bar (File, Edit, View, Tools, Statement, Cell, Window, Help) and a toolbar with various icons. On the left, a tree view shows the 'Compliance process' section expanded, with 'Unreconciled amounts' selected. The main area displays the following details for 'Sample Company 2-APACK1':

Company name	Sample Company 2-APACK1
Tax reference	
Accounting period	
Start date	01 January 2010
End Date	31 December 2010
Business unit	
Legal entity	
Prepared by	
Telephone number	
E-mail	

The status bar at the bottom indicates 'Sample Company 2-APACK1 : Sign off details', 'AUTO', and 'Connected'.

Unreconciled amounts

Open the Unreconciled amounts statement in the Compliance process section of the Contents tree.

The screenshot shows the 'Unreconciled amounts' statement in the TCSL Alphapack software. The window title is 'TCSL Alphapack - [Sample Company 2-APACK1 [Published] - 31/12/2010]'. The interface includes a menu bar and a toolbar. On the left, the tree view shows 'Unreconciled amounts' selected under the 'Compliance process' section. The main area displays the following information:

Number of unreconciled amounts to be addressed: 1

Rental income - unreconciled amount on Tax analysis statement	04	20,000
---------------------------------------------------------------	----	--------

The status bar at the bottom indicates 'Sample Company 2-APACK1 : Unreconciled am', 'AUTO', and 'Connected'.


Completing Your Alphapack

The statement identifies Accounts analysis statements where there are unreconciled amounts. Go to the relevant statements to make corrections as required. In the example above there is an unreconciled amount for the Rental income statement.

You would amend the details in the Rental income statement to ensure there are no unreconciled amounts, as below.

	Per accounts
Rental income 1	15,000
Rental income 2	5,000
Rental income 3	20,000
Unreconciled amount	40,000

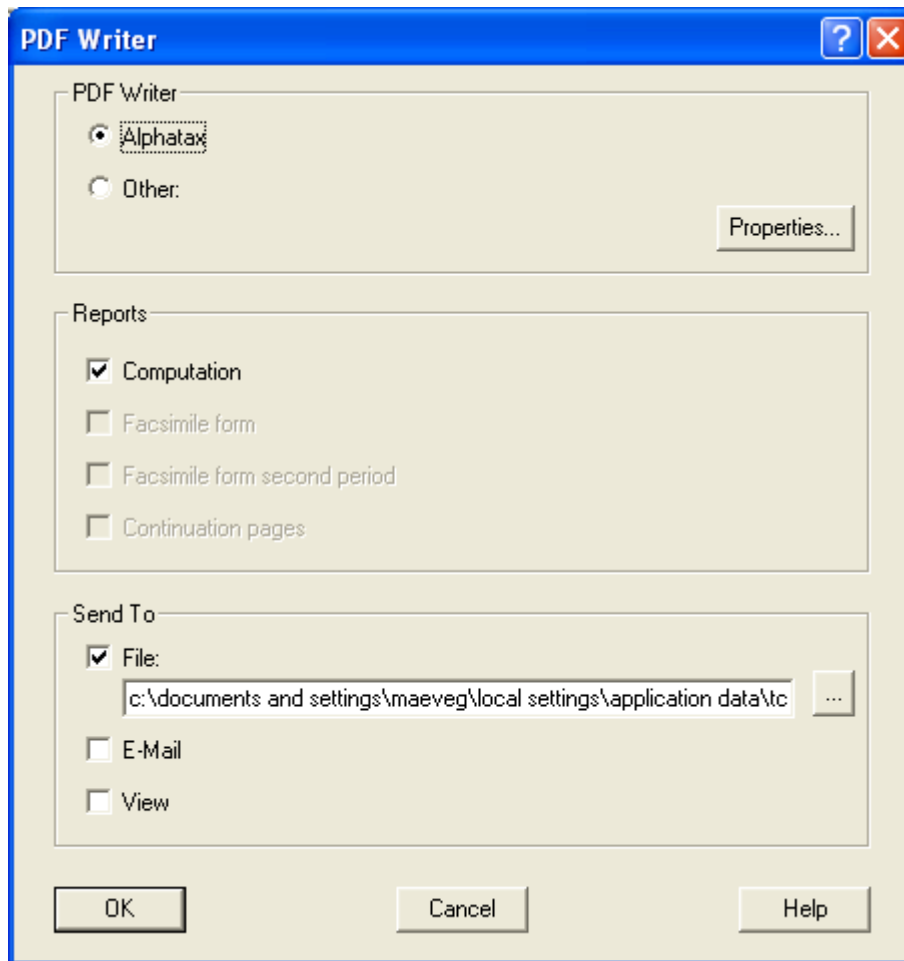
Switching to Report mode

Switch to Report mode by pressing the  icon to display the data in your Alphapack in print mode. For more details, refer to page 10.

Saving the Alphapack in PDF format

To keep a record of the Alphapack before your sign it off, save the file as a PDF by choosing PDF Writer from the File menu. You can also email the PDF file to other users.

Completing Your Alphapack

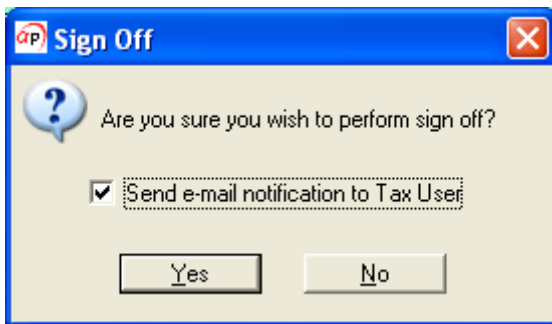


Signing off

Once you have completed the statements, you are ready to sign off the Alphapack so that your tax adviser can review it.

Note. To keep a record of the data entered, we recommend that you create a PDF of the Alphapack before you sign it off. You do this by selecting **PDF Writer** from the File menu and selecting to save the file in a folder.

When you are ready to sign off the Alphapack, choose **Sign Off** from the Tools menu.



Check the box to generate an automatic email notification, pre-filled with the email address of your tax adviser.

Choose **Yes** to confirm.

Where an email is created automatically, click **Send** to send the email.

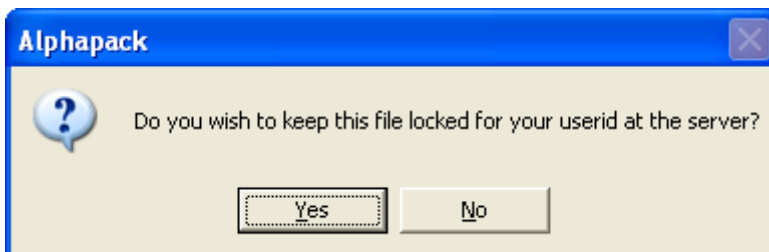
Choose **Alphapack Admin Summary** from the Windows menu to return to the Admin summary window.

The Alphapack you signed off will no longer be listed in the window.

If any more work is required, you will receive a notification email from your tax adviser and the process will start again.

Working offline

You can work on the Alphapack offline if required. To do this, close the Alphapack and then choose **Yes** at the following dialog.

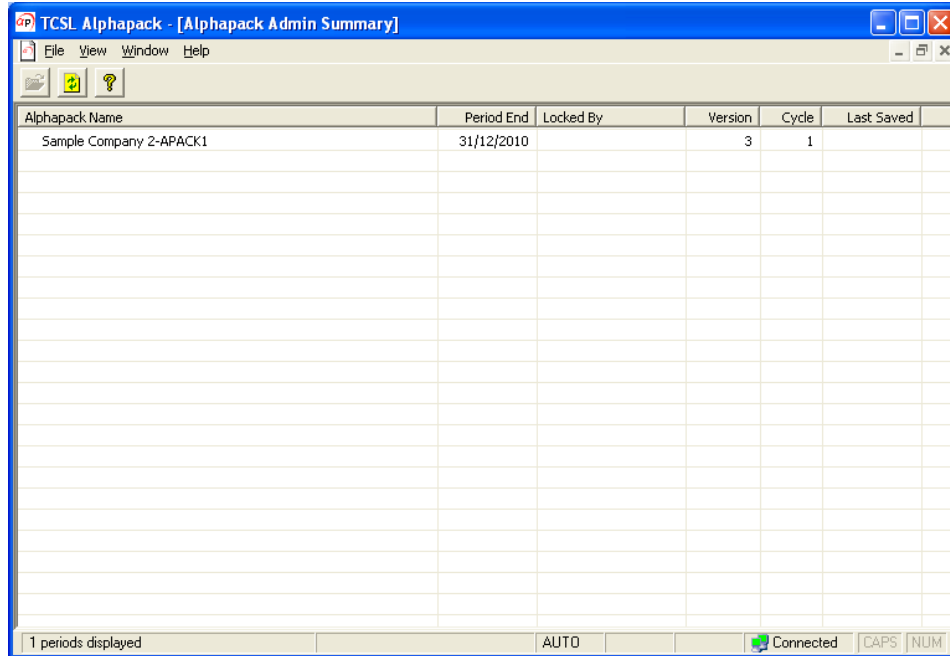


This will ensure that the Alphapack is saved both on your machine and on the network. The network version will be locked and you will be able to open the Alphapack from the Admin summary window when you are offline.

Completing Your Alphapack

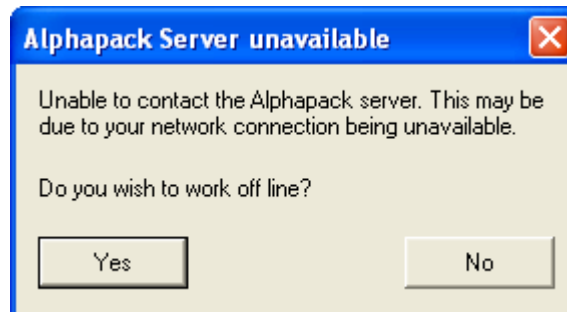
*Note. If you choose **No** at the dialog above, you will only be able to open the Alphapack in read-only mode when you are offline.*

At the Admin summary dialog, you can toggle between Online and Offline mode by clicking the Online Offline icon at the foot of the window.



When you choose **Connect**, you will be prompted to logon and can then save your Alphapack back to your tax adviser's network.

Note. If you launch Alphapack when you do not have access to the internet, you will be given the choice to work offline or quit the application.



Appendix A

Installing the software

Your tax advisor will make an Alphapack installation software package available to you via a link to a website. We recommend that you read the instructions below before you download and install the software.

Before you start installing the software

Admin rights

You must have administration rights on your computer to install any software.

System requirements

This section describes the hardware, software, memory and disk space required to use the software on a stand-alone computer.

- Windows XP or later
- Intel Pentium, AMD or equivalent processor
- 512MB RAM
- 100 Mb for the program files
- Internet connection, browser and email

Downloading the software

Your tax advisor will make an Alphapack installation software package available to you via a link to a website.

Using your web browser, navigate to the website where your tax advisor has made the Alphatax installation package available to you and click on the download link.

Note. The Alphapack installation package download is certified by VeriSign® and the publisher name TCSL will be displayed in the File download dialog.

At the File download dialog, select **Open** to run the installer directly from the website or **Save** to save the installer program to your computer.

If you choose to **Save**, the Alphapack installer program will be identified with the following icon in the folder location specified in the Save as dialog.



Unzipping the installer

If the installation software has been zipped by your tax advisor it will appear with the following icon.



To unzip the installer, right click on the icon and select **Extract all**.

Running the installer

To install Alphapack, double-click the  icon and wait for the installation process to complete.



Click on **Finish** to complete the installation process.

Alphapack is installed in the “C:\Program Files\TCSL\TCSL Alphapack” folder.

A Start Menu item and a desktop shortcut will be automatically created as part of the installation process.

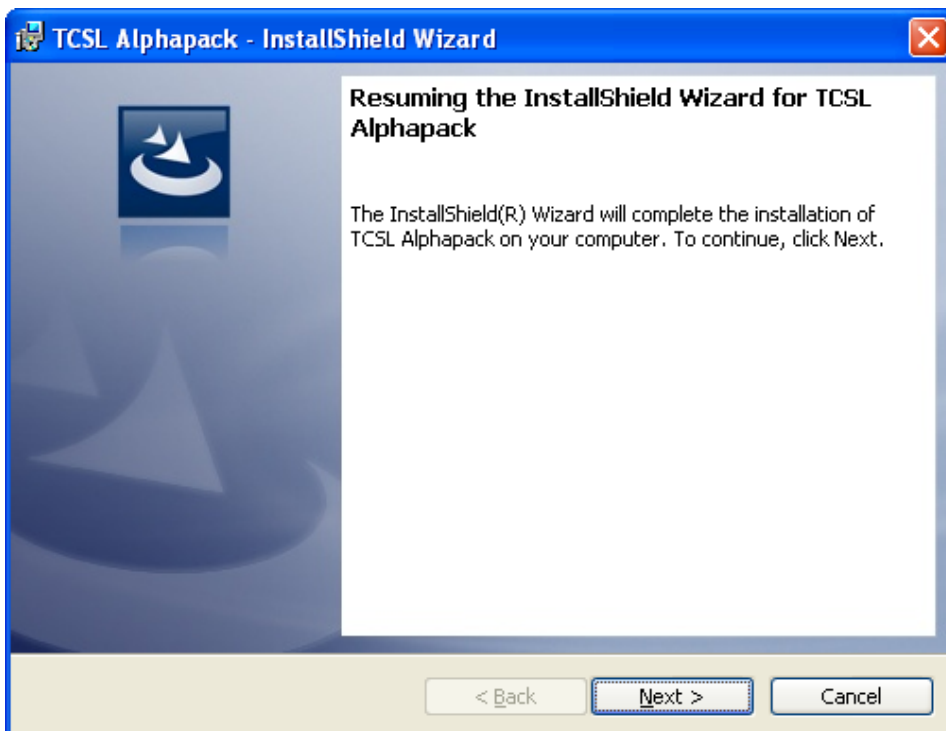
Upgrading Alphapack

To upgrade your version of Alphapack, download the latest installation software package from the link provided by your tax advisor and run the installer (see above).

A message will be displayed at the start of the installation process advising that an existing version of Alphapack has been found on the computer and that this version will be upgraded.

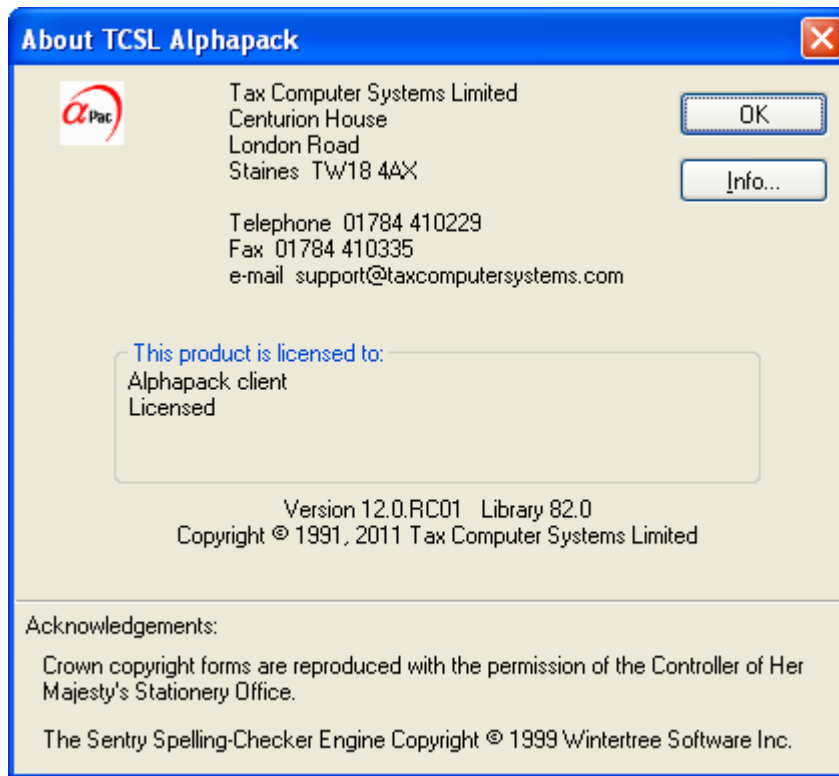
Select **Yes** to continue and **Next** at the InstallShield® Wizard dialog to upgrade Alphapack.

Note. The upgrade process will not affect or overwrite any locally saved Alphapack files that are locked at the server.



Completing Your Alphapack

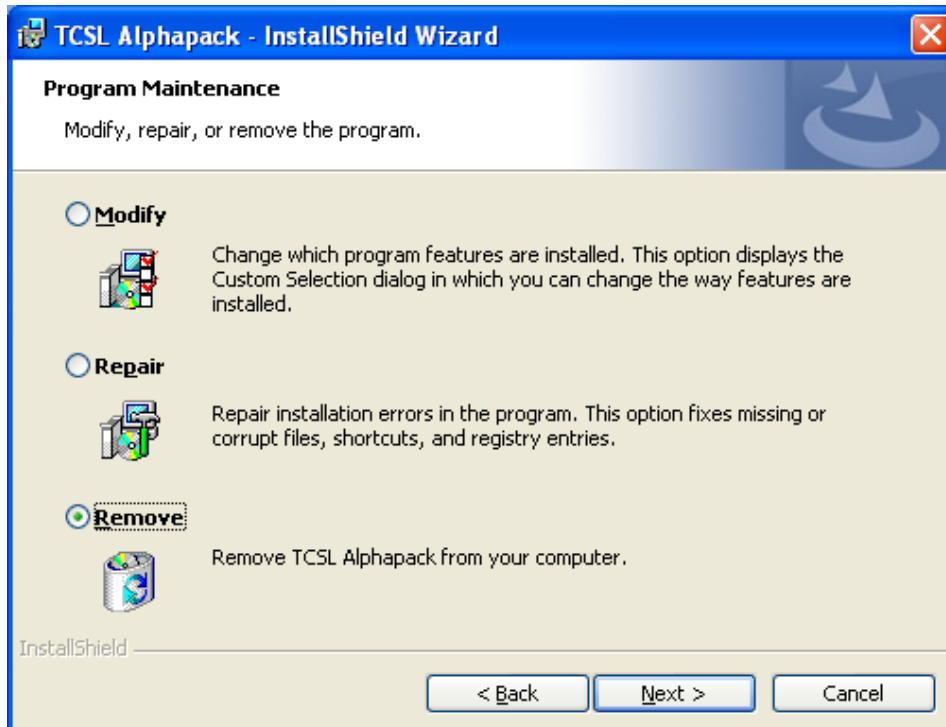
*Note: To view the version number of the current Alphapack application you are using, select **Help** and **About** from the menu bar within the Alphapack application.*



Uninstalling the software

The installation also provides an uninstall utility which will remove the software automatically.

Should you wish to uninstall the Alphapack software, double click on the installer program icon and select the **Remove** option from the installation dialog. Click **Next**.



Click **Next** and then **Remove** at the following dialog to uninstall Alphapack.

Alternatively, you can uninstall Alphapack by selecting Control panel from the Start menu and then **Uninstall a program**.

Select TCSL Alphapack from the list and choose **Uninstall**.

Troubleshooting

If you encounter any problems with the installation process, please call Alphatax Technical Support on 01784 410229