



# Tax Pack Function Guide

## Autumn 2011

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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](mailto:support@taxcomputersystems.com)

Web: [www.taxcomputersystems.com](http://www.taxcomputersystems.com)

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# Chapter 1

## Introduction

This chapter introduces you to the Alphatax Tax Pack Function. It covers:

- About the Tax Pack Function
- About this guide
- Technical support

### About the Tax Pack Function

The Alphatax Tax Pack Function allows you to collect tax-related data from a company and automatically transfer this data into Alphatax where it forms the basis of the corporation tax computation.

The Tax Pack Function extracts data from an Alphatax company file (normally for an empty period) and converts it to an Excel workbook (a Tax Pack). This Tax Pack can then be sent to the company for completion with that period's data. Once completed, the Tax Pack is returned and its contents are automatically posted to the Alphatax company file.

### About this guide

This document guides you through the process of preparing a Tax Pack:

- Creating a Tax Pack (Chapter 2)
- Customising & Reviewing a Tax Pack (Chapter 3)
- Sending a Tax Pack to a recipient (Chapter 3)
- Transferring the collected data back into Alphatax (Chapter 4)
- Microsoft Excel Guidelines (Appendix A)

## Technical Support

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

They can be contacted 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](mailto:support@taxcomputersystems.com)

To help us diagnose the problem quickly, please include the following attachments in a zip file:

- The actual Tax Pack workbook
- The Alphatax CTX file (Professional users)
- A network extract of the Alphatax computation (Enterprise users)

# Chapter 2

## Creating a Tax Pack

This chapter gives you the information you need to create a Tax Pack from Alphatax. When you create a Tax Pack, data is transferred from the Alphatax company file to an Excel workbook.

*Note. For guidance on using Tax Pack with Microsoft Excel, refer to Appendix A on page 21.*

### Configuration settings

#### Email settings

When you send Tax Packs via email, the following items and documents can be attached automatically via the following configuration settings in the Tax Pack section of the tcsbase.ini file

- **Email Message=<FullPathandFilename>**  
The file must be in TXT format
- **Disclaimer Notice=<FullPathandFilename>**  
The file must be in TXT format
- **Help File=<FullPathandFilename>**  
The file must be in CHM format. The TaxPack.chm file is supplied by default.
- **Guidance Notes=<FullPathandFilename>**  
The file must be in PDF format

#### Export and Import Tax Pack settings

The location for exported Tax Packs and the location for Tax Packs waiting to be imported are defined via the **Tax Pack Export File Location** and **Tax Pack Import File Location** settings in the Tax Pack section of the tcsbase.ini file. If you do not configure these settings, by default, the Tax Pack will be created in the same location as the company document (normally, C:\TCSLData) and Alphatax will also assume that completed Tax Packs ready for import are in this location.

*Note. We strongly recommend that you configure the Tax Pack import and export location settings. Otherwise it is possible that you may accidentally import the version of the Tax Pack that you created when you first exported the Tax Pack rather than the completed Tax Pack that you received from the client.*

## Tax mode settings

You can set up a Tax Pack for a tax-aware user via the `Mode=Taxaccountant` setting in the [TAX PACK] section of the `tcsbase.ini` file. In this case:

- Tax analysis columns are available in Tax Pack schedules where appropriate (UK only). For other users, these columns are invisible
- Users can choose to show or hide the Questionnaire schedule by choosing the **Hide Questionnaire** button on the Index schedule. If a user hides this schedule and then sends the Tax Pack to other users, the Questionnaire schedule will not be visible in their Tax Packs.
- You can customise the Help pages to be displayed for particular schedules. Once the Tax Pack is sent to other users, these Help pages will be displayed by default. You will need to have the `EnableCustomiseTaxpack=1` setting in the `tcsbase.ini` file.

## Editing the `tcsbase.ini` file

For details on editing the `tcsbase.ini` file, refer to the Help.

## Sending the Tax Pack

As Tax Pack files can be large, they are zipped by default before being attached to emails.

*Note. Do not forget to send the Tax Pack help file (`TaxPack.chm`) with the Tax Pack.*

Zipped attachments and CHM files are sometimes blocked by internet gateways, so you should follow-up your E-mail with a phone call to confirm receipt of the Tax Pack. You can also uncheck the **Compress to zip format** box, if required, before you click the **Email** button.

## Preparing the computation

1. Check that the Alphatax document contains the accounting period for which you wish to create a Tax Pack. 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 “.” characters.
3. Check that trades are correctly set up in the computation as you cannot create a trade within the Tax Pack.
4. Where in use, check that any Accounts Analysis schedules have been set up.
5. Ensure that any required Divisional Freeformats are created before export as these cannot be created in the Tax Pack.

## Handling divisions – Alphatax Enterprise only

For Alphatax Enterprise only, the Tax Pack Function enables you to import data easily and transparently from branches or divisions.

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 Tax Packs are Divisional Freeformats. This will allow values to be aggregated when importing multiple Tax Packs. Otherwise, the Freeformat will be overwritten each time a new import is carried out

## Divisional Freeformats

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 Tax Pack 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
  - Check the **Division** button.

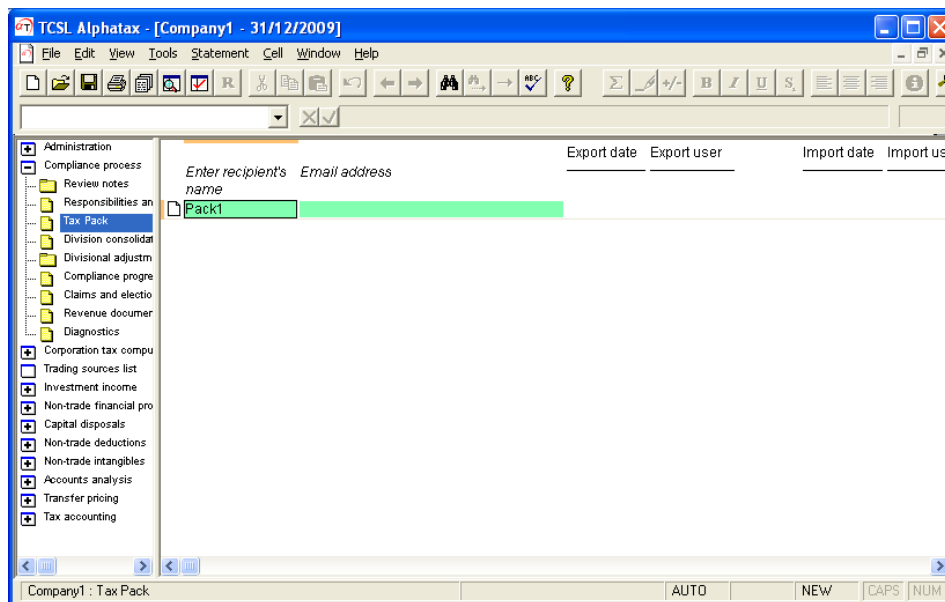
## Setting up recipients

Before you can export company data to a Tax Pack, you must set up details of the recipient.

Select **Tax Pack** from the Compliance process section on the Contents list.

Enter the recipient's name and email address if required.

*Note. You can email newly-created Tax Packs to a recipient if the email address has been entered here.*



You also use this Input statement to monitor Tax Packs. In addition to recipient name and email address, the statement shows:

- The name of the user exporting the Tax Pack(s) and the date the Tax Pack(s) were exported
- The name of the user importing the Tax Pack(s) and the date the Tax Pack(s) were imported
- The Tax Pack filename(s)
- Unique ID for each Tax Pack (GUID)

As soon as you have created a Tax Pack, the Accessory icon is filled. .

## Tax Pack filename

By default, the Tax Pack is named ABC-XYZ(<YYYYMMDD><YYYYMMDD>) where ABC is the name of the company document, XYZ is the name of the recipient as entered on the Tax Pack Input statement and the two YYYYMMDD entries represent the start and end date for the accounting period. This ensures the filename of each Tax Pack is unique.

You can change the date part of the file name to DDMMYYYY by setting the **DDMMYYYYDate** setting to 1 in the [TAX PACK] section of the tcsbase.ini file.

## Limitations

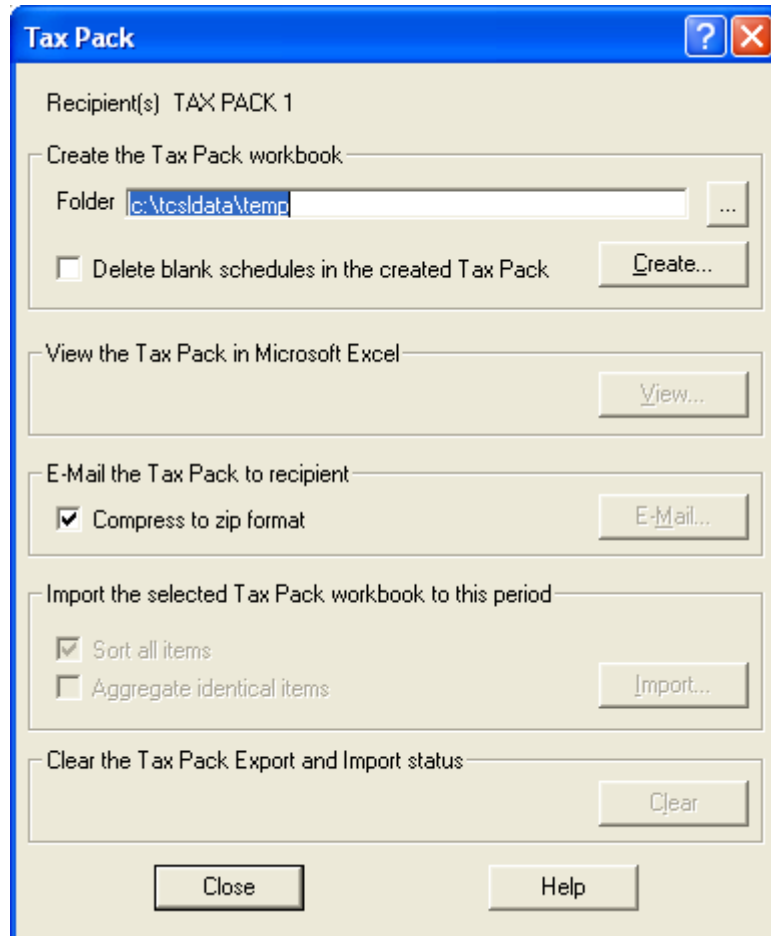
Currently the Excel Tax Pack cannot handle the following Freeformat templates:

- Related overseas dividend
- Underlying overseas dividend
- UITF 40

## Creating the Excel Tax Pack

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

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



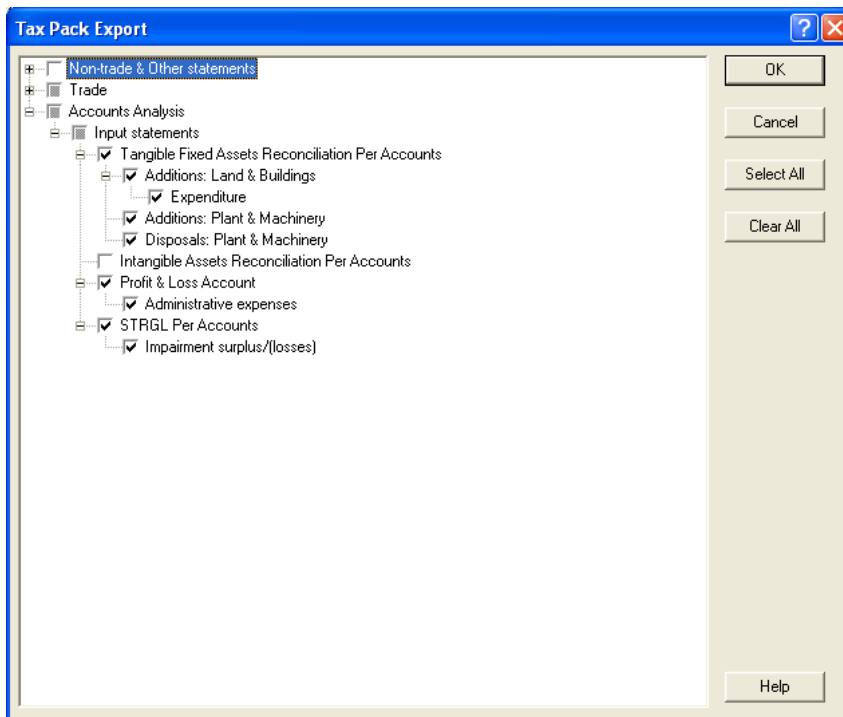
By default, the Tax Pack will be stored in location specified in the **Tax Pack Export File Location** setting in the Tax Pack section of the tcsbase.ini file.

For Professional users, if this has not been defined, Alphatax will store the Tax Pack in the same location as the company document (normally C:\TCSLData). Use the **Browse** button to store the Tax Pack in a different location.

For Enterprise users, if this has not been defined, and if there is no DIR setting in the tcslet.ini file, Alphatax will store the Tax Pack in the c:\tcsldata\temp folder by default. Use the **Browse** button to store the Tax Pack in another location.

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

The Tax Pack Export dialog is displayed.



## Selecting data for export

Data is divided into the following categories:

- Non-trade and Other statements
- Trade statements with separate sections for each trade in the computation
- Accounts Analysis statements (where Accounts Analysis is enabled for your organisation)

By default Alphatax automatically selects those statements within a computation that contain data as well as the Profit and loss account. However, you can include additional statements or exclude automatically-selected statements by checking or unchecking the relevant boxes. However, be careful when de-selecting items. If you de-select Sundry income, but include individual Sundry income items, you will have a problem when importing the Tax Pack back to Alphatax.

For each category, you can select either or both of:

- Input statements
- Freeformats

When you are ready to proceed, choose **OK**.

Alphatax automatically creates the Tax Pack. This may take a few minutes.

### **Accounts Analysis not in use**

Where Accounts Analysis is not in use, the Capital allowances Input statements are amalgamated into two Fixed Asset Additions and Disposals schedules in the Tax Pack for each trade and for non-trade items. Similarly the trade and non-trade loan relationship credits, taxed, untaxed and intra-group income paid gross Input statements are amalgamated into the Trade interest receivable and Non-trade interest receivable schedules.

### **Accounts Analysis in use**

Where Accounts Analysis is in use, the Fixed Asset Additions and Disposals schedules described above are not included. Instead the following Accounts Analysis schedules are available (if enabled in the Alphatax computation):

- Tangible fixed assets reconciliation per accounts. From this users can create or view further intangible fixed asset analysis and sub-analysis schedules
- Intangible fixed assets reconciliation per accounts. From this users can create or view further intangible fixed asset analysis and sub-analysis schedules (if enabled in the Configuration options Input statement of the Alphatax computation):
- Profit and loss account. From this users can create or view further profit and loss analysis and sub-analysis schedules
- STRGL per accounts. From this users can create or view further STRGL analysis and sub-analysis schedules (if enabled in the Configuration options Input statement of the Alphatax computation):

The trade and non-trade loan relationship credits, taxed, untaxed and intra-group income paid gross Input statements are not amalgamated but are transferred to the Tax Pack as separate schedules.

### **Multiple trades**

If you create a Tax Pack with two or more trades, the Tax Pack will include the schedules relevant for each trade listed separately under headings for each trade. Currently there is a limit of five trades.

### **Enterprise only**

If a company document has multiple trades, you may choose to create a separate Tax Pack for each trade.

## When processing is complete

When processing is complete, you return to the Tax Pack dialog.

### Reviewing the Tax Pack

Click the **View** button to review the Tax Pack and make any changes to the Tax Pack in Excel before you send it out to the recipient.

For guidance on customising, reviewing and sending Tax Packs, refer to Chapter 3, Customising, Reviewing and Sending a Tax Pack.

### Sending the Tax Pack

Click the **Email** button to email the Tax Pack to the recipient if you have entered an email address for the recipient in the Tax Pack Input statement.

A mail message is opened with the address of the recipient in the **To** field and the Tax Pack attached as a zip file. Depending on your configuration settings, the Email automatically adds disclaimer text, standard message text and attaches the Tax Pack help file (TaxPack.chm).

Zipped attachments and CHM files are sometimes blocked by internet gateways, so you should follow-up your E-mail with a phone call to confirm receipt of the divisional computation.

You can also uncheck the **Compress to zip format** box, if required, before you click the **Email** button

Alphatax uses the MAPI protocol which should be compatible with most, if not all, Email systems.

### Company document locked

The company document is locked and cannot be edited in Alphatax until the exported Tax Pack(s) have been re-imported or cleared.

## Exporting the Tax Pack twice to the same recipient

Once you have created the Tax Pack, the **Create** button is disabled so that you cannot send the Tax Pack twice to the same recipient.

However, you can click the **Clear** button if you want to start again. But note that the new Tax Pack has a different GUID so users should be careful not to clear the export if the Tax Pack has already been sent to the client as this Tax Pack will no longer be accepted by Alphatax.

# Chapter 3

## Customising, Reviewing & Sending a Tax Pack

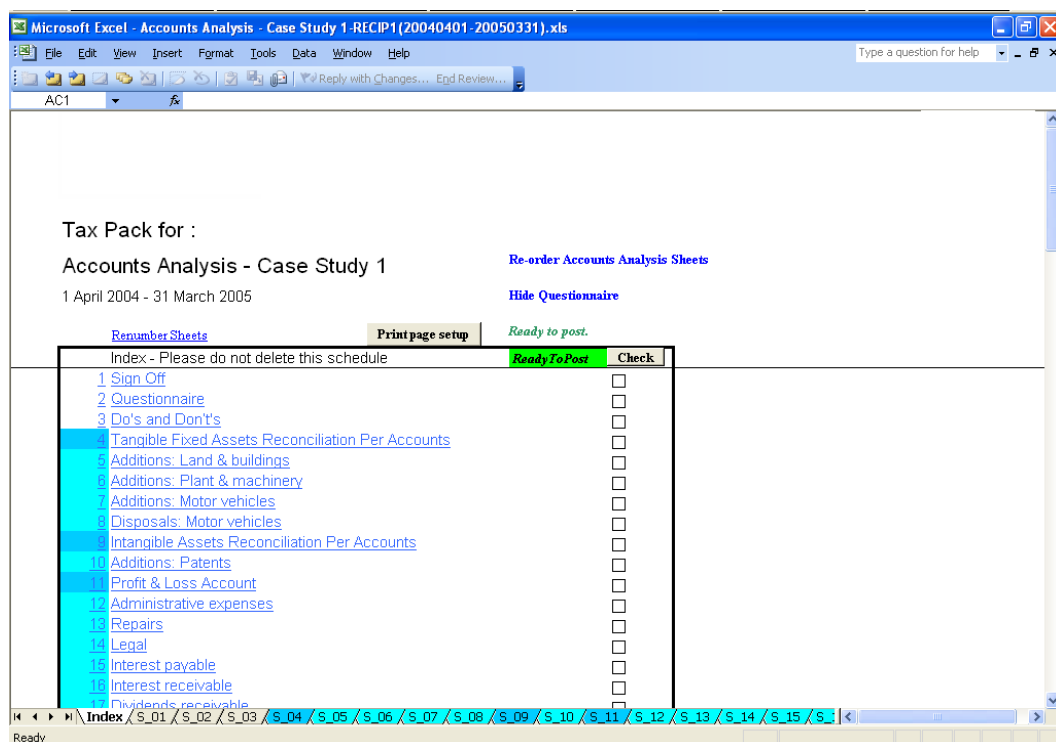
This chapter gives you the information you need to customise, review and send the Tax Pack to a recipient.

*Note. For full details on working with Tax Pack schedules, refer to the Help or the Completing Your Tax Pack guide.*

### Customising the Tax Pack

If you have the `Mode=Taxaccountant` setting in the [TAX PACK] section of the `tslbase.ini` file, you can customise the Tax Pack before sending it. You can choose to display or hide the Questionnaire schedule.

### Questionnaire schedule

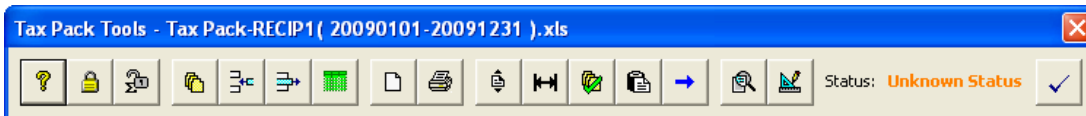


Choose **Hide Questionnaire** if you do not want users of the Tax Pack to complete the Questionnaire schedule.


When you have saved the Tax Pack and sent it to the recipient, the recipient will not be able to see the Questionnaire schedule.

## Customising the Tax Pack

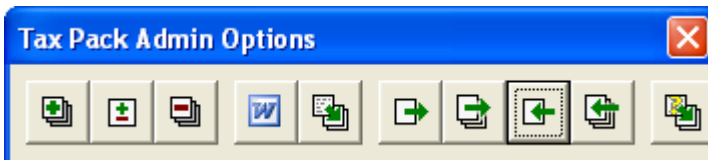
At any Tax Pack schedule, choose the Tools button to display the Tax Pack toolbar.












*Note. The following icons are only available if the Mode=Taxaccountant setting is defined in the tcsbase.ini file.*

Choose the Tax Analysis  icon to display Tax analysis columns. For details, refer to the Help.

Choose the Tax Administration  icon to extend the Tax Pack toolbar.



These icons enable you to:

-  Add a text box to every schedule in the Tax Pack and choose whether or not to include print settings in the process. Excluding print settings will speed up the time taken to create the text boxes. However it will not extend the print area to cover the newly inserted boxes.
-  Add a text box to the current schedule or remove one if one is already present.
-  Delete text boxes from every schedule in the Tax Pack.
-  Export all comments from text boxes to a Word document that can then be saved where required.
-  Copy text from the first text box to all other text boxes in the Tax Pack.
-  Export text from a text box on the current schedule to an external text file so that the text can be reapplied to other Tax Packs without manually cutting and pasting.
-  Export text from all text boxes to an external text file so that the text can be reapplied to other Tax Packs without manually cutting and pasting.
-  Import text from an external text file so that the text from another Tax Pack can be reapplied to the current schedule without manually cutting and pasting.
-  Import text from an external text file so that the text copied from all text boxes in another Tax Pack can be reapplied to this Tax Pack without manually cutting and pasting.

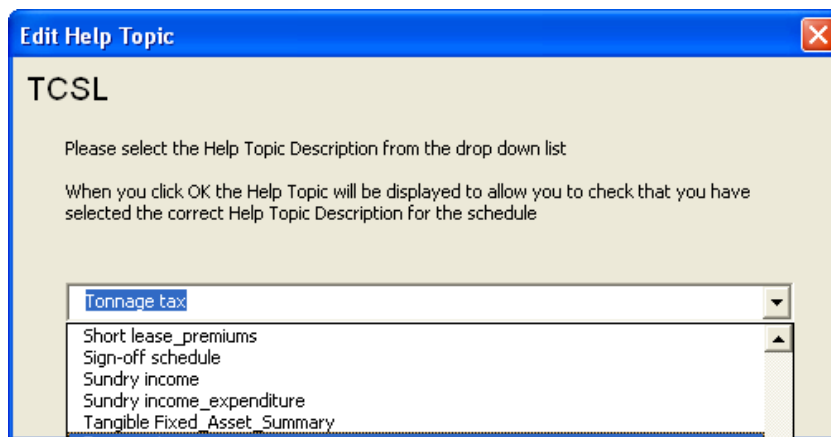


Although the Help settings should have been applied to the Tax Pack template file, you can apply the Help to a specific Tax Pack by choosing the Apply Help topics icon.

## Customising the Help settings

If you have `EnableCustomiseTaxpack` set to 1 in the [TAX PACK] section of the `tcsbase.ini` file, you can customise the Help pages that are displayed for a particular schedule.

For each schedule, click the Help button to display the Edit Help Topic dialog:



Select the appropriate Help page to be displayed.

Choose **OK**.

The appropriate Help page is displayed.

*Note. If you subsequently choose **Apply Help Topics** from the TaxPack menu, this will override any changes you have made on a schedule by schedule basis.*

When you have assigned the correct Help to each schedule, save the template file.

Once you have saved the Tax Pack and sent it to a recipient, the recipient will see only the Help page that you specified for each schedule. Note the Help file must be saved to the same location as the Tax Pack.

## Reviewing the Tax Pack

Before sending the Tax Pack to a recipient, you should review the schedules in the pack.

1. Check that the name of the company and start and end dates of the accounting period are correct on the Index page at the front of the pack (for information on navigating the Tax Pack, refer to the Help for Tax Pack or to the Completing Your Tax Pack guide).
2. Check that the pack contains all of the schedules needed.
3. Delete any schedules which do not need to be in the pack by choosing **Delete sheet** from the Edit menu. Please do **not** delete or rename the Index page, Audit or Error log as these contain information needed to transfer information into Alphatax from the Tax Pack.
4. Click on the **Renumber sheets** button on the **Index** page to renumber the statements and update the index, where statements have been reordered, or where the statement title has been changed.

## Saving the Tax Pack

Save the amended Tax Pack using the Excel **File Save** menu command. For further details on saving Tax Pack files refer to Appendix A on page

## Sending a Tax Pack to a recipient

You can now send the Tax Pack either on a disk or by Email

*Note. Do not forget to send the Tax Pack Help file (TaxPack.chm).*

## Dos and don'ts

Advanced Excel features are not disabled when you work on the Tax Pack but we strongly recommend that you use them with care. For further details on Excel, refer to Appendix A on page 21.

In no circumstance should you rename the Index schedule, Audit or Error log.

## Chapter 4

# Transferring Data Back to Alphatax

When you receive the completed Tax Pack from your client, open the Tax Pack in Excel to check that it is ready to post back. You may need to make some **Tax analysis** entries. For details, refer to the Help for Tax Pack or to the Completing Your Tax Pack guide.

You must transfer the information from the Tax Pack into the Alphatax computation for the company and accounting period.

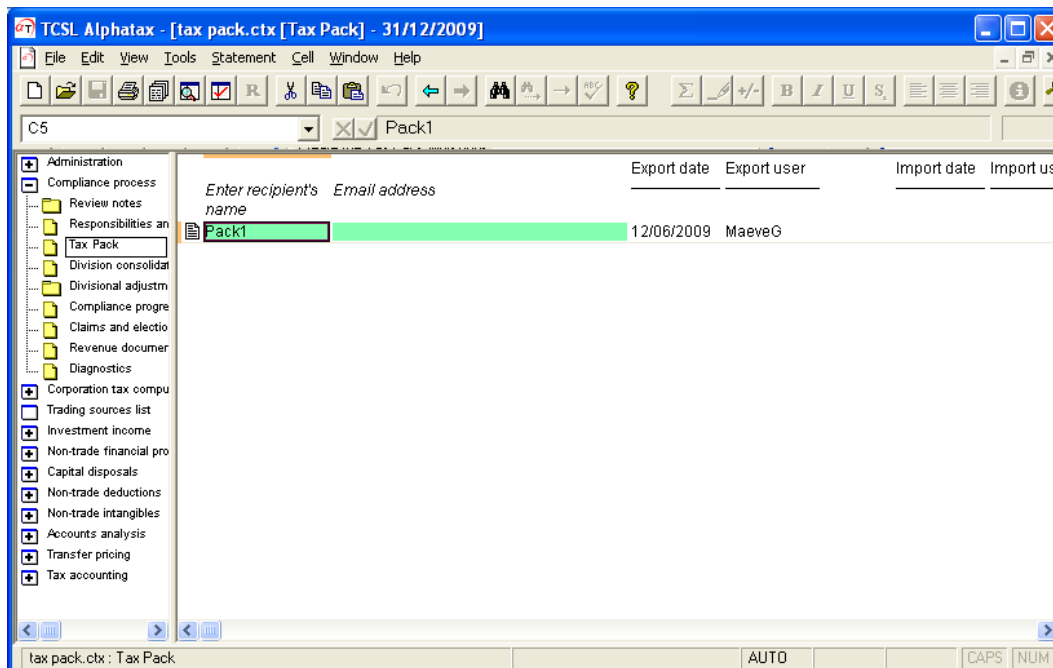
1. At the Tax Pack Input statement, highlight the recipient to whom you sent the Tax Pack and from whom you are now receiving the Tax Pack.
2. At the right mouse click or Tools menu, choose **Tax Pack** and then **Import** from the Tax Pack dialog.

The Tax Pack is imported to Alphatax.

*Note. If the Tax Pack is not in the location specified in the **Tax Pack Import File Location** setting in the Tax Pack section of the tcsbase.ini file, Alphatax will look at the default location for the Tax Pack (where the company document is located). If the Tax Pack is not found there, Alphatax will prompt you to select the folder where the Tax Pack is now located.*

Once the Tax Pack has been imported, the Tax Pack Input statement shows the import details.

*Note. You cannot import a Tax Pack that has not already been exported from the same company period. The option is greyed out*



*Note. If you inadvertently select the incorrect Tax Pack for the recipient, an error message will be displayed and the import will fail.*

## Transferring information for a second time

Repeating the import will overwrite any changes that have been made to the period since the previous transfer.

## What you should do after the transfer

1. Check all of the information has been transferred correctly from the Tax Pack into the Alphatax computation.
2. Where necessary, review and, in Alphatax, enter 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

## Microsoft Excel Guidelines

This appendix gives you guidelines on using Tax Pack with Microsoft Excel.

### Excel 2003 and earlier

The Tax Pack contains program code in the form of VBA macros to carry out various functions. You must have the Security level set to **Medium** (recommended) or **Low** to allow the VBA macros to work and the Tax Pack to operate correctly.

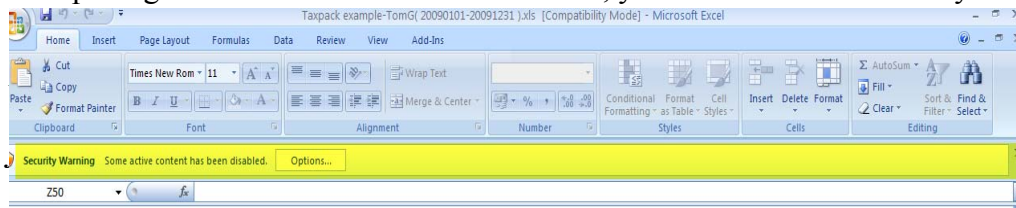
If the Security level is set to **Medium**, each time you open a Tax Pack you will be asked if you want to enable macros. Click on the **Enable Macros** button to allow the macros to operate.

Note. To set the Security level, select Security located under Tools followed by Macro from the Excel menu and then at the dialog box, select Medium (recommended) or Low.

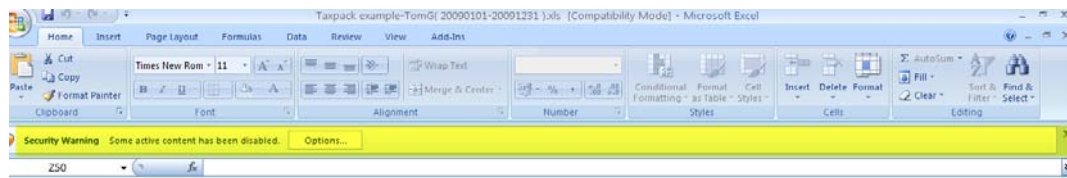
### Excel 2007 and 2010

#### Opening the Tax Pack

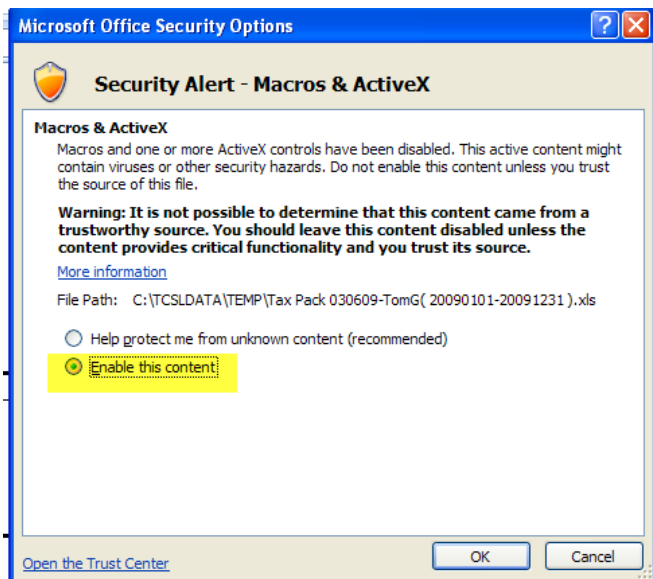
On opening a Tax Pack in Excel 2007 or 2010, you should see the Security



At the Security Warning bar, click on **Options** as shown below.

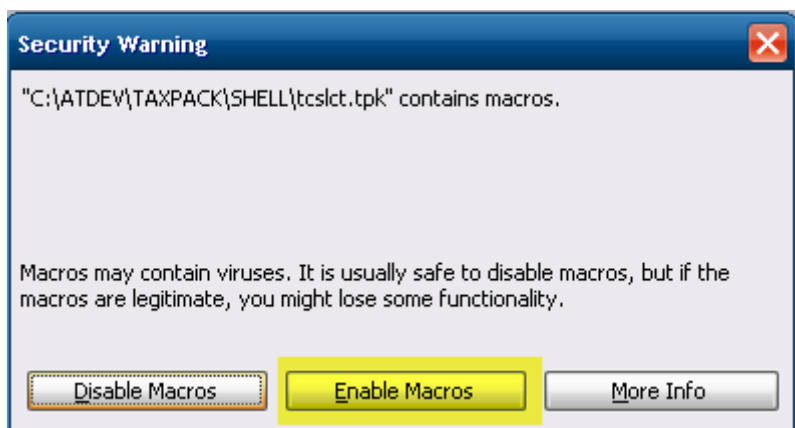


Select **Enable this content** after which the required macros will now run and will be activated for the session.



This process will need to be done every time you open the Tax Pack.

This process is effectively the equivalent of clicking **Enable macros** in Excel 2003.



## **Saving the Tax Pack file**

Choose **Save** to save the Tax Pack. It will be saved as an .xls file.

If for some reason you do use the **Save As** command, choose **Excel 97-2003 Workbook**. This will save the workbook in xls format.

**Note.** *Under NO circumstances should you save the Tax Pack in xlsx format. If you do this, the Tax Pack will be corrupted beyond repair.*

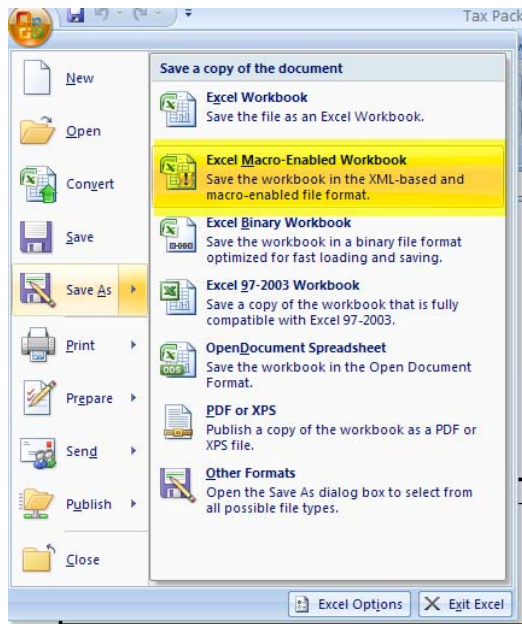
## Troubleshooting

### Tax Pack is not returned in XLS format

Where recipients are using Microsoft Excel 2007, it is possible to save the Tax Pack in formats other than as an xls file. Before you can import a Tax Pack back to Alphatax, the Tax Pack **MUST** be saved in xls format.

### Tax Pack files in xlsx format

In Excel 2007 or 2010, using the **Save As** command and selecting **Excel Macro Enabled Workbook** will change the extension to .xlsx.



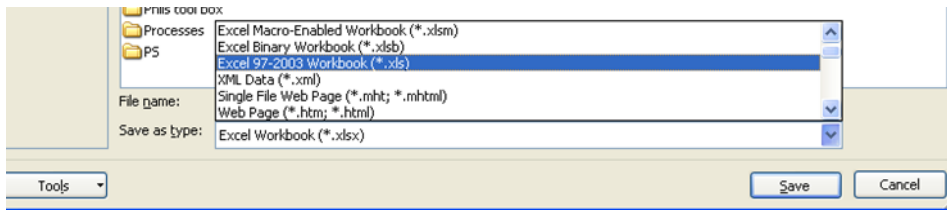
If you are an Excel 2007 or 2010 user, use the **Save As** command to save the file in xls format.

If you are using Excel 2003 or earlier, there are conversion updates available which will allow an xlsx file to be converted in to an xls file.

On conversion there may be warning measures as to reduced functionality caused by the conversion but the Tax Pack should work as normal once you have clicked **OK** as shown below.



Alternatively you can use a machine running Excel 2007 and convert the Tax Pack back to a 2003 format by using **Save As** and selecting **Excel 97-2003 Workbook**.



### Tax Pack files in xlsx format

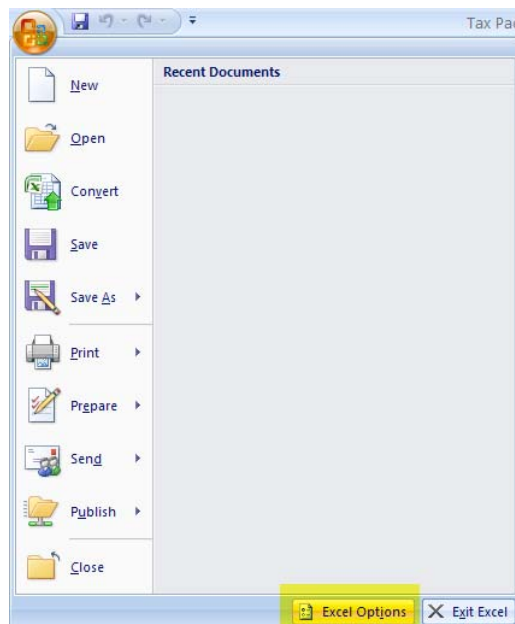
If a recipient has saved the file as .xlsx then the Tax Pack has been corrupted beyond repair. You will have to resend the original Tax Pack to the recipient for completion.

### Configuring Excel security settings

*Note. These notes are intended as a guideline only. You should consult your IT department if changes are required.*

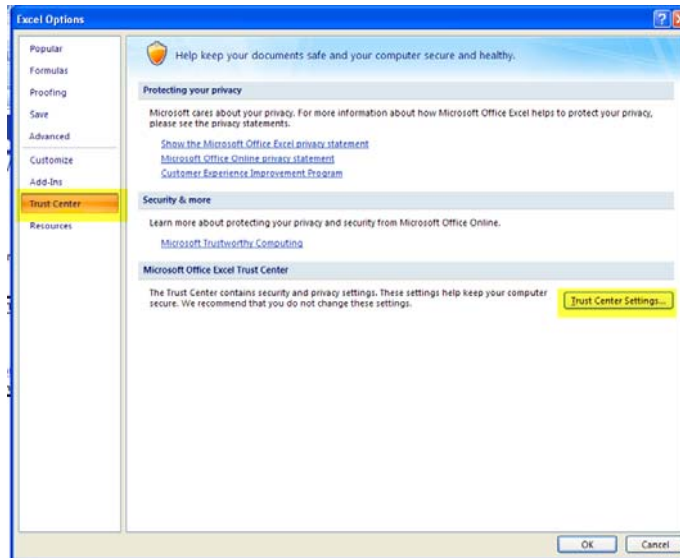


In Excel 2007, first click the **Office** button and then click **Excel Options** as shown below:

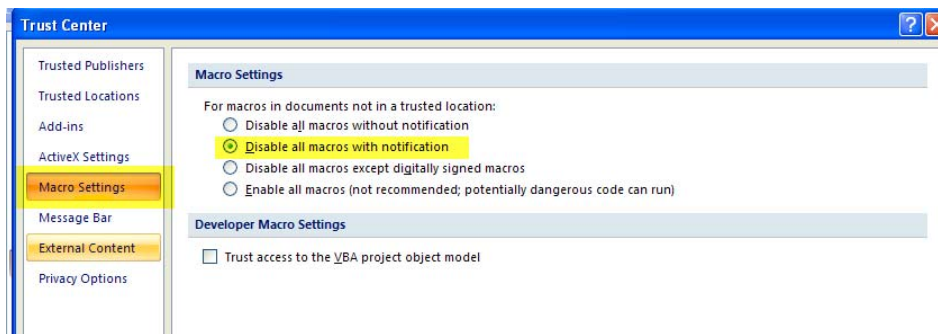


In Excel 2010, click the green File tab and choose Options.

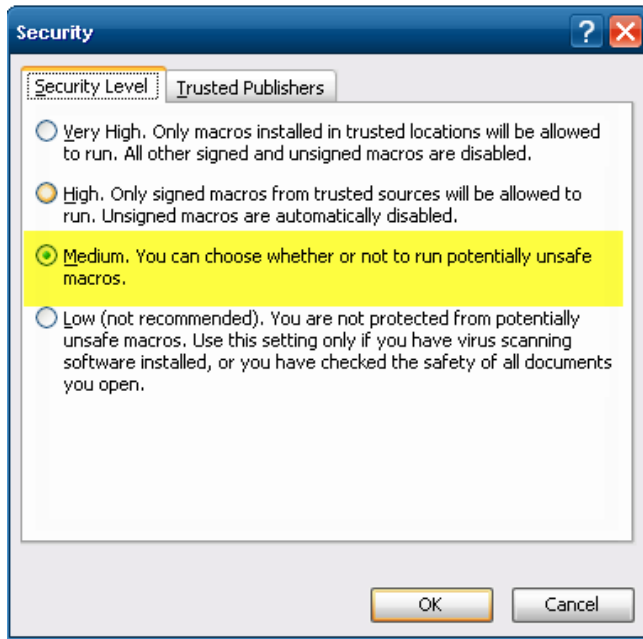
Then for both Excel 2007 and 2010 users, select **Trust Center** and then in the Trust Center section click on the **Trust Center Settings...** button as shown below:



Then select **Macro Settings** and ensure **Disable all macros with notification** has been selected as shown below:



This option is equivalent to the Medium Security settings in Excel 2003 as shown below.



Subject to the security level not being subsequently changed, you will not need to repeat this process.