



# Completing Your Tax Pack Autumn 2011

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# **Chapter 1**

## **Introduction**

### **About the Tax Pack**

The Tax Pack allows you to provide the information required to complete the CT600 computation for your company.

### **About this document**

This document guides you through the process of completing and returning your Tax Pack.

### **Microsoft Excel**

Please refer to Appendix A on page 14 for guidance on using Tax Pack with Microsoft Excel.



# Chapter 2

## Completing Your Tax Pack

### Loading the Tax Pack

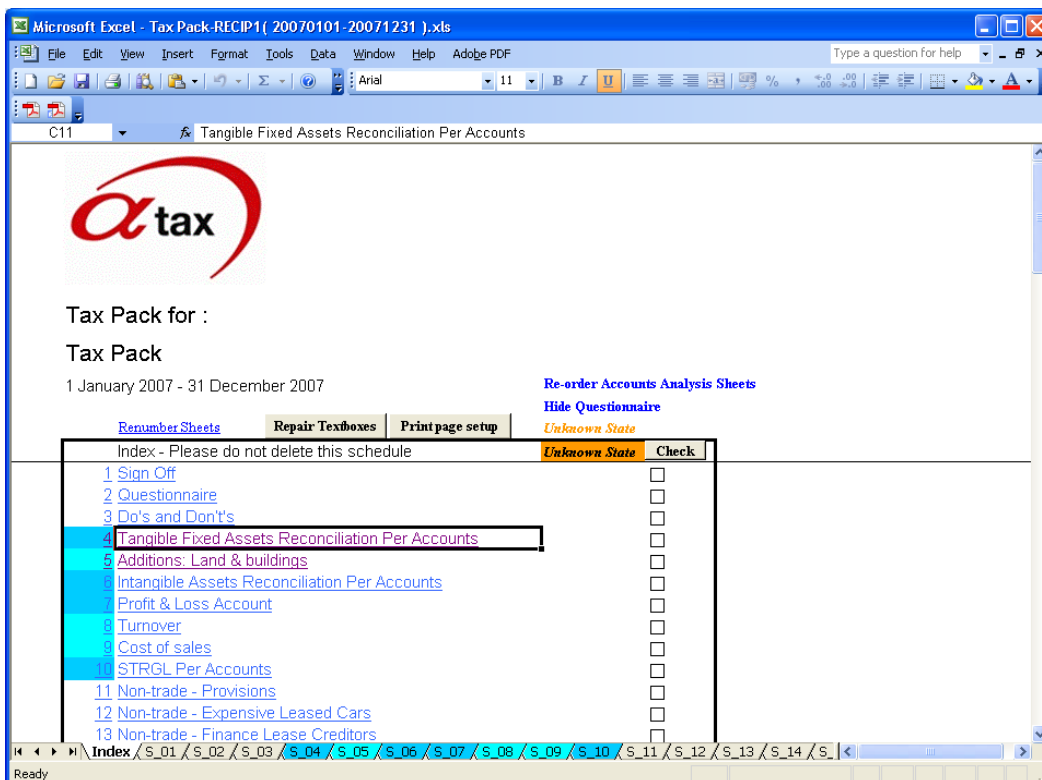
1. After you have received the Tax Pack, save it to your preferred folder (e.g. My Documents).
2. Ensure that the Tax Pack Help file (TaxPack.chm) is saved to the same location. **If the Help file is not in the same location, you will not be able to use the Help.**
3. Load Excel (ensuring that macros are enabled) and open the Tax Pack or just double-click the Tax Pack icon.

## Navigating the Tax Pack

The Tax Pack consists of an Index sheet, and a number of schedules.

Each Tax Pack is linked to a particular company and accounting period. You cannot use a Tax Pack created for one company / accounting period to provide information for another company / accounting period.

The schedule names on the Index page are all set up as hyperlinks. Clicking on the title displays the sheet. Similarly, each sheet has a hyperlink which will take you back to the Index.



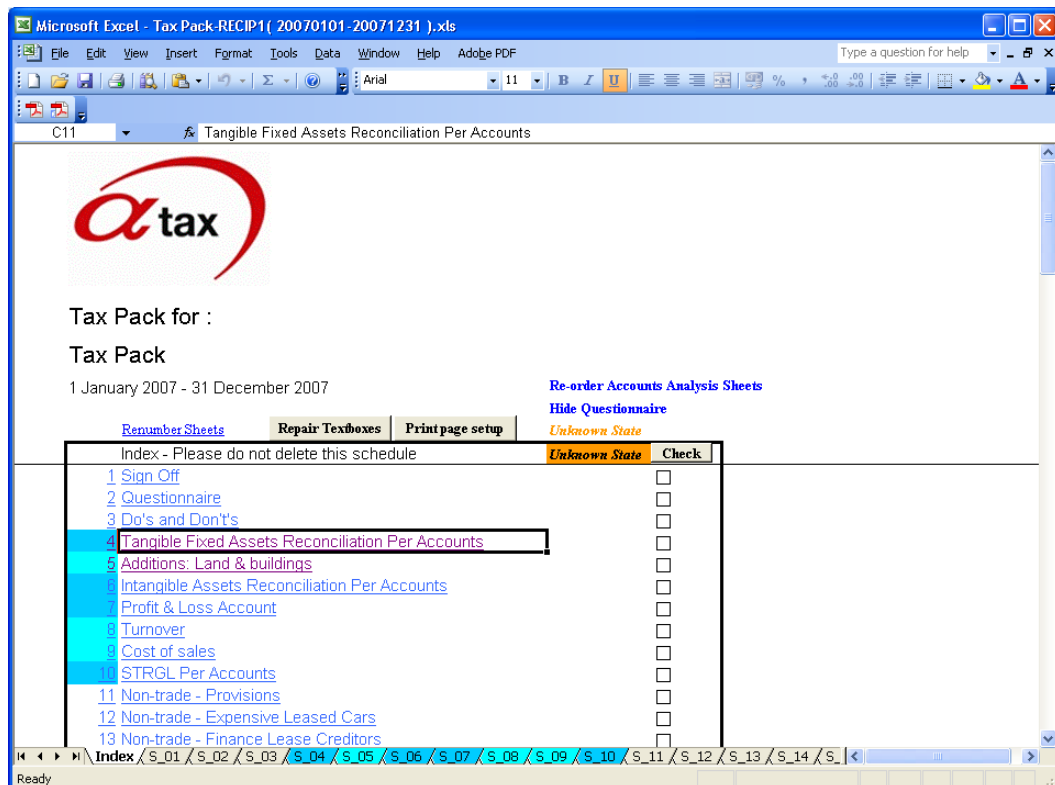
Each schedule has a checkbox which can be completed when that schedule is finished. The Index shows which schedules have been completed.

If Excel version 2002 or later is in use, to help identify other schedules on the Index page, you can change the tab colour for any schedule within the Tax Pack. For further details on Using Tax Pack with Excel, refer to Appendix A on page 14.

## Accounts Analysis schedules

If both Accounts Analysis and Excel version 2002 or later are in use, Accounts Analysis schedules will be displayed with blue in the Number column on the Index page. The tabs at the foot of the worksheet will also be blue. Any analysis sheets will be displayed with light blue.

Accounts Analysis schedules are displayed by default immediately after the Sign Off and Questionnaire schedules. If schedules are moved manually, you can use the **Re-order accounts analysis sheets** button at the top of the Index sheet at any time to list the sheets in the correct hierarchical order.



## Using the Accounts analysis schedules

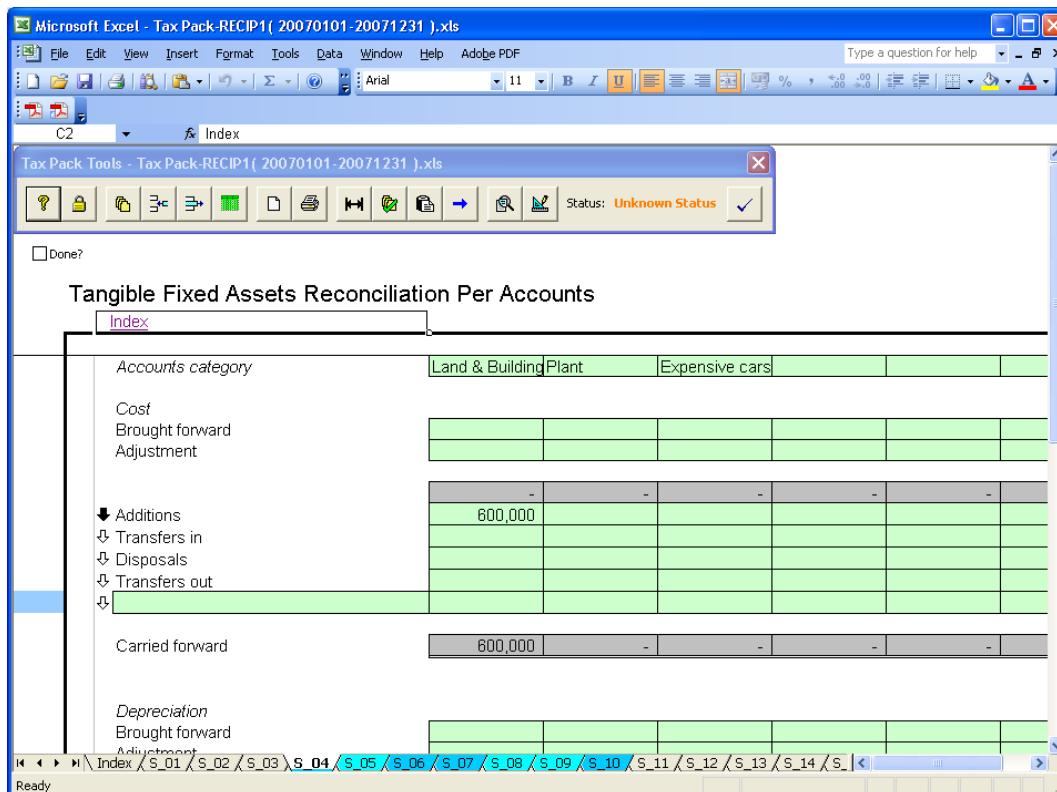
The following Accounts Analysis schedules may be included:

- 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
- 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

## Completing Your Tax Pack

From any of these schedules, users can create further analysis and sub-analysis schedules, as indicated by the arrow icon.

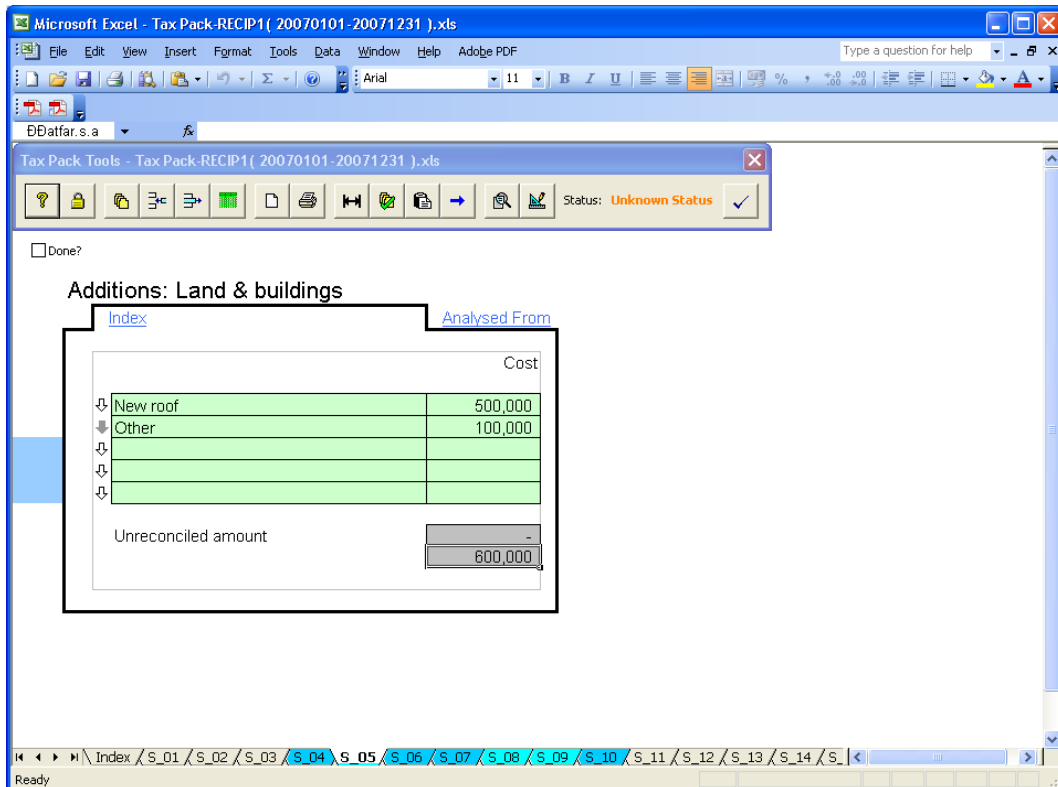
In the example below, the black arrow indicates that an Additions analysis schedule has already been created.



The grey arrow in the example opposite indicates that the item in the example above has already been tax-categorised within Alphatax indicating that an analysis schedule cannot be created for such rows.

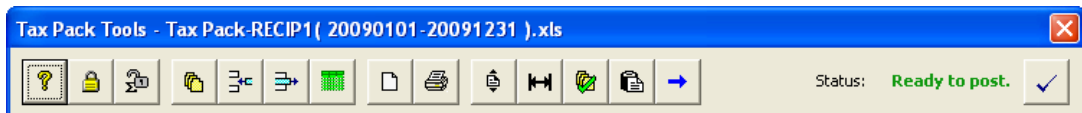
Where there is a blank arrow, you can create a new analysis schedule. Enter a description and amount and then choose the Insert schedule icon from the Tax Pack tool bar.

For further information on the Accounts Analysis or any other schedules, refer to the Tax Pack Help.




## Using the Tax Pack tool bar

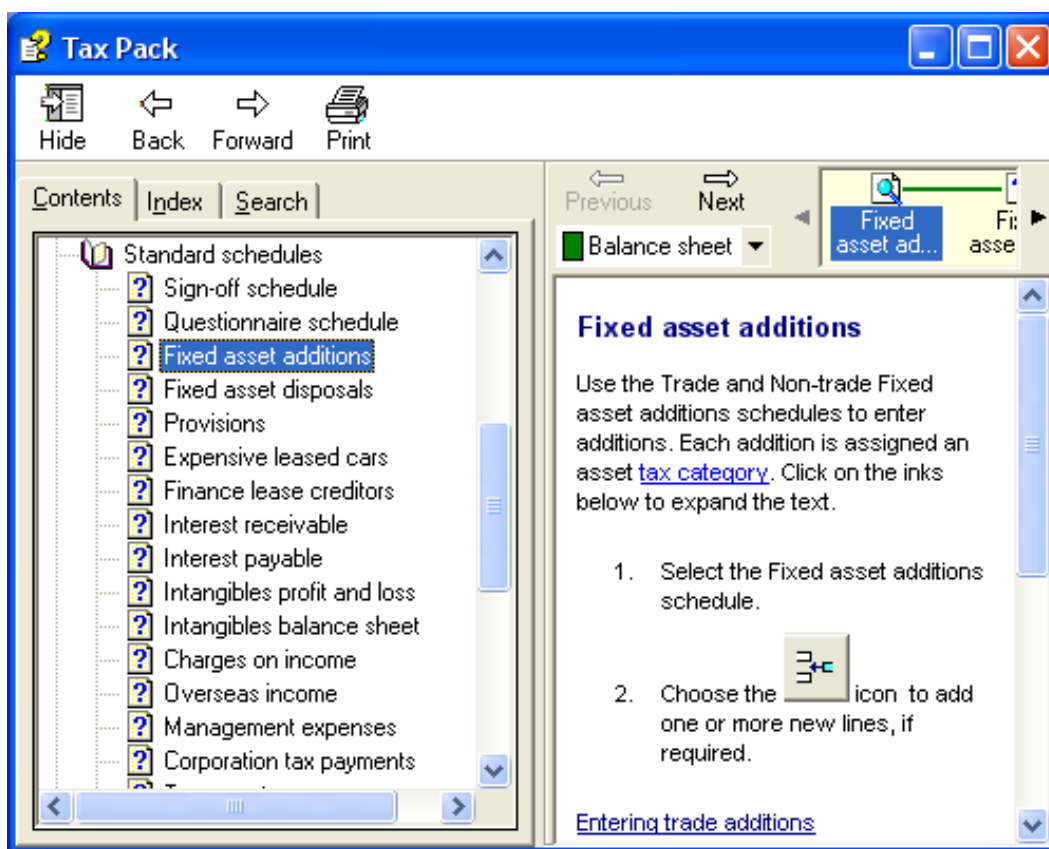
At any schedule except the Index, choose the **Tools** button to display the Tax Pack toolbar.



The toolbar will remain visible on every schedule.

## Using Help



-  The Help icon launches Help for the current schedule where context-sensitive help is available (currently available for all standard schedules).




*Note. Because this is a compiled Help file (in .CHM format), security settings on your system may mean that a warning message is displayed before you can open the file.*

Choose **Open** to load the Help file.

## Protection

-  The Lock/Unlock sheet icon has been introduced to unprotect Freeformats only. A message is displayed if users click the icon on standard schedules.
-  The Edit formulae icon enables you to unlock user-entered formulae for editing.

## Tax categoriser

-  The Tax Categoriser icon. For Fixed asset additions, Provisions analysis and Interest receivable, this icon launches a new Tax categoriser dialog (see the Help for details). For Capital disposals costs and Sundry items expenditure schedules, the icon launches an item selection box.

## Inserting and deleting rows



Use the Insert row icon to add new rows to a schedule. You can add multiple rows



Use the Delete row icon to delete rows. You can delete multiple rows.



Use the Show/Hide row icon to show or hide rows that have been exported from Alphatax without any values.

## Creating additional schedules



Use the Insert schedule icon to add a new schedule. Depending on where you are choosing to use the icon, this can be an Accounts Analysis sheet (if you are currently within an Accounts analysis schedule), a blank Freeformat schedule or a Freeformat template schedule. Full details are given in the Help.

## Printing

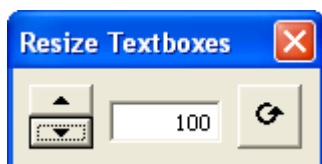


Use the Print icon to perform print page setup and to hide comments from being printed out, if required. Print setup will optimise print layout and allows you to set minimum zoom levels and specify whether to include Help topics in a print out.

## Other Tax Pack functions



Use the Resize Textboxes icon to enlarge or decrease the text box size.



Use the up and down arrows to increase or decrease the height of the text box by the specified increment. The default increment is 100 units. Use the Undo button to revert.



Use the Auto Adjust width icon to assign columns the optimum width for all schedules in the Tax Pack or for the current schedule only



Use the Automatic Tax Analysis icon to carry out an automatic reconciliation if required on any Fixed assets additions schedule.



Use the Paste Special icon to paste values only (that is without pasting format, styles, links etc).



Where Accounts Analysis is in use, use the Go to sub-analysis icon to navigate to the sub-analysis sheet of a cell, where a sub-analysis exists. A warning message is displayed if there is no sub-analysis.

## Dos and don'ts

The Tax Pack is designed for ease of use and, in most circumstances, all you need do is complete the schedules before returning the Tax Pack.

*Note. Advanced Excel features are not disabled when you work on the Tax Pack but we strongly recommends that you use them with care. For further details on using Tax Pack with Excel, refer to Appendix A on page 14.*

Do not insert worksheets from other workbooks and do not use pivot tables or charts.

In no circumstance should you rename the Index schedule.

## Using the schedules

For details on completing the schedules, use the Tax Pack Help. There is a Help page for each standard schedule. Click the **Help** button at the top of the schedule to access context-sensitive Help for that schedule.

## Ready for posting

Before a Tax Pack can be imported back to Alphatax it must be ready for posting.

Ready to post.



If not, **Click here to see errors** will be ticked.

**Click here to see errors.**



For information on errors, go to the **Error log** tab.

*Note. If you start to save a file that is not ready for posting, a prompt is displayed allowing you to continue working with the Tax Pack, aborting the save.*

## Saving the Tax Pack

Choose **Save** to save the Tax Pack.

## Returning the Tax Pack

If you are returning a completed Tax Pack, you should send it back to the sender either by Email or on a disk.



# 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.

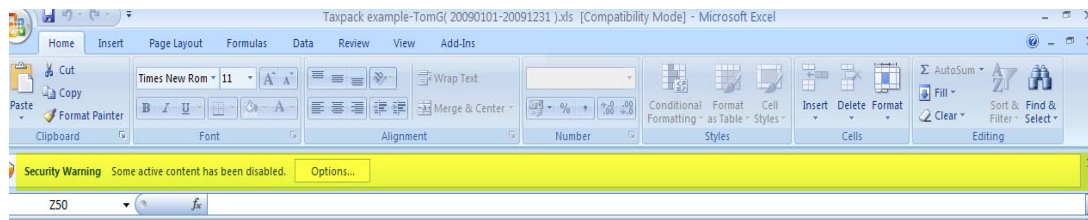
*Note. To set the Security level, select Security located under Tools followed by Macro from the Excel menu and then at the dialog box, select **Medium** (recommended) or **Low**.*

### Excel 2007 and 2010

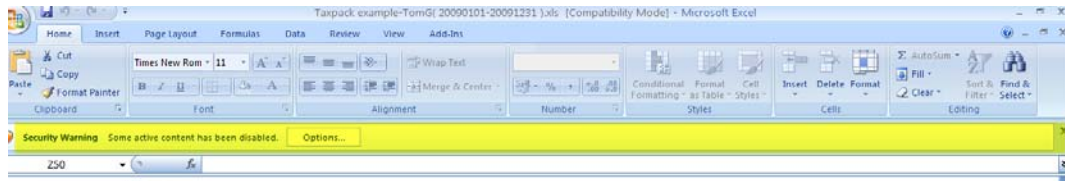
#### Opening the Tax Pack

On opening a Tax Pack in Excel 2007 and 2010, you should see the Security Warning bar.

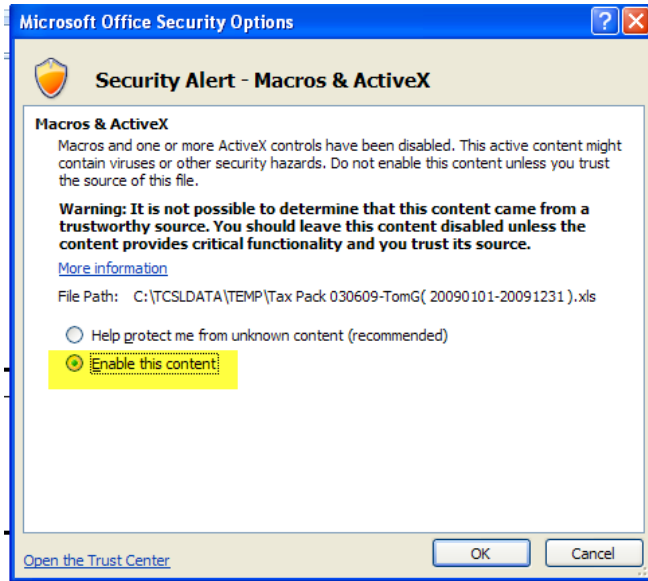
*Note. If you do NOT see the Security Warning bar, you should ask your IT department for advice about configuring your Excel security settings. For further information on security settings, see page 16.*



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

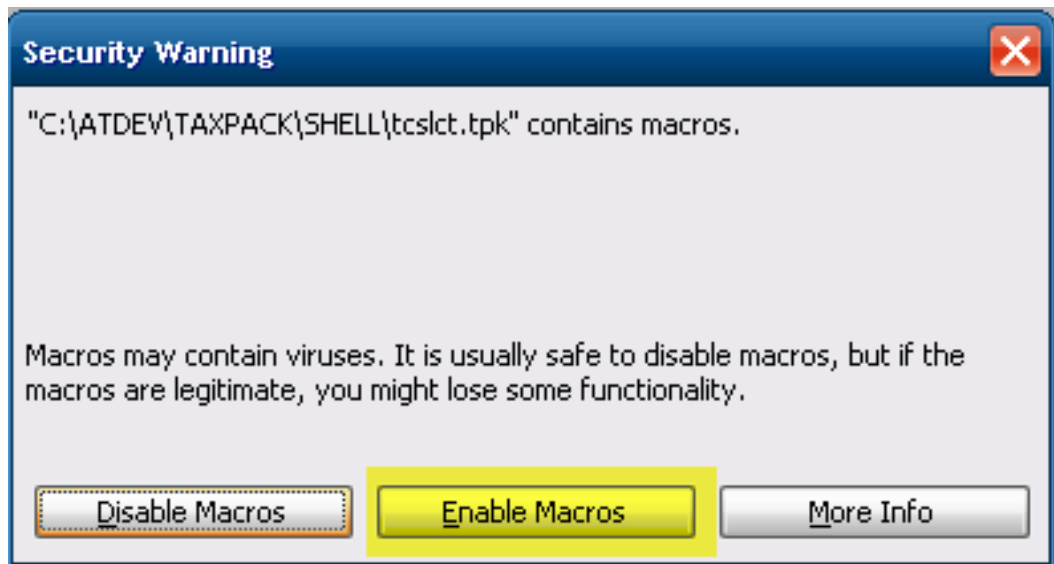


Select **Enable this content** after which the required macros will now run and will be activated for the session.



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.*

## Configuring Excel security settings

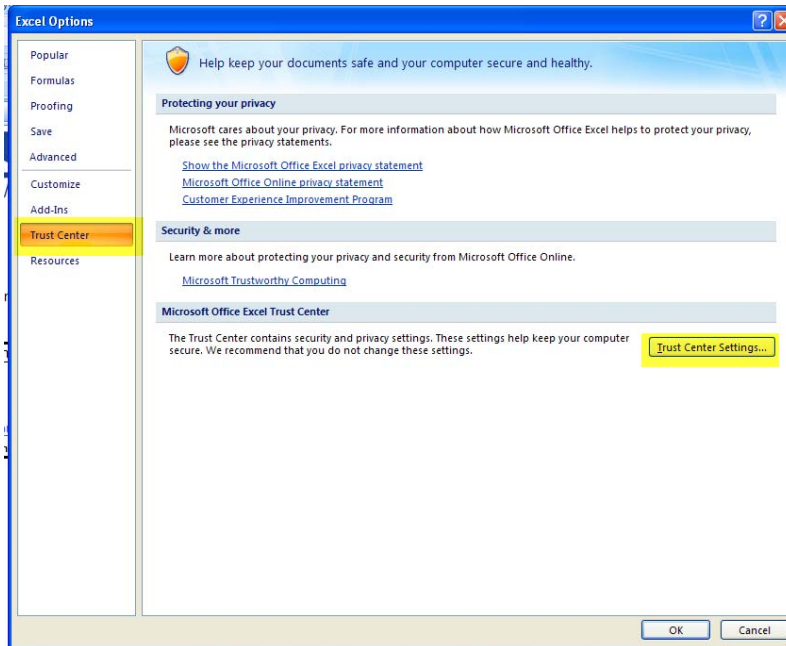
*Note. These notes are intended as a guideline only. You should consult your IT department if changes are required.*

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

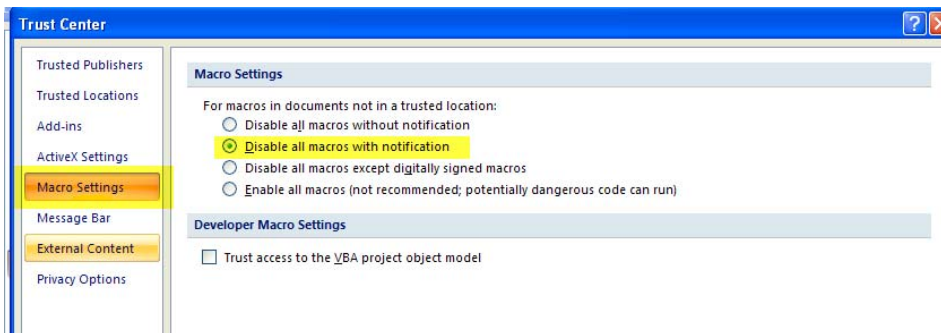


In Excel 2010, click the green File tab and choose Options.

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:

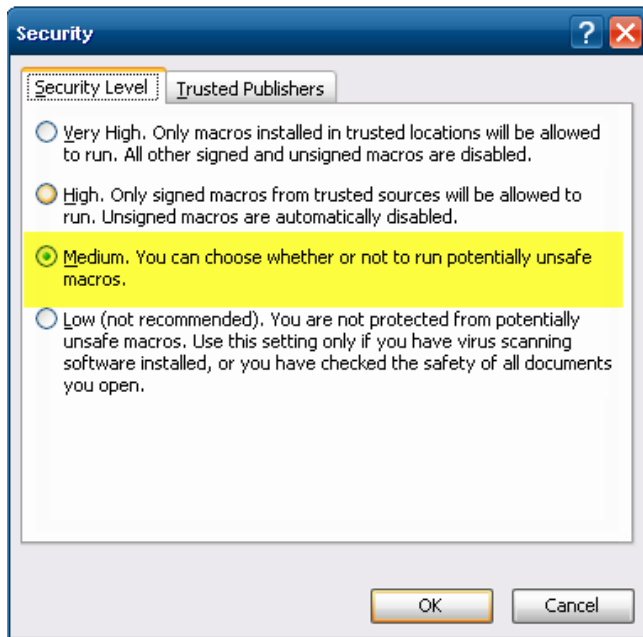


Then select **Macro Settings** and ensure **Disable all macros with notification** has been selected as shown below:



## Completing Your Tax Pack

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.