Access Digital Tax

Dimensions Connection Guide

About this Document

This Document

The purpose of this document is to provide guidance to people setting up Dimensions to work with Access Digital Tax.

About Access Digital Tax

Access Digital Tax is a user-friendly solution for Making Tax Digital. It shows information from HMRC and can undertake VAT Returns to HMRC for access accountancy products.

It is provided to customers through the Access SaaS platform, Access Workspace.

About Making Tax Digital

Making Tax Digital (MTD) is a new system from HMRC that will transform the current UK tax system, making it fully automated, digital and online based.

Starting with businesses with a taxable turnover above the VAT registration threshold (currently £85,000), there will be a requirement to digitally record and submit VAT returns online. This will be completed using Making Tax Digital compatible software like Access Digital Tax.

MTD will be rolled out incrementally throughout 2019, with an initial wave of organisations moving over in April 2019.

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Using Access Digital Tax

Overview

Access Digital Tax provides the ability to send and receive data from HMRC, to achieve compliance with the Making Tax Digital requirements for VAT returns.

It provides a full set of features including:

- View VAT Return
- View VAT Liabilities
- View VAT Payments
- Submit VAT Return
- Submit VAT Return as bridging software

Implementation Options

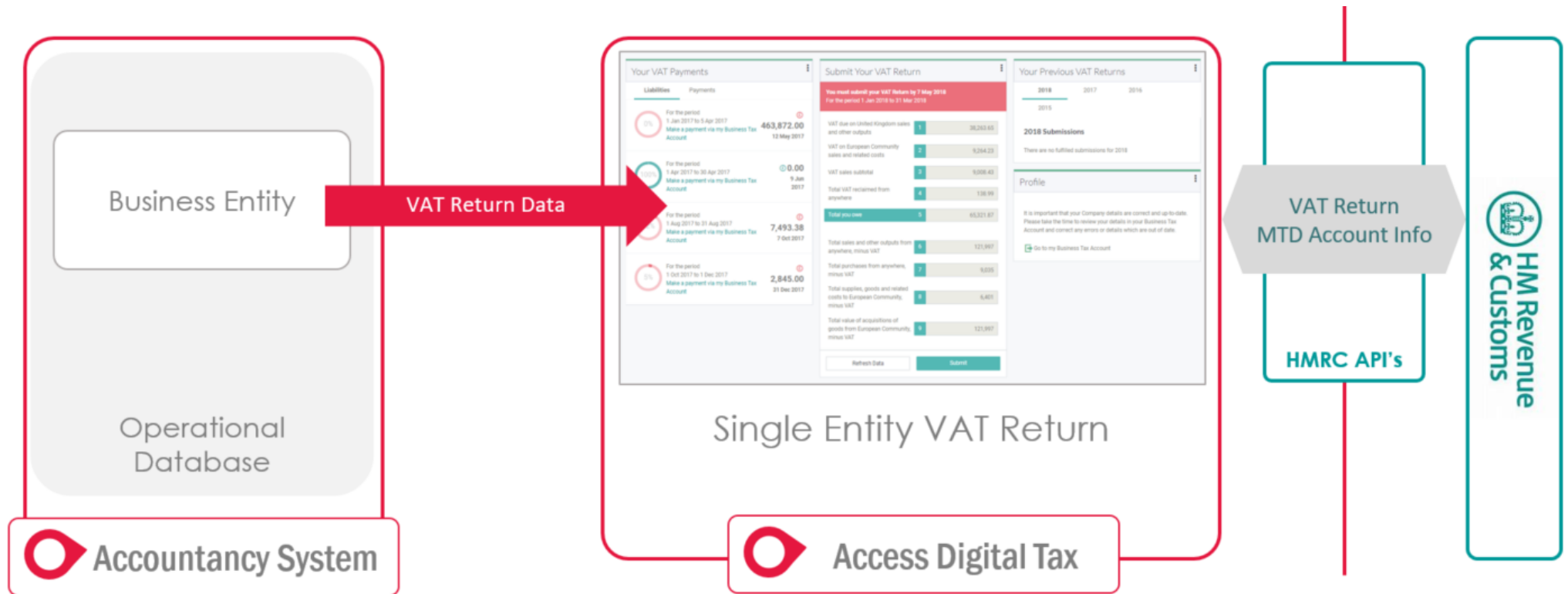Organisations have several options with how they setup and use Access Digital Tax. These include:

- Direct connection
- Spreadsheet import
- Separate submissions for different business entities (E.g. sub ledgers)
- Group VAT – combining VAT data from multiple sources

The following sections of the document explains the differences with these options and provides installation instructions for connecting Dimensions to Access Digital Tax

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Direct Link to a Single Database with a Single Business Entity

In this scenario, the organisation has a simple setup with a single accountancy system (e.g. Dimensions) which is directly connected to Access Digital Tax.

- Obligations from HMRC can be viewed and selected
- Corresponding VAT data is pulled from the accountancy system to Access Digital Tax
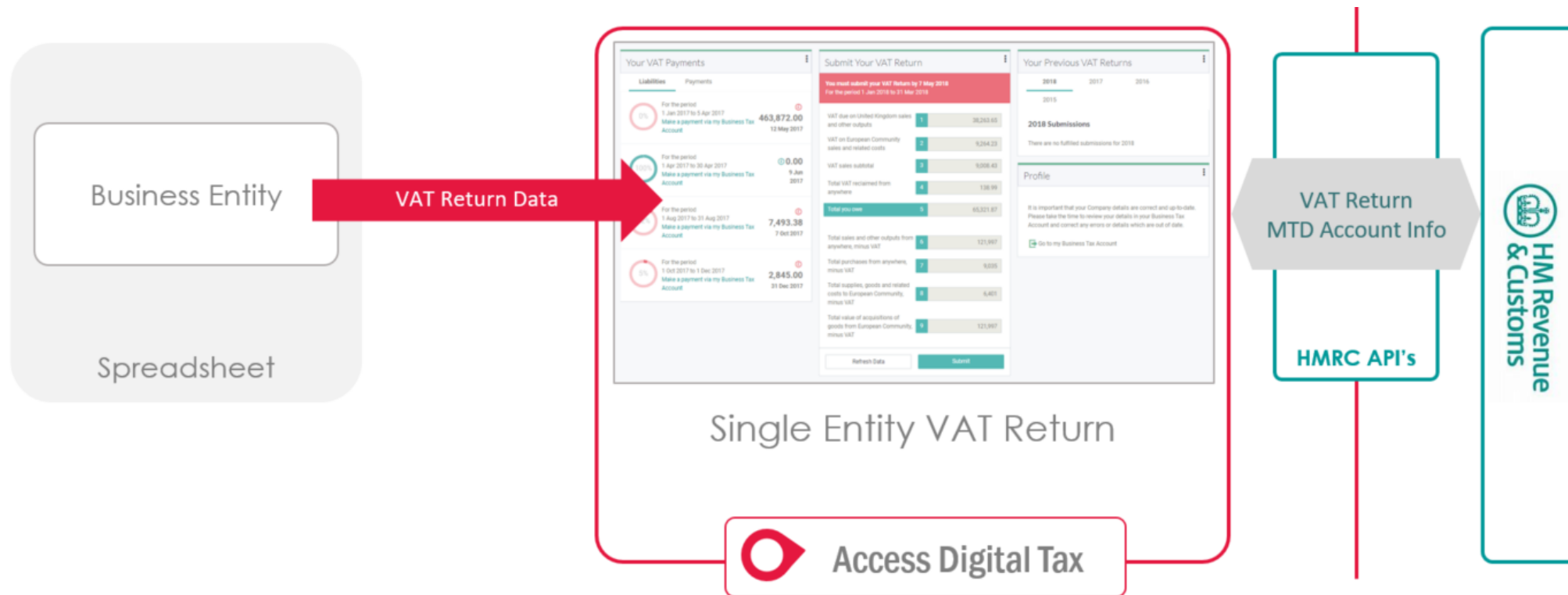- VAT data submitted from Access Digital Tax to HMRC

This pattern can be repeated if an organisation has multiple accountancy systems, which are all to be separately submitted to HMRC.

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Spreadsheet Import

Instead of directly connecting, organisations can choose to extract their VAT data to a spreadsheet and upload it

- Obligations from HMRC can be viewed and selected
- Corresponding VAT data is extracted to a spreadsheet file (just need the 9 totals)
- The spreadsheet file is uploaded to Access Digital Tax
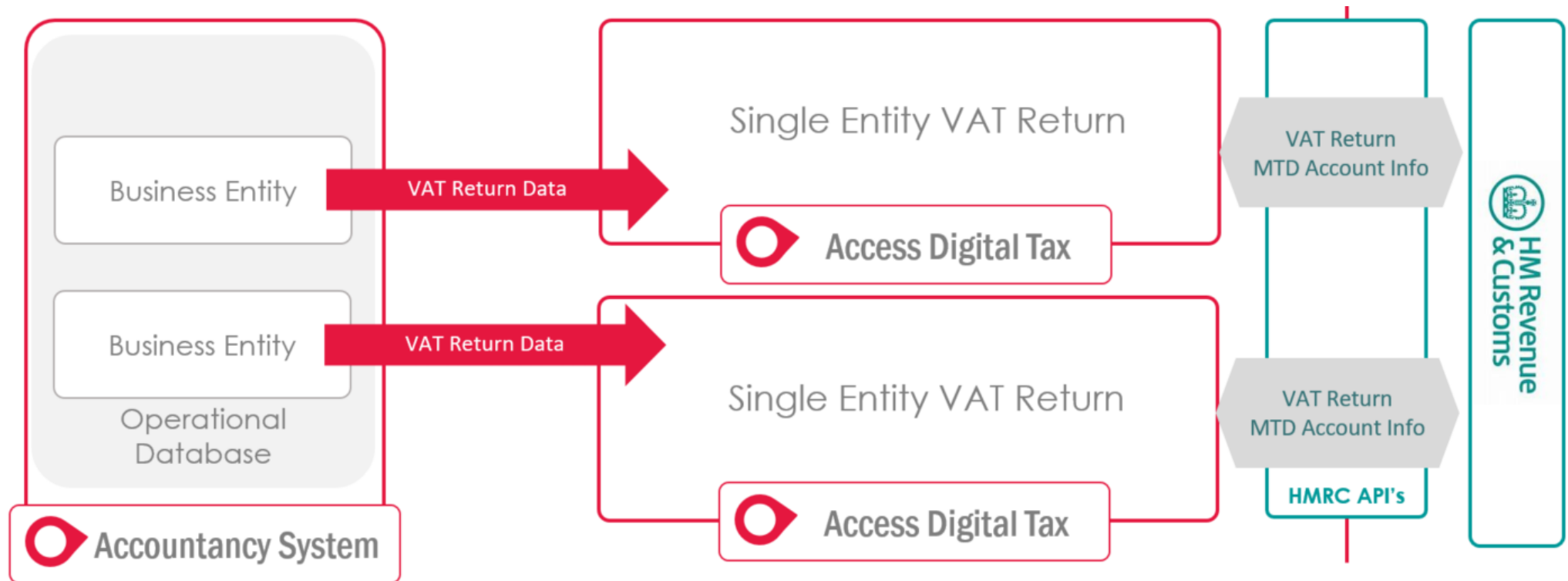- VAT data submitted from Access Digital Tax to HMRC

There is guidance on exporting Dimensions data to a spreadsheet page 17 of this document.

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Direct Link to a Single Database with a Multiple Business Entities

An Accountancy system supports multiple business entities within a single database (e.g. Sub ledgers within Dimensions).

- Each business entity linked to a different instance of Access Digital Tax
- Obligations from HMRC can be viewed and selected
- Corresponding VAT data (for that business only) is pulled from the accountancy system to Access Digital Tax
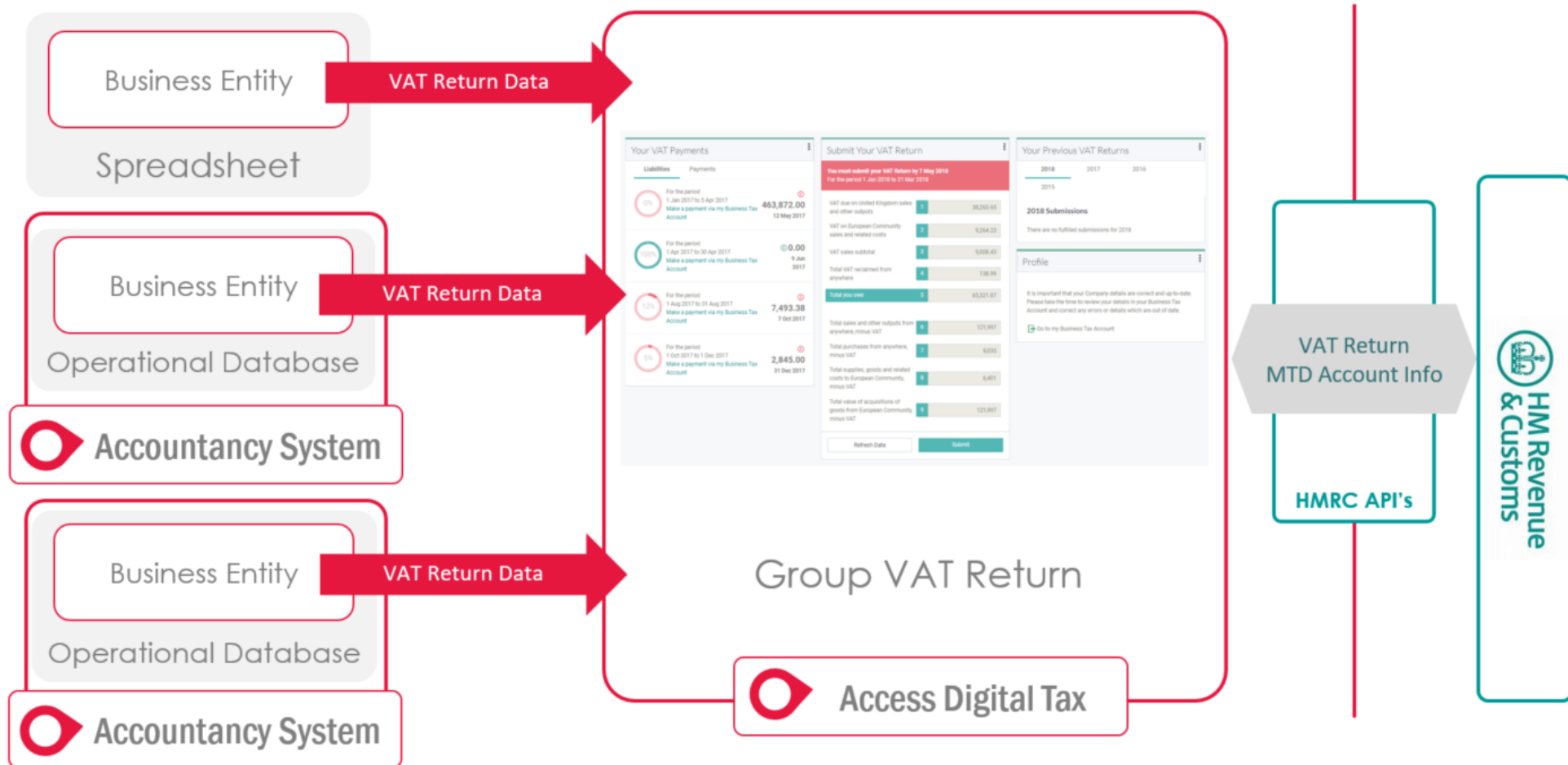- VAT data submitted from Access Digital Tax to HMRC

This can also be supported with a single instance of Access Digital Tax and changing the setup details.

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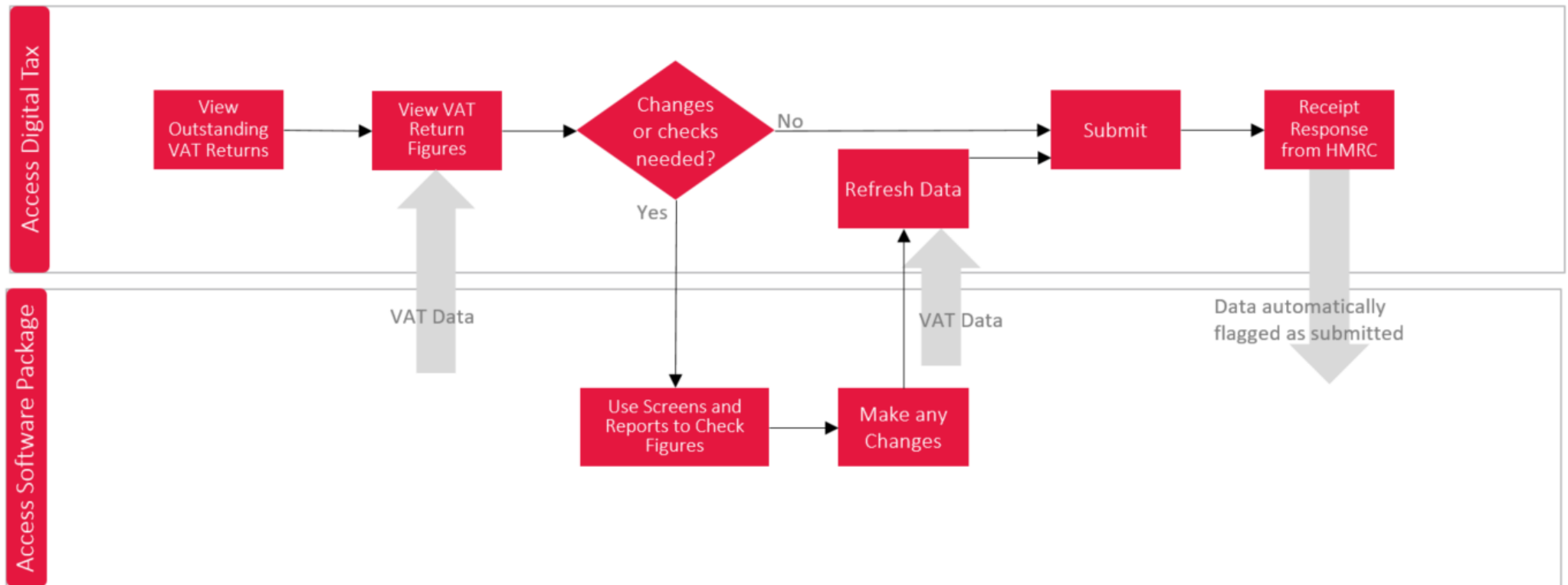## Group VAT – combining VAT data from multiple sources

The organisation has multiple different source for VAT data, which are to be pulled together for combined Group submission to HMRC

- VAT data pulled or imported from multiple sources into a single instance of Access Digital Tax
- Can be any combination of spreadsheets and accountancy systems
- VAT data pulled from each source and combined total shown in Access Digital Tax
- Combined totals submitted from Access Digital Tax to HMRC

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Using Dimensions with Access Digital Tax

Below are the steps for using directly linked Dimensions with Access Digital Tax:

Important Points:

- Access Digital Tax automatically pulls VAT Data (the 9 fields) from Dimensions.
- It uses the dates from HMRC to run the normal calculation within Dimensions.
- If Dimensions is set to calculate VAT by periods, the calculation will include all transactions up to the period that relates to the end date from HMRC.
- IMPORTANT if calculating VAT by periods, your period dates in Dimensions must match the dates set on your HMRC VAT Account
- At the point of submitting, a final check is done to see if any changes have happened in Dimensions. If the VAT figures have changed, the user is warned and submission paused.
- Once VAT data is successfully submitted to HMRC, Access Digital Tax will automatically mark transactions as submitted within Dimensions.
- No need to mark transactions as submitted within Dimensions - the ability to do this is removed when Access Connect is installed.

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Connecting Dimensions

The following is guidance for customers on setting up Dimensions to connect to Access Digital Tax.

Directly Connecting Dimensions to Access Digital Tax

Dimensions can be setup to integrate directly with Access Digital Tax. This is done using a tool called Access Connect.

Perquisites:
- Dimensions users will need an unlock code to enable aCloud syncing if they have not already done so. This will need updating on the server hosting Dimensions.

- The server that access connect is to be installed on will need at least .NET Framework 4.6.2 or later. The installer will instigate the installation of .NET Framework but the server will need to be restarted before you can continue with the installation

- Setup is needed by Access before installation of Access Connect. Please check this has happened.

Please Note:

- The first step is to add Dimensions user to Workspace and Access Digital Tax (instructions below)

- Access will confirm when Access Connect can be successfully installed and provide the necessary keys

- An Access Connect installation package is provided

- There are different Access Connect installation packages for different Access accountancy products

- The installation package includes:
    o Access Connect
    o Stored Procedures which will be added to the Dimensions by the setup process

- A single instance of Access Connect can connect to a maximum of 25 instances of Dimensions. If you have more than 25 instances of Dimensions please ask for additional guidance on setting up multiple instances of Access Connect.

Important - Compatibility: This approach is only support for Dimensions version 2.51B and above.

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Adding and Linking Dimensions Users to Workspace and Access Digital Tax

Before installing Access Connect, you will need to setup a Dimensions user to use Workspace and Access Digital Tax.

If the ability to do this is not present in Dimensions, you will need to request an unlock code to enable aCloud syncing.

Add a Dimensions User to Workspace

Please follow these steps within Dimensions:

1. Within the System > Security group use the 'Send Invites' option

2. The 'Invite Users to aCloud' list window opens

3. Select a user and click on the Enter Email Addresses icon on the toolbar

4. Enter the email address for the user

5. Select the same user again and click on the green tick

6. Answer Yes to the question 'OK to send Invites to the selected Users'

7. Write a message for the user that you are inviting and click on the green tick

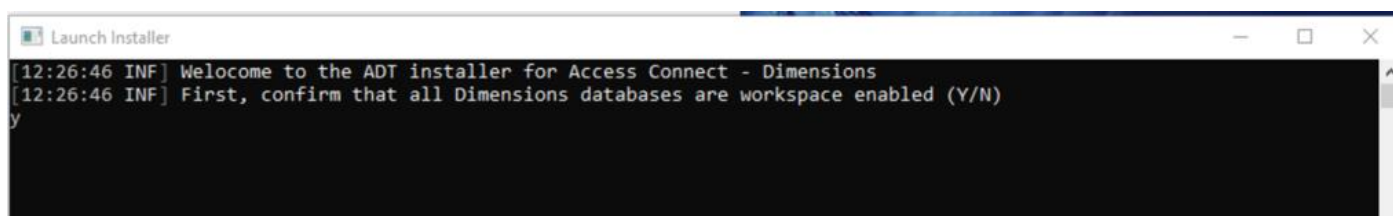## Set a Workspace User to use Access Digital Tax

Once a user has been added to Workspace, administrators can set which Workspace applications they can use, including Access Digital Tax.

1. Click on the Members icon near the top right corner

2. Find the user in the list

3. Click on the **Actions** menu and select **Manage Roles**
   A list of the available Workspace applications is displayed

4. Set **User** against **Access Digital Tax**

5. Use **Save**

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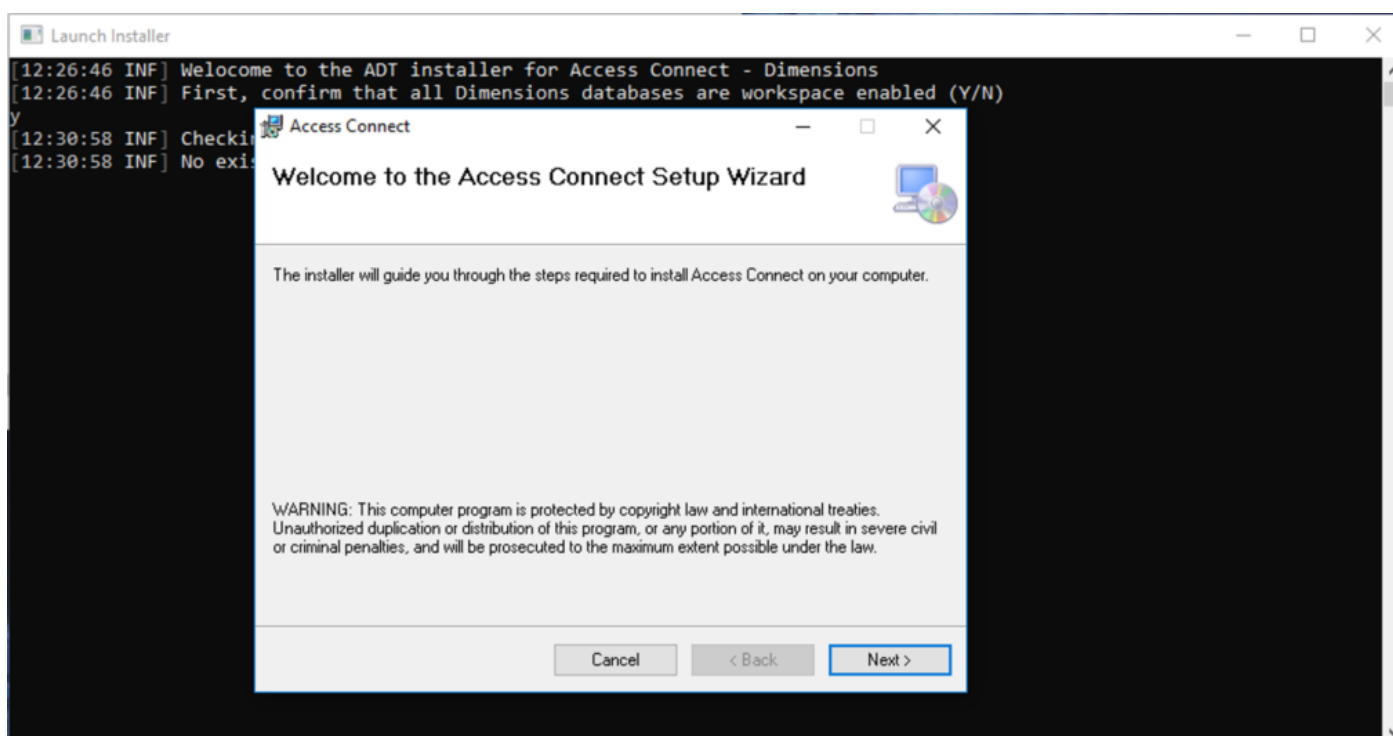www.theaccessgroup.com

Access Connect Installation and Setup Instructions

It is recommended that the following steps are completed by your IT team, or someone with Administrator access and the details of the Dimensions Database.
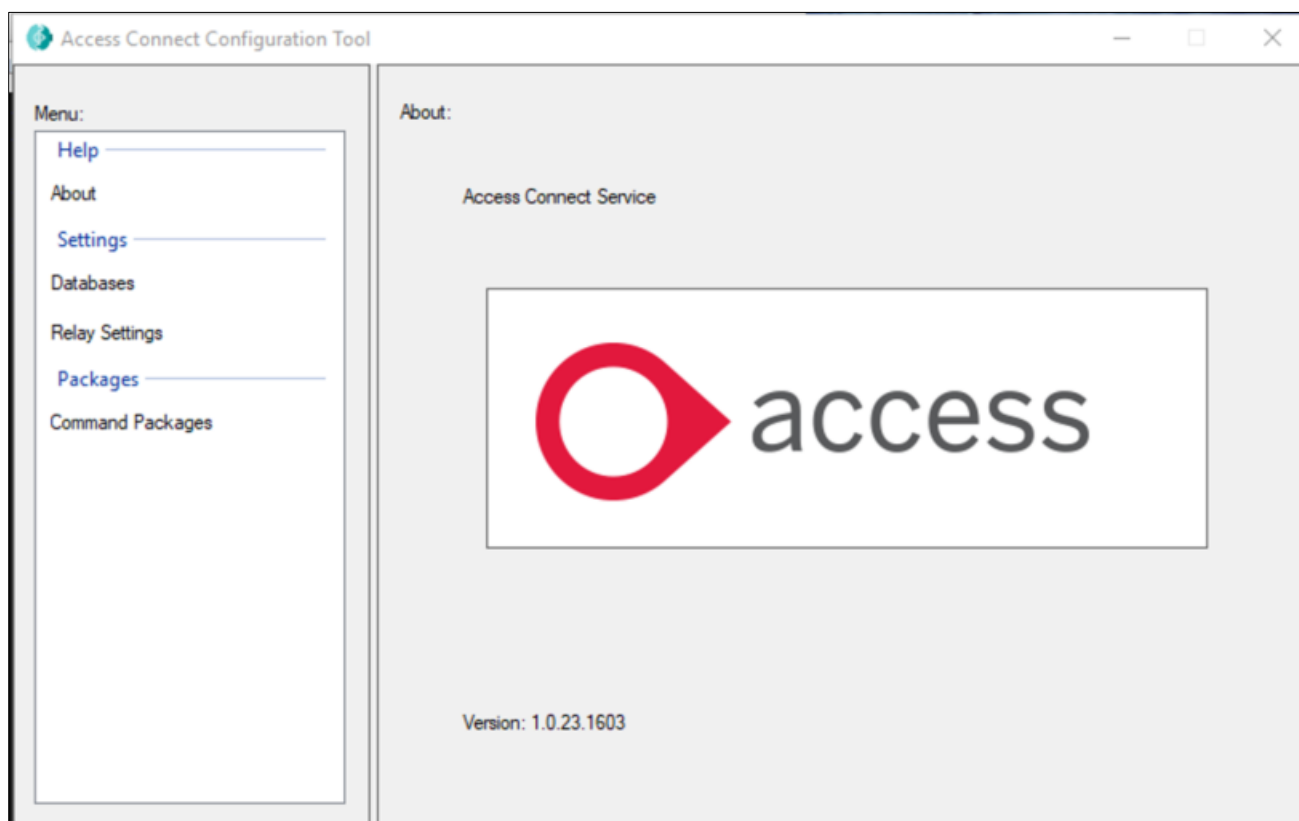
1. Identify a suitable location for installation of Access Digital Tax. The location must:
    - Be able to access the Dimensions database
    - Be able to access the Internet
    - A server which will not be turned off is strongly recommended

2. Logon as an administrator able to install programs in this location

3. Unzip the installation package files in this location

4. Launch the installation process by running as an administrator: AccessDigitalTax.Connect.Installer

5. Enter **Y** to confirm that the Dimensions databases are ready to be connected to Workspace.

6. The Access Connect installer is launched. Follow the instructions on screen:

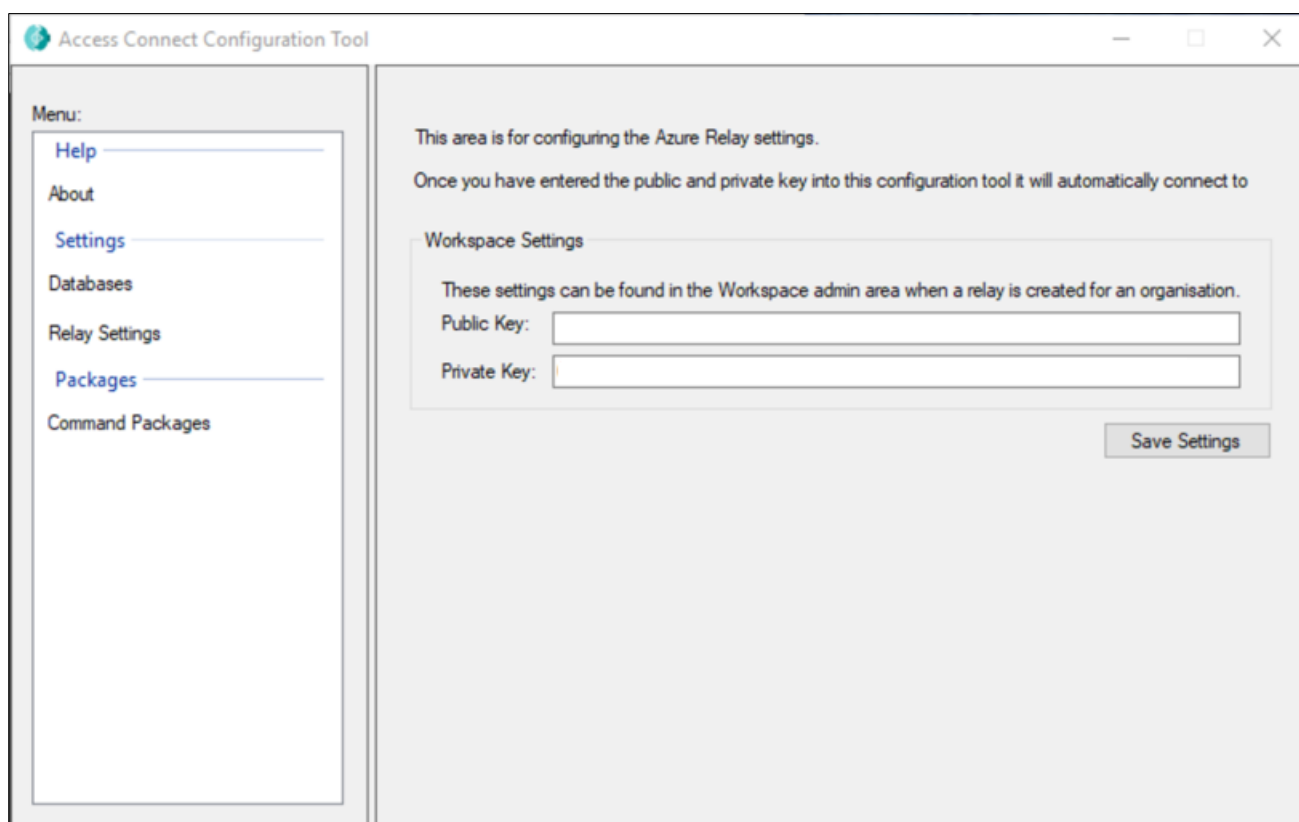consulting | software | solutions
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7. Once installation is complete, the Access Connect Configuration Tool is launched:
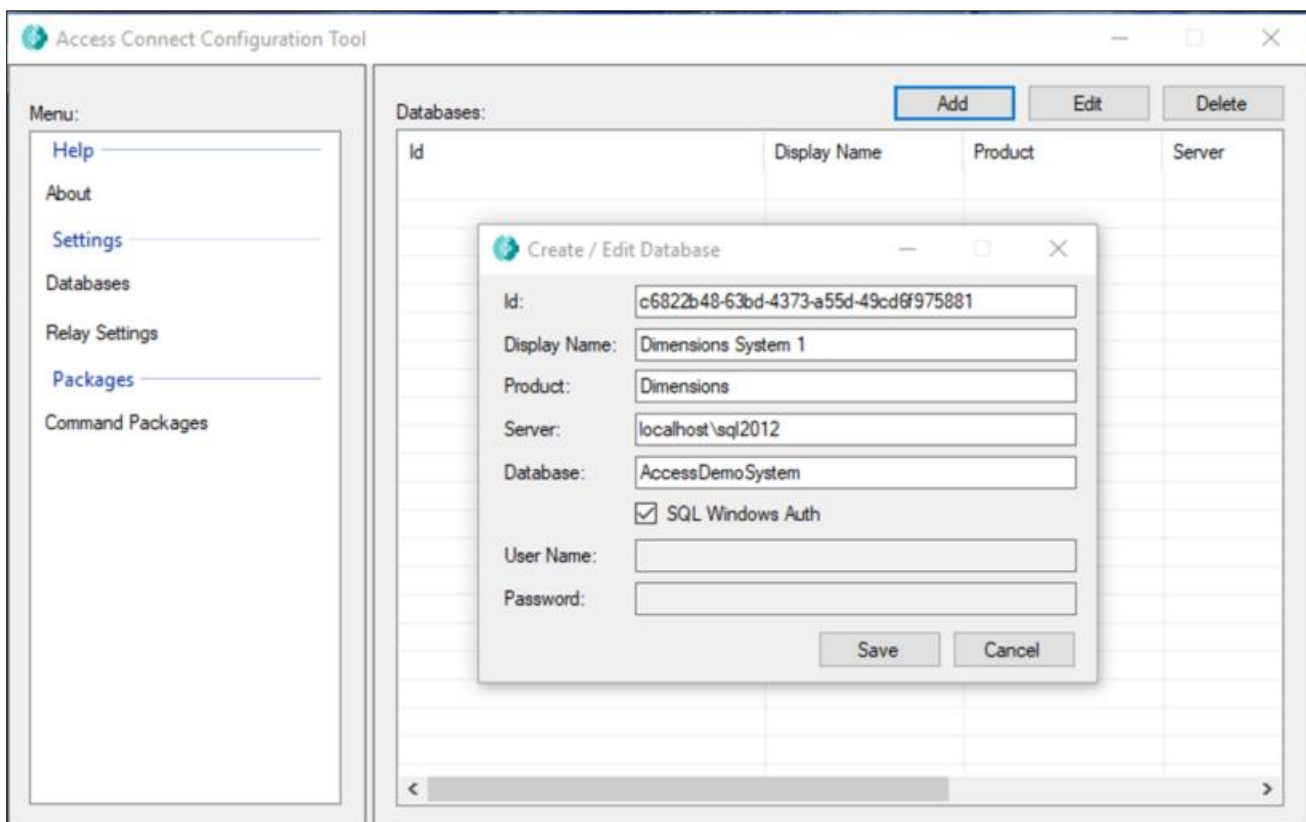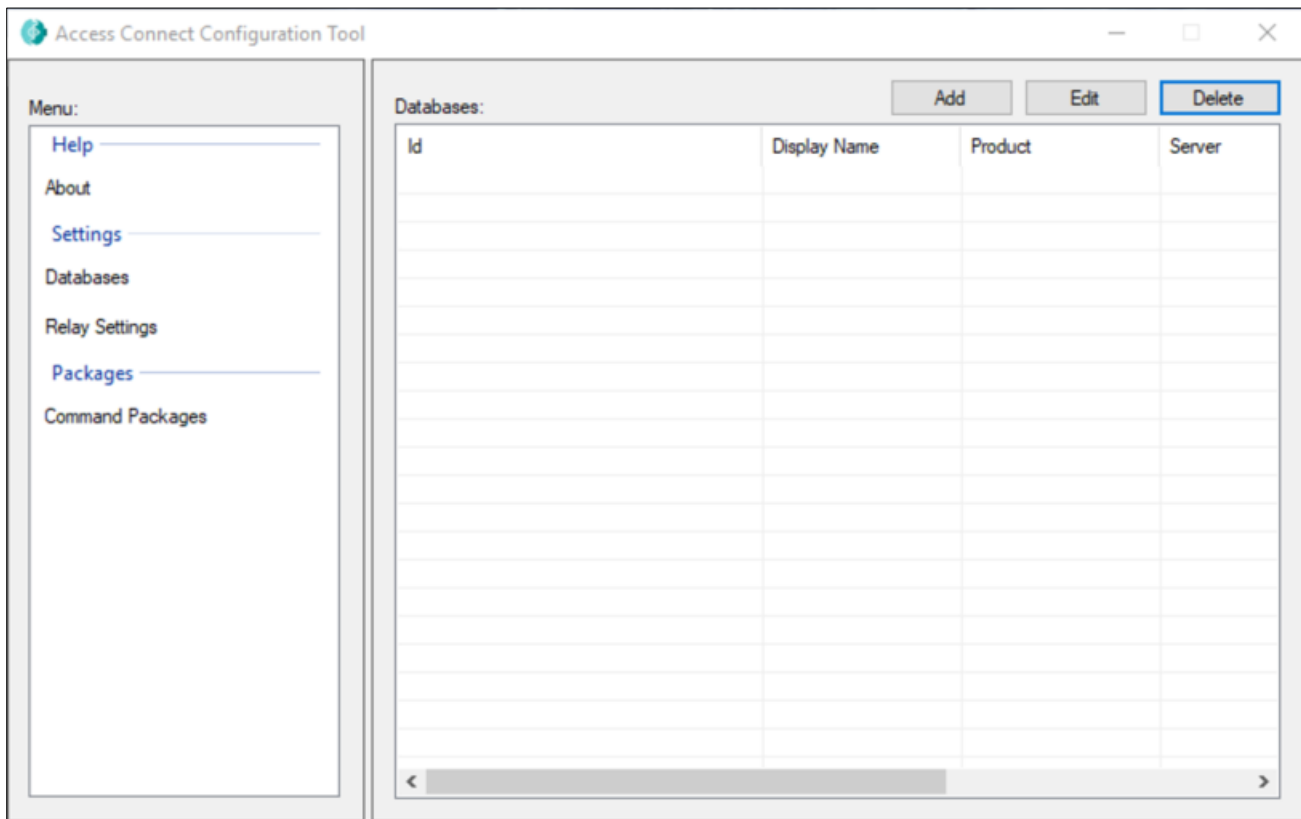

8. Click on **Relay Settings** and enter the Public and Private keys provide by Access:
   - This is a unique key to keep the connection secure and to the right instance Organisation

Please note: there is a known issue with lack of feedback on using this save button.

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9. Click on **Databases** and enter the details for the Dimensions database you wish to link to Access Digital Tax:

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Field	Description
Id	Auto generated ID for the database
Display Name	Name for the Database to be displayed in Access Digital Tax
Product	Product. Please enter "Dimensions"
Server	Server Name
Database	Database Name
SQL Windows Auth	Set if SQL Window Authorisation being used to access the database
User Names	User Name to access the database
Password	Password to access the database

10. If connecting to several Dimensions databases, please Add all of them.

11. Click on the **X** button to close the Configuration Tool

12. The installation process will complete.

Please note: please press 'Enter' to exit, rather than any key.

Final Steps Post Installation
Following installation the Access Connect Service will need updating to use admin credentials, which has access rights to the SQL server.
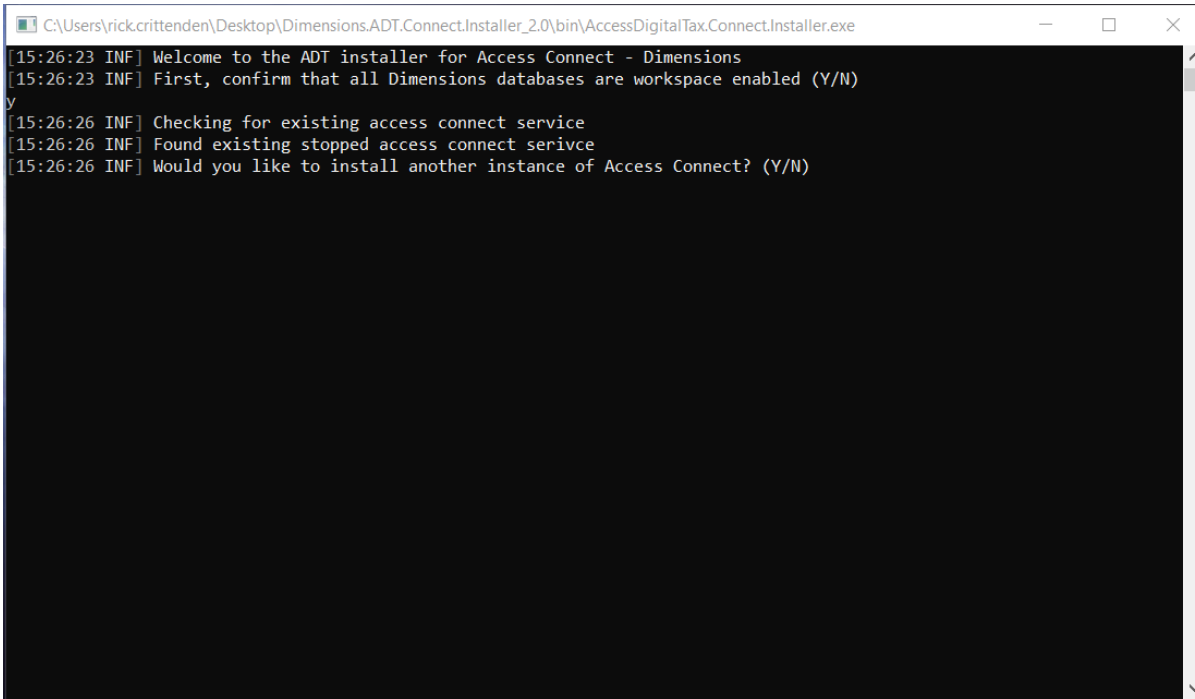
13. Display the Services and find 'Access Connect Service'

14. Right click on the on the 'Access Connect Service' and click **Properties**

15. Change the Log On details to an account with admin credentials, which has access rights to the SQL server.

16. Restart the 'Access Connect Service'.

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Update an Access Connect Installation

This section covers instructions for making changes and updates to your Access Connect installation. For example if there is an additional Dimensions database.

1. Launch the installation process by running as an administrator: AccessDigitalTax.Connect.Installer

2. Enter **Y** to confirm that the Dimensions databases are ready to be connected to Workspace.

   The installer will check for existing access connect services and give you the option of installing another instance:
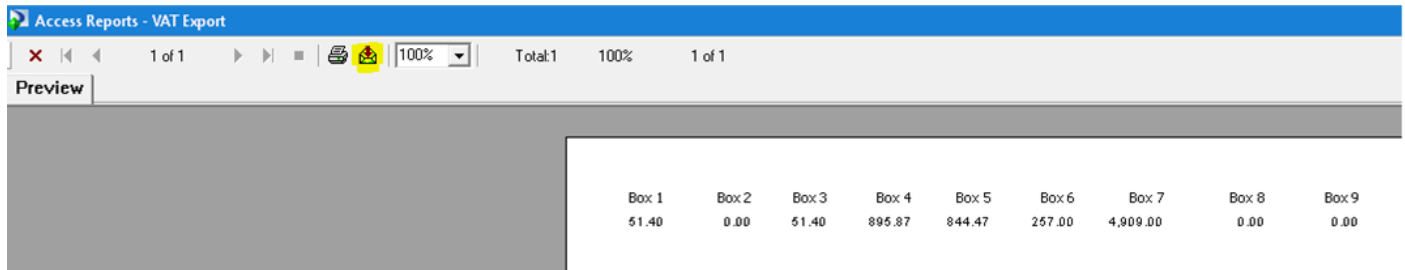

3. Enter N to indicate that a new installation is not required.

4. The install is now displayed and any required changes can be entered and saved.

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Exporting Data from Dimensions for File Upload

A crystal report is now available which extracts the nine VAT Fields from Dimensions, using the normal VAT Return calculation.

If the organisation has chosen not to directly link Dimensions to Access Digital Tax, this report can be used for your VAT Returns:
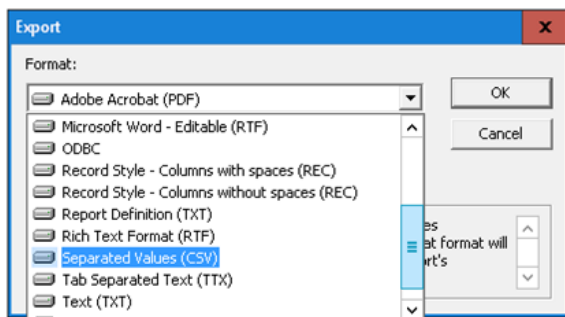
1. Run the normal VAT Return reports in Dimensions to calculate the VAT data and to mark transactions as submitted

2. Add this new report to Dimensions

3. Use the new report to extract the VAT data for the right date/period range:
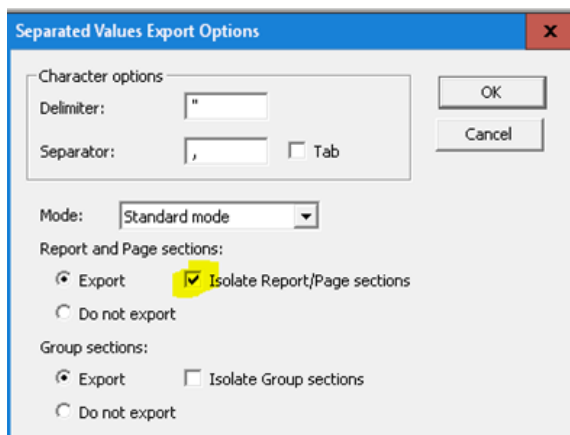
4. Use the export button:

Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9
51.40	0.00	51.40	895.87	844.47	257.00	4,909.00	0.00	0.00

5. Select CSV file:

6. Tick the option so that the headers appear separately from the data:

7. Save the file

8. Within Access Digital Tax, ensure it is set to use Upload File

9. Upload the file within Access Digital Tax and select which cells contain the VAT data

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Frequently Asked Questions

Why is Access Digital Tax in Workspace?

We have provided Access Digital Tax via Workspace for several reasons:

- As a cloud based Software as a Service solution Access owns the responsibility for keeping Access Digital Tax up to date. So for example, if there are changes to linking with HMRC, we can simply update Access Digital Tax for all of our customers, without you needing to upgrade any software yourselves.

- Workspace is core to the future plans of Access and you can choose to get more use from it

- If you choose to move between different Access accountancy products, Access Digital Tax can continue to work for your organisation

Who can I speak to if I have issues with the VAT return?

Additional guidance will be published on the Knowledge base prior to Making Tax Digital going live. If necessary issues can be escalated to Access Support.

When issues occur, Access Digital Tax will indicate if the issue is on the Making Tax Digital side, in which case HMRC should be contacted.

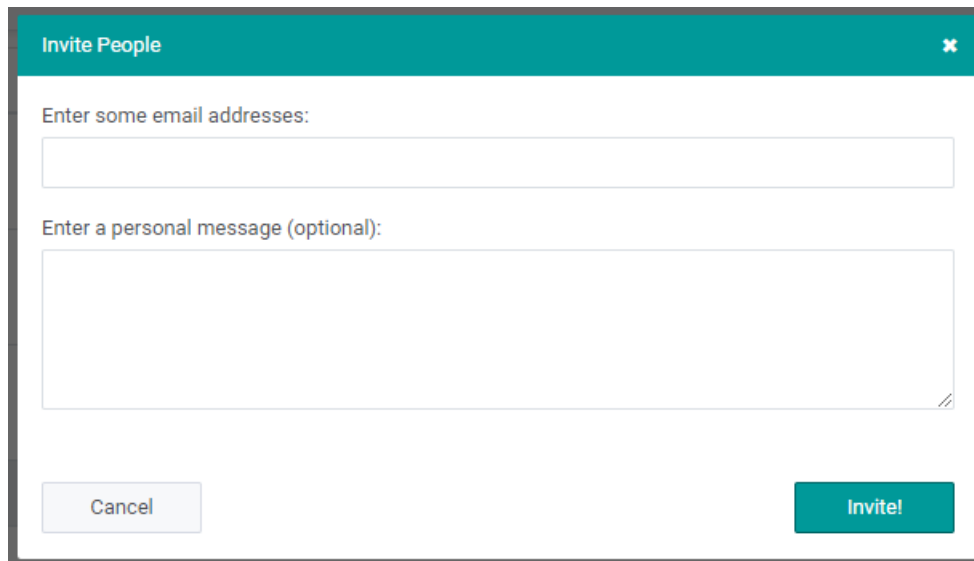## Why do I see Different Figures in Dimensions to Access Digital Tax?

Access Digital Tax runs the same calculation / code as when using Dimensions. The following are the only reasons the figures can be different:

1. Changes have been made in Dimensions since the last time the VAT Data was refreshed in Access Digital Tax

   Please try **Refresh** within Access Digital Tax.

2. A different date or period range is being used within Dimensions to the date range sent by HMRC.

   If Dimensions set to calculate VAT by dates, please check that the dates being entered within Dimensions match those requested by HMRC. Access Digital Tax will always use the correct dates.

   If Dimensions set to calculate VAT by periods, please check that the Periods in Dimensions match the setup on your HMRC VAT Account and you have entered the correct period range in Dimensions

3. The data you are viewing in Dimensions is for different legal entities (VAT Groups and Sub Ledgers), to those selected in Access Digital Tax

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How do I invite someone to Workspace?

Click on the Members icon near the top right corner and use the Invite People button.

Enter the required details and confirm the invitation:

You can also add user to Workspace via Dimensions. See instructions on page 11 of this document.

How do I add someone to Access Digital Tax?

Once they have been added as a user of Workspace (see above), follow the instructions on page 11 of this document.

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