

ICAEW Accreditation Scheme

Personal & Partnership Tax Software Evaluation

Digita Thomson Reuters

Digita Personal, Business and Trust Tax Version 11.5



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1 Summary

1.1 Introduction

Personal and partnership taxation software is regarded as an essential tool in most modern tax practices. As part of a suite of tools designed to enhance a practice's productivity, it should integrate easily with accounts production software in the capturing of key data, and work well with client communication tools such as word processing and email. Its functionality will include computational accuracy and completeness as well as the ease with which tasks and their progress can be managed within the practice.

The personal and partnership taxation questionnaire has been designed to review the main areas of functionality of personal and partnership taxation software and the evaluation process is designed to assess whether the software under review meets the functional criteria as laid out in the questionnaire. This should therefore allow the prospective purchaser to judge the software's suitability for purpose: i.e. how comprehensively does it perform against the purchaser's requirements?

Potential users will also want to assess whether the software is suitable for their practice, not only in terms of the size of the practice (e.g. number of users) and the numbers of clients for which it can be used, but also whether it is expandable, if there are any limits to expansion and how well the software is supported, not only now, but in the future including product development and enhanced functionality.

Also relevant will be the question of whether the software fits with the way the practice works –i.e. is it easy to learn and to use, to teach to new users, to mould to the practice's style of working; will it contribute to developing and enhancing the practice's productivity and become an essential tool for client service?

Prospective purchasers will need to make their own judgements on these questions when they assess this and other software available to them.

1.2 Concept of software under evaluation

Software to support the production of tax returns and calculation of tax liabilities has been available for nearly twenty five years. Digita Personal, Business and Trust Tax entered the market some 15 years ago and is now one of the leading products as evidenced by the awards it has won. Its emphasis is to deliver comprehensive functionality and enhance the productivity of tax practitioners.

Digita Personal, Business and Trust Tax can be used on its own, or in conjunction with various third party business accounts production and practice management software, or in conjunction with Digita's Accounts Production. It is available in both stand alone and networked versions, and is used by a broad base of tax professionals from sole practitioners to medium sized practices throughout the UK.

2 Approach to evaluation

2.1 Objective

The purpose of the evaluation is to assess the software and determine if it meets the functional criteria set out in the questionnaire, and the overall benchmark of good personal and partnership taxation software. The questionnaire has been independently produced for the ICAEW to assess the functionality of tax production software currently available in the market (not just Personal Tax) so

readers should bear in mind that different suppliers may take different approaches to any particular function.

2.2 Approach, including work performed

Digita staff prepared answers to the questionnaire and those answers were then checked and tested by the evaluator, at Digita's offices in Exmouth and on the evaluator's own systems, either in conjunction with, or independently of, Digita staff. All aspects of the system, except integration with third-party packages, were covered by the evaluation review. The add on Business Tax module and the Trust module were included in the evaluation.

2.3 Software/hardware utilised

On Digita's premises: Dell Latitude E6500 with a Centrino 2 2.53Ghz processor and 3.48Gb memory and networked. It used Microsoft Windows XP operating systems with Service Pack 3.

2.4 Report structure

See contents page for the layout of the report.

3 Matters to consider before purchase

3.1 General overview

Digita Personal, Business and Trust Tax is designed to appeal broadly to sole practitioners, and small, medium and large practices alike as well as corporate entities. It is also popular with IFAs and solicitors. Its installed user base represents a broad spectrum of professional practice across the UK.

3.2 Supplier background

Digita is part of the Thomson Reuters group, having been bought by them in 2008. Digita was founded in 1986. The Digita philosophy is one of choice and independence when choosing solutions for practices, with clear and customer-oriented support for its products.

3.3 Product background and Suitability for user

Digita Personal, Business and Trust Tax is written in C++/C#. It integrates with Digita Accounts Production as well as third party accounts production software and practice management software including Caseware, Sage SAP, Sage SAPA, Viztopia, Eureka, VT Software, Practice Engine, Star, APS Advance and Microsoft Excel.

Size and expandability: it is available for a minimum of 25 clients, with no maximum. (Digita makes special service arrangements for installations with over 10,000 clients). It is expandable from single user to networked versions for (typically) 2 to 100 concurrent users: these numbers reflect the current installed user base rather than a networking limit.

3.4 Typical implementation

Typical implementations for stand alone versions include operation for between 25 and 3,000 clients. For networked practices this changes to between 100 and 20,000+ clients.

3.5 Minimum recommended hardware specifications

Vista - Pentium 4, 3Ghz + 2Gb RAM SQL Server 2005 Express SP2

XP Pro – Pentium P3 1Ghz (or equivalent) + 1Gb RAM/2 Gb recommended SQL Server 2005 Express

Windows 2000 – 1Gb RAM minimum SQL Server 2005 Express

Installation - minimum disk space required as follows:

Stand alone: 400MB

Network Server: 10GB for a typical Digita/SQL Server installation

Node: 300MB.

A minimum screen resolution of 1024 x 768 is required.

For printing facsimile tax forms: a Windows compatible LaserJet or inkjet printer with Hewlett-Packard emulation.

For accessing online services: a 56K modem, Cable, ISDN, ADSL Broadband or a network Internet connection.

3.6 Operating systems supported

Microsoft Windows 2000/XP/Vista.

3.7 Databases supported

Digita Personal, Business and Trust Tax uses MSDE/SQL Server which is an open standard developed by Microsoft. The MSDE version is adequate for standalone and most small to medium sized networks. The SQL Server version is recommended for consideration for larger networked installations and is supplied by Digita at no additional cost.

3.8 Software installation & support

Digita supplies Personal Tax software and training both directly and through its dealer network. The software is supplied on annual licence, for a predetermined number of clients and users. Initial installation is from CD, which for a stand alone installation is straightforward. Digita recommends that network versions are installed and maintained by competent network administrators.

Customer support is provided directly by Digita, by telephone and electronically. Upgrades are supplied electronically and by CD.

Future developments

Additional functionality continues to be under development including Student Loan Calculations.

3.9 Matters to consider before purchase

As stated in the terms and conditions of sale, Digita Personal, Business and Trust Tax is provided 'as is' and users are expected to use their professional knowledge to deliver services to their clients. Tax practitioners are usually well aware of the myriad of intricacies in UK tax law which will trap the unwary. That said, Digita Personal, Business and Trust Tax has comprehensive help files to guide the user around the software, and it has been designed to produce computationally correct answers.

Overall there were relatively few questions in the questionnaire where the functionality was unavailable. The following summarises the main areas for consideration identified during the evaluation of the software (which covered the additional cost business and trust tax modules):

- a) Partnership tax: basic functionality is included without extra charge and a comprehensive version is available as an add on within the extra cost Business Tax module.
- b) A capital allowance calculation function is included within the extra cost Business Tax module but not in the basic version of Personal and Business Tax
- c) Care is required in overcoming some security issues when setting up how clients' tax refunds may be repaid to their agents.
- d) Knowledge of Microsoft SQL is a prerequisite for SQL server networked installations, which will require appropriate resources: this may be a limitation in some instances. If the MSDE version is used knowledge of MSDE is not essential for the usage of the application. In relation to IT issues such as installation/environment configuration etc then knowledge of MSDE could be advantageous in certain circumstances.
- e) There is no automatic check available on a client's overall NIC position.
- f) Deletion of client files is protected by the dialogue "Are you sure?" which once confirmed can only be undone by restoring the previous backup. Rigorous backup discipline within the practice is therefore essential to safeguard against the consequence of inadvertent "user error", and whilst regular backups can be prompted for in the Microsoft SQL server (networked) version, in the case of stand alone installations the user must take care. This risk can be mitigated by reserving the client deletion function solely for the software Administrator.
- g) There are no details provided for rates of interest on tax paid late, on rates of repayment supplement or on late payment surcharges
- h) Certain loss relief claims must be reviewed by the user
- i) Share schemes and Trusts & Estates have some limitations in their functionality.
- j) Land & Property and Partnership Land & Property have some limitations in respect of wear and tear allowances, furnished holiday lettings and rent a room.
- k) Expatriate tax is not supported

4 Evaluation Conclusions

Digita Personal, Business and Trust Tax is well written and comprehensive software, intelligently developed to support the tax practitioner in delivering personal self assessment and partnership tax returns. In common with virtually all software, it does not seek to replace the practitioner's own knowledge and experience, but its careful development is unlikely to lead the intelligent user astray. Overall, this is very competent software.

5 Disclaimer

Any organisation considering the purchase of Digita Personal, Business and Trust Tax should consider their requirements in the light of proposals made by Digita Thomson Reuters and its resellers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, ICAEW cannot accept liability for actions taken as a result of comments made herein.

Note

This questionnaire is based on the tax laws relevant for 2008/09. In many cases tax software will cater for rules applying in prior years as well but these are not covered in this evaluation document.

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6.1 Security

6.1.1	Are different levels of passwords provided to control access?	Yes	Confirmed
6.1.2	Is this level of security appropriate for the expected level of business using the software?	Yes	Confirmed
6.1.3	Is each user required to have a personal password?	Yes	Confirmed
6.1.4	Do the security features cover:		
	a) Setting up and amending users?	Yes	Confirmed
	b) System access?	Yes	Confirmed
	c) System data files?	Yes	Confirmed
	d) Client access?	Yes	Confirmed
	e) Specific clients or groups of clients?	Yes	Confirmed
	f) Amending client details?	Yes	Confirmed
	g) Viewing Tax Return details?	Yes	Confirmed
	h) Amending Tax Return data?	Yes	Confirmed
6.1.5	Does security allow for read and read/write access to be specified separately?	Yes	Confirmed
6.1.6	Can the software house or an educated user tailor the menus so that an individual user can only access those functions they are authorised to access?	An educated user can control individual user access.	Confirmed
6.1.7	What reports can be produced detailing all users and their authority levels?	Permissions and access rights are visible to the system administrator.	Confirmed
6.1.8	Does the system provide specific levels of password control to authorise master file amendments?	Yes (covered by the user password)	Confirmed
6.1.9	Does the system prevent access to a client or record while it is being updated?	Yes, and additional users have read only access.	Confirmed
	a) Is the locking at client or record level?	Client	Confirmed

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b) How are unopen, but still locked, clients/records released?	Those locked by the application as a result of activity within it are unlocked automatically on completion of the task. Illegal exits from the application are automatically and intelligently unlocked when the application is reaccessed.	A manual unlock via database first aid function is available to Administrator.
6.1.10 What facilities are there to view/report on current users and locked clients?	A record of locked clients is visible to the system administrator.	Confirmed
6.1.11 Are there specific security procedures (by authorisation, passwords or warnings) over the:		
a) Update of system data?	Yes	Confirmed
b) Deletion or archiving of client files?	Yes	Confirmed
c) Deletion of data entries?	Yes	Confirmed
6.1.12 What system recovery procedures exist in the event of hardware failure? (eg roll back to the last completed save).	Microsoft SQL Server data protection/recovery procedures are used.	Accepted
a) If the hardware system failure occurs part way through a session, will the user have to re-input all the data since the last save or only the data for that area being worked at the time of the failure?	The last successful "write" transaction is automatically written to the database. Only failed transactions are rolled back to the last known successful transaction. So only the last transaction will have to be re-input.	Confirmed
6.1.13 Is there a clear indication in the system or manuals as to how the data is backed-up and recovered?	Yes	Confirmed
6.1.14 How is this provided:		
a) Within the software application?	A Backup/Restore tool is provided to allow the user to take backups of data and restore them in the event of a system failure or re-installation of the	Confirmed

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software.

b) To be organised within the operating system?	See above	Confirmed
c) Are any of these procedures automatic?	Yes for Microsoft SQL Server version	Confirmed
	Backups can be scheduled in the operating system.	
d) Is the user forced or prompted to back-up at certain intervals?	No – but prompted prior to an upgrade	Confirmed
e) Can the intervals be customised?	Yes	Confirmed
f) Do the recovery procedures work?	Yes	Confirmed
g) What assistance can be obtained if there are problems with the recovery process?	Digita Support services can assist.	Confirmed
6.1.15 What features are provided within the software to help track down and repair corrupt data?	Error logs are recorded by the software.	Confirmed
6.1.16 What external support is given to potentially retrieve/repair corrupted data that is present in client databases?	Digita has IT technology devices plus specialist staff who will try to retrieve/repair corrupted data.	Confirmed
a) What costs, if any, may be associated with this?	Charging is at the discretion of Digita, we do not usually seek to levy a charge.	Accepted
6.1.17 Are system messages clear and are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes	Confirmed
6.1.18 Is there a system log which details:		
a) User activity?	Yes	Confirmed
b) Error messages?	Yes	Confirmed
c) Security violations?	Violations are not possible within the application level security system and	In terms of IT environment issues then SQL technology can be configured to log IT security aspects. This should

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are therefore not reported on.

form part of internal control procedure set up and monitoring.

6.1.19 What are the procedures for handling dates? (e.g. 2 digit, 4 digit year identifier).

4 digit

Confirmed

a) Are dates handled consistently throughout the software?

Yes

Confirmed

b) What assumptions are made about the relevant century where 2 digit dates are used, other than for dates specific to the tax year?

Not applicable

Noted

c) Are any shortcuts used where the year can be assumed?

Yes. It will calculate the “year” when it can be deduced with certainty and it will also format dates consistently.

Confirmed

6.1.20 Web based products.

a) What browsers (version) is the site compatible with?

Not applicable – software is not a web based product.

N/A

6.1.21 Web based security:

a) What methods can be used to authenticate the client computer to the server

Not applicable

b) How is data secured during transmission between the client and server? (If encryption is used, please specify encryption strength and type.)

Not applicable

c) How is data stored securely on the server? (If encryption is used, please specify encryption strength and type.)

Not applicable

d) What session controls are available? e.g. auto-logout after x minutes inactivity.

Not applicable

e) How is a web session terminated securely?

Not applicable

6.1.22 What logging features are available:

a) for security?

Not applicable

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b) for data posting?

Not applicable

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6.2 Administration Controls

6.2.1	What information is held about users?	User name, full name, position (in firm) email address, direct telephone number, password, FBI user Identification.	Confirmed
6.2.2	How is the allocation of clients between users handled?	Clients can be allocated to one or many groups, users can be allocated to one or many groups.	Confirmed
	a) What levels can be assigned?	Users can be assigned to Trainees/Assistants/Seniors/Managers/Partners.	Confirmed
	b) How many users can be assigned to each level?	No limit	Accepted
	c) How can departments be set/assigned?	Clients can be allocated to one or many groups, users can be allocated to one or many groups.	Confirmed
	d) To what extent can changes be made on a batch basis rather than individual client basis?	Users and clients can be assigned to a group on a batch selection basis.	Confirmed
6.2.3	How do you tell who is responsible for each client?	Client lists can be customised to show clients assigned to users. Reports can be filtered based upon assigned staff members.	Confirmed
6.2.4	Does the software provide scope for user customised permanently displayed windows/frames within the application to display client information and other types of data?	Yes. There are two main groups of application data both of which can be displayed. These are client specific and user specific. Filtered client lists can also be displayed.	Confirmed
	a) What information/data can be displayed?	In Client Summary: - Client contact details and pertinent personal/tax data, Client's personal notes, Tax return summary, Tax return tracking tasks, tax return tasks, outstanding client	Confirmed

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enquiries.

In user summary: - Tax return tracking and outstanding tasks client enquires all on a global basis for all clients assigned to the particular user.

	b) Can individual users set their own displays?	Yes	Confirmed
6.2.5	Are agent's details held and maintained centrally?	Yes	Confirmed
	a) How many agents can be set up?	Unlimited	Accepted
6.2.6	Are tax office details held in a common file or entered separately for each client?	In a common file	Confirmed
6.2.7	When tax office details are amended, are all tax years and/or clients affected by changes?	Yes. One tax district per client per year allows a change of tax district to take effect for only the appropriate years.	Confirmed
6.2.8	If the tax office details are held and maintained centrally:		
	a) How is the datafile of tax offices maintained/updated?	Updated via a shared database within the application.	Confirmed
	b) What use is made of the Inland Revenue's own list of Tax Office details?	The HMRC list is made available directly to Digita users at frequent intervals.	Confirmed
	c) If a data list is provided, how often is it updated and circulated?	Generally when an updated list is supplied by HMRC. The updated list available to users independently of application updates.	Confirmed
	d) What prompts/reports are generated when installing an update and overwriting user amendments?	A newswire provides advance warning of changes. Application uses the latest upgraded database once it is installed.	Confirmed
	e) How does the system cope with different tax offices having the same district reference number?	The application uses a unique "internal" identification number for	Confirmed

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	every tax office address, regardless of the HMRC District Identifying number.	
f) How does the system cope with different units within a tax office? (i.e. CPRT teams etc.)	There are multiple entries for each team.	Confirmed
g) What search facilities for tax offices are available?	Search by:- address/code/district name/postcode/telephone number.	Confirmed
6.2.9 Is there a central datafile of bank and building society sort codes and address?	There is a central file of bank and building society names – no sort code and address	Confirmed
a) Is this supplied or created by the user?	Supplied	Confirmed
6.2.10 Is there a central datafile for company shares/unit trusts records?	Yes	Confirmed
a) Is this supplied or created by the user?	Supplied	Confirmed
6.2.11 Is there a central datafile for countries?	Yes	Confirmed
a) Is this supplied or created by the user?	Supplied	Confirmed
6.2.12 Are the annual tax tables provided or does the user need to input the data?	Provided. User can customise future years for “what if” planning.	Confirmed
6.2.13 Which of the following does the system use:		
a) Personal allowances?	Yes	Confirmed
b) Tax rates?	Yes	Confirmed
c) Car and car fuel benefit rate?	Yes	Confirmed
d) Class 4 NIC rates and limits?	Yes	Confirmed
e) Annual Allowance for Pension contributions?	Yes	Confirmed
f) EIS/VCT minimum and maximum limits?	Yes	Confirmed
g) Annual Capital Gains Tax exemption?	Yes	Confirmed

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h) Rates of interest on late paid tax?	No	Confirmed
i) Rates of repayment supplement?	No	Confirmed
j) Late payment surcharges?	No	Confirmed
6.2.14 What scope is there to insert rates and limits for future tax years?	Users can edit rates and limits for future years when these are not yet confirmed by statute. On statutory confirmation, user figures are automatically replaced with the statutory amounts.	Confirmed
6.2.15 Does the software provide a facility for user set warnings/memo notes?	Yes	Confirmed
a) At what levels do they operate?	Each source of income can have notes attached to it under 3 separate groups these being:- Tax return notes which are automatically written back to the appropriate section of the return. Estimate figure notes which are automatically written back to the appropriate section of the tax return including the checking of boxes if required. Audit notes which are user's own working paper comments, these are not automatically disclosed on returns/reports but can be printed as an explanation if required.	Confirmed
b) Do these flash-up when a client is opened?	No. The existence of the notes is indicated in the user interface at data entry level.	Confirmed
c) Do these flash-up when the relevant input menu and	Each source of income can have notes	Confirmed

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Return page are opened?

attached to it under 3 separate groups and the existence of the notes is indicated in the user interface at data entry level.

6.2.16 What assistance does the software give to allow the recording of outstanding points and the tracking of the resolution of those points within the application?

The “Client Enquiries” tool allows the creation and logging of outstanding points, the ability to set reminder dates that will appear on the Client/User tablets in the “Active View” technology, the ability for any user to log a client response and then alert the assigned user that an answer has been received. In addition, the ability to maintain an audit trail of enquires and their resolution, and the ability to carry forward user selected enquires to act as a prompt in following years.

Confirmed

6.2.17 Is there scope to indicate which sections of the Return have been completed?

Yes

Confirmed

a) At what levels does this operate?

At each potential entry on a tax return and at particular groups of entries on tax returns.

Confirmed

b) Is it possible to track critical components of the Return? i.e. the progress of accounts, the obtaining of P60 details and copies of P11D’s , the ascertaining of trust income for beneficiaries etc.

Yes

Confirmed

c) Are you able to indicate if the section has draft/provisional figures?

Yes

Confirmed

6.2.18 What controls does the software include to monitor the progress of the Tax Return progress and submission?

The “Tracker” tool permits monitoring of the progress of a tax return.

Confirmed

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- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| a) Can the user set the stages? | Yes (up to 49). | Confirmed |
| b) On what basis are they assigned to clients? (i.e. all clients for all years, per client for a designated year and rolled forward) | Tasks created as a system “default” are global to all clients for all years for every tax return created after the change has been made. Users can also create stages that are unique to the client in question and are not global. | Confirmed |
| c) How can stages be signed off? (i.e. completed, not applicable, provisional etc) | Required or not required per stage/
completed per stage/tracking not required at all for any year or group of years specified by the user.

The application will automatically drive in dates of the initially supplied application default stages when they are processed through the application in the expected method of usage. If the tax return is filed by FBI this will include the tax return submission and acceptance dates returned by the Revenue computer systems. If the practice uses the supplied default stages, 10 in all, and uses FBI the application will automatically complete the date of completion of 9 of the 10 stages if it is used in the expected manner. | Confirmed |
| d) What record is kept of the user and date of sign off? | Completion is recorded in the user interface includes the user name and date | Confirmed |
| e) What memo facility, if any, is available? | A memo facility is available within the Tracker tool | Confirmed |

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f) Can the sign off of particular stages be restricted to certain users, or level of user?	Yes	Confirmed
g) Can stages be deleted?	Yes, or stages can be moved to a holding area.	Confirmed
h) What safeguards/restrictions are there on such deletions?	User access to the customise facility can be restricted by the system administrator.	Confirmed
6.2.19 Does the software incorporate some form of year on year Tax Return review functionality or provide any assistance with reviewing client Tax Returns?	Yes	Confirmed
a) Please provide an outline.	<p>The “Client review” tool operates from 2001/02 and 2002/03 onwards and provides a summarised view of the contents of the current tax return with that for the immediately prior year of assessment. Users may have differences in amounts highlighted based upon criteria set by themselves including percentage based variances with a “de minimis” ability. The format of the data display can also be user customised. Users can also create a link between this device and the “Client Costing” tool which permits client risk profiling on a points scoring basis.</p> <p>The review tool can be used to support one or many levels of review. Users can leave an audit trail of comments and can also highlight areas of concern that they wish to draw to the attention of the next reviewer in practices using</p>	Confirmed

a multi tiered review process.

A user can be required to use this device or permitted not to at the option of the system administrator.

If the device is used a “reviewed” date can be automatically posted to the Tracker tool allowing management staff to more accurately monitor work in progress through the tax department.

b) Does the device highlight differences at Tax Return level by comparing box contents or does it do it at the level of the individual sources of income?

At the level of individual sources of income, thus removing the need for the user to search through multiple entries to detect those sources that are different.

Confirmed

c) Does the device offer any intelligence, does it for example offer potential explanations for differences between figures. If so what “intelligence” does it offer?

The first review is always executed by the application and at this point the application will intelligently volunteer potential explanations for differences between figures. These include, as an example, cases where the source of income commenced or ceased in one year. Cases where amounts have been reduced by losses brought forward, accrued allowances (in the case of income affected by the Accrued Income scheme) or changes in the Holding for share and loan stock Sources.

Confirmed

d) Is it standard or extra cost?

Standard

Confirmed

6.2.20 Are there devices that attempt to highlight possible selection

No

Confirmed

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for an Inland Revenue enquiry?

a) Please provide an outline.

n/a

b) Is it standard or extra cost?

n/a

6.2.21 Are there any devices that allow client risk profiling?

Yes

Confirmed

a) Please provide an outline.

The “Client Costing” tool allows users to globally build a risk profile of the client based upon the contents of their tax return and certain personal circumstances that have a tax relevance. This is calculated as a risk score similar in concept to the idea of “credit scoring”. This can be done on a year of assessment by year of assessment basis.

Confirmed

A value can be allocated to these points thus potentially permitting the quotation for professional fees based upon tax return contents as opposed to time based methods

b) Is it standard or extra cost?

Standard

Confirmed

6.3 Client Information

<p>6.3.1 Is the creation or amendment of standing data (i.e. name and address details) controlled by menu or by entering directly on the Tax Return?</p> <p>a) If either, how do they interact?</p> <p>b) If a mixture, how are they split?</p>	<p>By menu</p> <p>Text can be edited into any area of a tax return but will not be used computationally or intelligently within the application. Only data entered via the menu /schedule structure is used computationally or intelligently.</p> <p>See reply to 6.3.1 (a) above</p>	<p>Confirmed</p> <p>Confirmed</p> <p>n/a</p>
<p>6.3.2 Does the standing data cover all the information needed for personal Tax Returns?</p> <p>i.e. name, address, UTR, Tax Reference, Employer Reference, date Tax Return issued, HMRC address, taxpayers name (if different to the addressee), day time telephone number, agents details, forenames, marital status, date of birth, National Insurance number, signatory's capacity and address.</p> <p>a) Which of this data is tax year specific for each client?</p> <p>b) Which of this data is client specific and is held separately for each tax year?</p> <p>c) Which of this data is held globally and available for linking to any client?</p> <p>d) If the data is not held on a client/tax year basis, how do</p>	<p>Yes. Tax return issued date is intelligently calculated on a default assumption by the application and can be amended if required</p> <p>Tax district data, addresses, marital status, signatory data and form issue date are all tax year specific.</p> <p>Tax district data, addresses, marital status, signatory data and form issue date are all tax year specific.</p> <p>Tax district data. Data common to linked spouses (i.e. married) is automatically carried over between spouses on linking</p> <p>Tax return, address, marital status and linked spouse data are all fully</p>	<p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p>

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changes affect prior year Return entries?

temporal (i.e. intelligently applied only to the appropriate years.).
Changes of name or telephone. email etc data affect all years.

6.3.3 In addition to the details needed for the Tax Return, what other standing data can be held?

There is an ability to record and use multiple contact addresses emails faxes telephone numbers and salutations. Details of children can be stored

Confirmed

For example: addresses used in addition to the one shown on the Tax Return, home/work/fax/mobile numbers, email addresses, spouse and children's details, other advisors.

a) Which of this data is tax year specific for each client?

Tax district data, addresses, marital status, signatory data and form issue date are all tax year specific

Confirmed

b) Which of this data is client specific and is held separately for each tax year?

Tax district data, addresses, marital status, signatory data and form issue date are all tax year specific

Confirmed

c) Which of this data is held globally and available for linking to any client?

Tax district data. Data common to linked spouses (i.e. married) is automatically carried over between spouses on linking

Confirmed

6.3.4 Does the standing data cover all the information needed for Partnership Tax Returns? i.e. name, address, UTR, Tax Reference, date Tax Return issued, HMRC address, day time telephone number, agents details, signatory's.

Yes

Confirmed

a) What information is held regarding the partners? i.e. name, address, UTR, National Insurance number, dates of commencement and cessation.

Name, dates of joining/leaving. Precedent acting partner contact data as required by the Revenue.

Confirmed

b) What links are there between the partnership records and the personal records within the personal tax system?

The business tax module will automatically post all supported pertinent data to the partners personal SA100

Confirmed

6.3.5 What scope is there for user defined standing information

None

N/A

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fields?

6.3.6 Is the prior year income source data used to create an input skeleton for the following tax year?

Yes

Confirmed

a) Can this be done on a global basis?

Yes

Confirmed

b) What checks are made to ensure data is not overwritten?

Roll forward of data is only executed on first creation of the following tax return. If a return has already been individually created the global creation utility will detect the presence of the return and not overwrite it

Confirmed

c) Are details suppressed if the source ceased in the prior year?

Yes

Confirmed

d) Are any figures inserted? ie If the source year included details of pension, EIS or Gift Aid carry backs, are the payment figures automatically included in the newly created records?

Generally no. Gift Aid carried back figures are entered in the tax return from which they are carried back, so these are always entered by the users and this issue does not therefore arise. EIS carry back is not supported in any event.

Confirmed

e) Can the skeleton be carried back a year?

No

Confirmed

6.3.7 What scope is there to copy information between years?

Other than that described elsewhere, none

Confirmed

6.3.8 What scope is there to copy information between clients?

Linked clients have common data such as addresses etc automatically shared between them

Confirmed

6.3.9 What information can be shared between clients? i.e. can addresses be linked so that changing one updates the connected clients?

Children, basic contact data on initial link creation between spouses

Confirmed

a) Does this extend beyond husband and wife?

No

Confirmed

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6.3.10 What notes can be added and how is their existence indicated?

Each source of income can have notes attached to it under 3 separate groups these being:-

Confirmed

Tax return notes which are automatically written back to the appropriate section of the return.

Estimate figure notes which are automatically written back to the appropriate section of the tax return including the checking of boxes if required.

Audit notes which are user's own working paper comments, these are not automatically disclosed on returns/reports but can be printed as an explanation if required.

There is an additional ability to add notes to the client details schedule.

6.4 Tax Return (Personal) – SA100

Many of the points raised in this section will apply also to all Supplementary Pages. The term ‘input menu’ has been used to cover what is sometimes termed data entry screen, data table, supporting schedule etc..

6.4.1 Data input:

a) Is it possible to input data via an input menu?	Yes	Confirmed
b) When clicking in a Return box on screen does software direct you to or drill down to the correct input menu?	Yes	Confirmed, and noted that for some boxes user must choose source of data
c) Is it possible to edit information directly on Return on screen?	Yes	Confirmed
d) When data is edited directly on the Return, does this overwrite/clear the information in the underlying entry menu?	No Data written to the form is saved on the form but does not flow back to the data entry points. Such “on form edited” data does not therefore get used computationally or intelligently by the application. The “on form editing” aspect simply allows the user to add changes that appear only on the form such as personal comments, explanations etc. to allow users, on the client copy of the return, to add comments about entries on the ITR	Confirmed
e) Are the tax deductions/credits re dividends, bank interest calculated automatically?	Yes	Confirmed
f) Are details of interest received net entered net, gross or either?	Either (dependent on the user choice of type)	Confirmed
g) Can the calculated tax figure be overwritten?	The tax deducted figure can be edited within permitted tolerances	Confirmed
h) What functions or options are available to create and input	The application has an ability to	Confirmed

dividend income details from record of share/unit trust holdings?

automatically calculate dividends based upon information entered by the user about the underlying asset.

This takes two forms, if the user enters a brought forward holding figure or if the user enters a full asset acquisition history using the underlying asset register.

Confirmed

The application has the potential ability to automatically calculate dividends, as well as the CGT acquisition details of DRIP/STOCK/SCRIP dividends and in the case of Unit Trusts/OEIC's can potentially allocate dividends between Groups 1 and 2 and calculate part of the CGT acquisition details.

A dividend data feed of some 100 of the UK's largest Plc's is supplied free of charge. An additional data feed containing data for some 7,100 (for 2008/09) UK listed PLC's/Unit Trusts/OEIC's can be purchased separately.

i) When data is entered, what checks or controls are there to prevent patently wrong entries on the main Return? (i.e. tax credits not within specified tolerance limits equal to 10% or 20%, excessive claims for pension contributions or EIS income tax relief)

Tax deducted in several areas including interest and dividends can be edited by the user but the application will limit the change to within 1% of the expected result (with a "de minimis" of 10 pence) to prevent major error.

Confirmed

	<p>Pension contributions exceeding permitted maxima will be revealed as “stranded” within the Pension Planner.</p> <p>Other amounts exceeding limits will generally be capped at computation and /or user interface level to the known parameters revealed in the “Computation Parameters” tool.</p>	
<p>j) When data is edited directly on the Return are there still checks or controls to prevent patently wrong entries?</p>	<p>No.</p> <p>An “on screen” warning is given when the user enables the “on form editing” control that data is not used computationally. Additional warnings are contained in the Help file topic “Using Forms”. User edited changes to the forms are reproduced in red as opposed to the usual black text. IR FBI validation rules can be applied to form contents including user edited changes for both electronic and facsimile submissions.</p>	<p>Confirmed</p>
<p>k) Joint income sources. Is it possible to enter a figure once and for 50% to be shown on each taxpayer’s Return? (i.e. husband & wife 50% bank interest)</p>	<p>In the case of Interest received yes. In the case of UK dividends the methodology is to enter half the shareholding on each spouses return once only and then use the dividend data feed to calculate the dividend amount in subsequent years.</p>	<p>Confirmed</p>
<p>l) Can the actual % be set as an override?</p>	<p>Yes for interest received. Varying the holding number of dividends achieves</p>	<p>Confirmed</p>

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the same result for UK dividends

6.4.2 Presentation:

a) Does facsimile Return closely resemble original HMRC Return?

Yes

Confirmed

b) Can it be printed in colour?

Yes

Confirmed

c) Is it possible to view the Return & all supporting Pages on screen?

Yes

Confirmed

d) Is there an ability to zoom in & out?

Yes

Confirmed

6.4.3 Does the software tick the correct boxes on the relevant pages of the SA 100 based upon the supplementary pages the application has generated?

Yes

Confirmed

a) Do any of the boxes need to be ticked on the Return itself?

No. In certain specific disclosure cases which are unidentifiable by the application the user may have to manually tick a box.

Confirmed

b) Are the figures for the “number of pages” boxes for each supplementary section shown automatically?

Yes

Confirmed

6.4.4 Additional information notes:

a) Is there a central bank of commonly used notes to cover matters such as claims to reduce? Are these editable and user definable?

No, but this feature is in development.

Noted

b) What notes does the software insert automatically?

Generally all those required by the Revenue disclosure guidelines in all cases where the application has enough data to correctly identify the situation that gives rise to the requirement to add comment/notes.

The user has a choice of entering information under three categories of note: audit, tax return, and/or estimates, from where they will be inserted on the detailed computation reports, the relevant page of the tax return, and/or the back page of the tax return, respectively.

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| c) Where a box is ticked and then requires further details in an additional info box does this happen automatically or does the software prompt user to input details e.g. reducing payments on account, provisional figures etc? | These are automated and will be checked by the application when required based upon the data known to it. | Confirmed |
| d) Are the additional information notes brought through from the data entry screens or entered directly on the Tax Return? | Additional information notes are brought through automatically from the point of data entry. | Confirmed |
| e) What restrictions are there on the size and placement of the notes? | Notes are placed as required by Revenue guidelines. Size/volume restrictions are dictated by the requirements of the Filing By Internet specification.

The font used to write data to the tax returns can be customised by the users but customised fonts are only recommended for tax returns being sent to clients not the Revenue. | Confirmed |
| f) Is there scope to have any notes to be automatically carried forward? e.g. for details of the structure of foreign trusts and the transfer of assets. | Notes of this type are considered to be year specific and cannot be carried forward. Notes that need to be carried forward of the type described here can be entered in the Client Enquiries tool and carried forward at that level | Confirmed |
| 6.4.5 Is it possible to view and edit multiple tax years for the same client or multiple clients at the same time? | No | Confirmed |
| a) Copy information between clients? | Apart from the issues described above for linked spouses, no. | Confirmed |
| b) Copy information between years? | No, but mainly done automatically by the application when required. | Confirmed |

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6.4.6 Provisional & Estimate figures:

a) Is it possible to enter a figure and indicate this is either provisional or estimated?

Yes

Confirmed

b) Is it obvious from the Return both on screen and when printed that a figure is provisional or estimated?

A comment that a figure is estimated or provisional will be disclosed in accordance with Revenue requirements and visible both on the form on screen and the printed version.

Confirmed

c) Are additional information boxes prompted for completion to explain nature or basis of provisional or estimate figure?

No. The estimated/provisional figure marker is made via the existence of the note not by flagging a particular amount. This issue does not therefore arise.

Accepted

6.4.7 What ability does the software have to incorporate/record notes against data whilst processing the Tax Return?

Each source of income can have notes attached to it under 3 separate groups these being:-

Confirmed

Tax return notes which are automatically written back to the appropriate section of the return.

Estimate figure notes which are automatically written back to the appropriate section of the tax return including the checking of boxes if required.

Audit notes which are user's own working paper comments, these are not automatically disclosed on returns/reports but can be printed as an explanation if required.

a) How is the existence of the notes highlighted?

The existence of the notes is indicated in the user interface at data entry level

Confirmed

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explanation if required.

6.4.8	Tax repayment authorisation & Tax Agent details – Can these be selected from centrally held information?	Data is created automatically by the application.	Yes where Tax Agent = practice name & address.
6.4.9	Is it possible to hold a list of nominees?	No	Confirmed
6.4.10	Can the software be configured for a default set up for completing the tax repayment section?	Yes	Confirmed either to client or to agent, But this can be overridden within other return information which is a potential security weakness.
6.4.11	Does the software calculate unused Married Couples Allowance?	Yes	Confirmed
	a) Does the software automatically prepare the form 575?	No	But it automatically ticks the appropriate box to confirm form 575 is required.
	b) Is the figure automatically posted to the wife's record?	Yes	Confirmed
6.4.12	Does the software test whether Supplementary Pages are or are not required and then report accordingly? I.e. Capital Gains Pages suppressed if total disposal proceeds are below 4X tax free CGT allowance for year and total gains are equal to or below the annual tax free allowance for the year etc?	Yes	Confirmed
	a) Can these be overridden because of a disclosure desire?	Yes	Confirmed

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6.5 Employment Page – SA102

6.5.1	Are multiple pages possible for multiple employments?	Yes	Confirmed
6.5.2	Are calculators available to input or check Benefits in Kind for:		
	a) Company Cars?	Yes	Confirmed
	b) Fuel?	Yes	Confirmed
	c) Authorised Mileage Rates?	No	Direct entry only
	d) Loans to employees?	Yes	Confirmed
	e) Accommodation?	Yes	Confirmed
6.5.3	Are calculators available to input and check:		
	a) Foreign earnings not taxable in the UK?	No	Direct entry only
	b) Seafarers' foreign earning deductions?	No	Direct entry only
6.5.4	What support does the software give to expatriate tax?	An optional (chargeable) module is available.	Confirmed
	a) Does this include tax calculations incorporating the calculation of the gross up figure?	Yes	
	b) On what basis does the software calculate gross ups? ie on set amount, total income, emoluments basis?	The user is able to define 'equalisation policies'.	
	c) What other specific expatriate tax reports are included?	This is in development, e.g. the production of a proof of earnings report.	
6.5.5	Lump sum Compensation payments:		
	a) Is it possible to apply the £30,000 exemption only to the proportion that qualifies?	Yes	Confirmed
	b) Is there a calculator to determine whether the payment qualifies for the foreign service exemption?	No. The calculator does not determine if the payment qualifies for the foreign service exemption. It will however	Confirmed

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calculate the necessary restrictions/apportionments in the same way as the HMRC help sheet.

6.5.6 Capital allowances – Is a calculation module included i.e. asset register?

No

N/A

a) Is it possible to restrict for private use?

Not applicable

N/A

b) Is it possible to override figures and simply type in summary details onto employment page?

Off system calculated figures can be entered via the Employment schedule, Expenses tab, Capital Allowances control

Noted

c) Is it possible to depool assets into a separate pool?

Not applicable

N/A

d) Are there checks or controls to ensure that capital allowances are not claimed for a car or motorcycle?

Not applicable

N/A

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6.6 Ministers of Religion Page – SA102M

6.6.1	Is the Ministers of Religion (Page SA102M) supported?	Yes	Confirmed
6.6.2	Are the Tax Return details entered through drop down menus or by a form filler?	Menus	Confirmed
6.6.3	Are calculators available to input or check Benefits in Kind for:		
	a) Cars?	Yes	Confirmed
	b) Fuel?	Yes	Confirmed
	c) Authorised Mileage Rates?	No	Direct data entry only
	d) Interest-free and low-interest loans?	Yes	Confirmed
	e) Accommodation?	Yes	Confirmed
6.6.4	Is the Working Sheet in the Ministers of religion notes included or are the details contained in the drop down menus?	No	IR214 is accessed via help screen
	a) Is the 10% service benefit automatically calculated and applied?	No	Confirmed
6.6.5	Are calculators available to input and check:		
	a) Foreign earnings?	No	Confirmed
	b) Seafarers' foreign earning deductions?	No	Confirmed
6.6.6	Lump sum Compensation payments:		
	a) Is it possible to apply the £30,000 exemption only to the proportion, which qualifies?	Yes	Confirmed
	b) Is there a calculator to determine whether the payment qualifies for the foreign service exemption?	No	Application calculates foreign service exemption (see Q6.5.5 (b) above).
6.6.7	Capital allowances – Is a calculation module included i.e. asset register?	No	Noted
	a) Is it possible to restrict for private use?	Not applicable	Noted

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- b) Is it possible to override figures and simply type in summary details onto Ministers of Religion page?
- c) Is it possible to depool assets into a separate pool?
- d) Are there checks or controls to ensure that capital allowances are not claimed for a car or motorcycle?

Not applicable

Noted

Not applicable

Noted

Not applicable

Noted

6.7 Member of Parliament Page – SA102(MP)(MSP)(MLA)(WAM)

6.7.1	Are the following pages supported?		
a)	Member of Parliament - SA102(MP)	Yes	Confirmed
b)	Scottish Parliament – SA102(MSP)	Yes	Confirmed
c)	Northern Ireland Legislative Assembly – SA102(MLA)	Yes	Confirmed
d)	The National Assembly for Wales – SA102(WMA)	Yes	Confirmed
6.7.2	Are multiple pages possible for income received as an MP and a ministerial office?	Yes	Confirmed
6.7.3	Are the Tax Return details entered through drop down menus or by a form filler?	Menus	Confirmed
6.7.4	Is it possible to indicate whether the Member/Minister is within the formal Pension Scheme administered by the Public Trust Office etc? Does the answer flow through to the pension premium planner and so treat the income correctly for NRE purposes?	Income is presumed to be within the pension scheme and thus is not categorised as “relevant earnings” by default. There is an ability for the user to manually add “relevant earnings” to the planner and thus achieve the correct situation for pension planning purposes,	No: the answer does not flow though to the pension premium planner: an entry has to be manually input into the pension premium planner.

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6.8 Share Scheme Page – Part of Additional Information Page SA101

6.8.1	Is it possible to populate the Share Scheme sections from existing data in HR packages or Spreadsheet pages? If so provide full details in Section 6.30.	No	Noted
6.8.2	Where there are multiple taxable events are separate pages prepared for each taxable event?	No –event details are listed in additional information section	Confirmed
6.8.3	Are the results from both singular and multiple pages consolidated and the results populated in the appropriate boxes of the form?	Yes	Confirmed
6.8.4	Where event is ‘exercise’ is it possible to indicate that a disposal occurred to fund the exercise?	Not automatically but possible within the “Notes” facility	Confirmed
	a) Does the software prompt user to complete Capital Gains pages?	No	Noted
	b) Are these completed automatically?	No	Noted
6.8.5	Is there a memorandum of taxpayer’s share options available does this include:	No	Noted
	a) Options granted?	Not applicable	Noted
	b) Options awarded?	Not applicable	Noted
	c) Options exercised?	Not applicable	Noted
	d) Options exercised and potentially qualifying for a Mansworth v Jelley loss?	Not applicable	Noted
	e) Options over unquoted shares and potential for a claim of the losses against their income rather than against capital gains?	Not applicable	Noted
	f) Shares subject to forfeiture?	Not applicable	Noted
	g) Different classes of options, Approved Profit Share, SIP, EMI, SAYE, Unapproved, Employment related securities?	Not applicable	Noted

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6.9 Self Employment Page – SA103

- | | | | |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.9.1 | Are multiple pages possible for multiple trades? | Yes | Confirmed |
| 6.9.2 | Is it possible to populate the entire Self-Employment pages from existing data in Accounting or Spreadsheet pages? If so provide full details in Section 6.30. | Potentially yes depending on options available in the Accounting/spreadsheet data source | Confirmed |
| 6.9.3 | Is there a separate Sch D module? If so, further details may be entered in Section 6.30 if a more expansive description is required. | Yes | Business Tax is an optional (chargeable) module |
| 6.9.4 | Can the user record and store an analysis of items making up the Return formatted figures? | Not within the application | Noted |
| 6.9.5 | Are there checks or controls on the Profit & Loss or Balance Sheet to warn that these do not balance? | Yes | Confirmed P&L & BS. But imbalance in BS can still be left uncorrected after on screen warning is shown. This could remain uncorrected when return is submitted? |
| 6.9.6 | Are Simplified Accounts supported? | Yes | Confirmed |
| | a) If so, is it possible to input all the income and expenses detail for record keeping purposes and still only declare on the three line Simplified basis? | Yes | Confirmed |
| 6.9.7 | Does the software calculate the taxpayer's basis year and ensuing chargeable profits: | | |
| | a) For commencement? | Yes | In Business Tax Module |
| | b) For a change in Accounting Reference Date? | Yes | In Business Tax Module |
| | c) For cessation? | Yes | In Business Tax Module |
| | d) Can this be adjusted where the concession applies for an accounting period between 31 March and 4 April? | Yes | In Business Tax Module |
| 6.9.8 | Overlap Relief: | | |

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a) Is generation and utilisation of overlap relief calculated by the software?	Yes	In Business Tax Module
b) Is a full register maintained i.e. b/fwd, utilised, generated, c/fwd? Does this include the number of days represented by the overlap relief?	Yes	In Business Tax Module
6.9.9 Capital allowances – Is a full calculation module included i.e. asset register?	Yes	In Business Tax Module
a) Is it possible to restrict for private use?	Yes	In Business Tax Module
b) Is it possible to override figures and simply type in summary details onto Self-employment page?	Yes	Confirmed
c) Does the software test for claims of Annual Investment Allowance and restrict it as necessary if there are other related activities and restrict it based on length of accounting period etc?	Does restrict on accounting period length etc. Does not test for other related activities – but provides a prompt	Confirmed
d) Is it possible to depool assets into a separate pool?	No	Noted
e) Are Short Life Assets automatically transferred to the General Pool if not disposed of before the expiration of four years?	Yes	In Business Tax Module
6.9.10 Losses – Is it possible to claim loss relief as follows:		
a) Against other general income of the current year	Yes	Confirmed
b) Against other general income of the prior year	Yes	Confirmed
c) carry back against general income of the previous three years	Yes	Confirmed
d) carry forward against future trading profits	Yes	Confirmed
e) terminal losses- against profits of last three years	Yes	Confirmed
f) against capital gains	Yes	Confirmed
g) Are there checks or controls to ensure that only valid loss relief claims are made i.e. does not allow claims to be	No	Noted

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made for more years than are relevant?

h) When the loss is offset does the software support “multi year” i.e. does it show the tax effect on claiming a loss in a different tax year?

Yes

Confirmed: the effect of a loss in year 2 on year 1 tax can be seen by adjusting & recalculating year 1 income & tax

i) Is a “what if” calculation available? Is it possible to see the tax effect on claiming different loss reliefs?

Yes

Confirmed: a “clone” client can be used to extrapolate different scenarios

6.9.11 National Insurance (NIC):

a) Is possible to claim exception or deferment?

Yes

Claim for exception is automatic and is based on taxpayer’s age; claim for deferment is made manually by user

b) Is exception automatically applied by virtue of the taxpayer’s age i.e. <16 & >60 or 65?

Yes

Confirmed

c) Is the overall NIC position checked and controlled by the software when the taxpayer has multiple employments/ multiple partnerships/multiple self-employments and/or combination thereof?

No

Noted

d) After claiming deferment, is there a calculation to check whether any catch-up payment will be required in respect of Classes I or IV?

No

Noted

e) Are losses offset against non-trading income separately monitored and recorded for Class IV purposes? Are future Class IV contributions automatically restricted for the relief available?

No

Noted

6.9.12 Special Trades - Farming and Market Gardening:

a) Averaging elections. Does the software advise as to the possibility or advisability of making a claim under the

If triggered by the user the application will calculate if an election can be

Confirmed

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averaging provisions?

made and will calculate the result

b) Will the software automatically make the claim when requested and reflect the tax repayable?

Yes

Confirmed

c) Is the herd basis supported?

Not relevant to a personal tax application as usage of Herd basis does not require specific disclosure on the tax return

Noted

6.9.13 Special Trades – Creators of Literary or Artistic Works:

a) Averaging elections. Does the software advise as to the possibility or advisability of making a claim for averaging?

If triggered by the user the application will calculate if an election can be made and will calculate the result

Confirmed

b) Will the software automatically make the claim when requested and reflect the tax repayable?

Yes

Confirmed

6.9.14 Special Trades – Foster Carers:

a) Exemption & income receipts. Does the software calculate the amounts falling as exempt and taxable under the special rules for Foster Carers?

No

Noted

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6.10 Lloyd's Underwriters Page – SA103L

- | | | | |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 6.10.1 | Is it possible to input multiple Lloyd's membership results and have these consolidated into one set of Lloyd's pages? | Multiple syndicate results have to be consolidated prior to data input | Confirmed |
| 6.10.2 | Are there checks or controls to warn the user that the taxpayer was underwriting before 1972 i.e. Lloyd's Member No < 11,664 and so qualifies for relief under SI 1995/351. Is there a memorandum to record the relief? | No. As the application supports all the boxes on the SA 103(L), whatever guidance is given by the IR Office would be manually adjustable within the application | Noted |
| 6.10.3 | Special Reserve Fund – Is a memorandum available showing b/fwd, additions, withdrawals, c/fwd? | No | Noted |
| 6.10.4 | When figures are transferred within the Page does this happen automatically? | Yes | Confirmed |
| 6.10.5 | Foreign Tax: | | |
| | a) Is it possible to choose relief either by foreign tax credit or by deduction? | Yes | Confirmed |
| | b) Are there controls to ensure that both are not claimed and | Yes | Confirmed |
| | c) That tax credit relief is not claimed in the event of a Lloyd's loss? | Yes | Confirmed |
| 6.10.6 | Losses – Is it possible to claim loss relief as follows: | | |
| | a) Against other general income of the current year | Yes | Confirmed |
| | b) Against other general income of the prior year | Yes | Confirmed |
| | c) carry back against general income of the previous three years | Yes | Confirmed |
| | d) carry forward against future trading profits | Yes | Confirmed |
| | e) terminal losses- against profits of last three years | Yes | Confirmed |
| | f) against capital gains | Yes | Confirmed |
| | g) Are there checks or controls to ensure that only valid loss relief claims are made i.e. does not allow claims to be | No | Noted |

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made for more years than are relevant?

h) When the loss is offset does the software support “multi year” i.e. does it show the tax effect on claiming a loss in a different tax year?

Yes

Confirmed

i) Is a “what if” calculation available? Is it possible to see the tax effect on claiming different loss reliefs?

Yes

Confirmed

6.10.7 National Insurance (NIC):

a) Is possible to claim exception or deferment?

Yes

Confirmed

b) Is exception automatically applied by virtue of the taxpayer’s age i.e. <16 & >60 or 65?

Yes

Confirmed

c) Is the overall NIC position checked and controlled by the software when the taxpayer has multiple employments/ multiple partnerships/multiple self-employments and/or combination thereof?

No

Confirmed

d) After claiming deferment, is there a calculation to check whether any catch-up payment will be required?

No

Noted

e) Are losses offset against non-trading income separately monitored and recorded for Class IV purposes? Are future Class IV contributions automatically restricted for the relief available?

No

Noted

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6.11 Partnership Page – SA104 & SA104F

6.11.1	Are multiple pages possible for multiple Partnerships?	Yes	Confirmed
6.11.2	Are multiple pages possible for multiple businesses within the same Partnership?	No	Noted
6.11.3	Is it possible to populate the entire Partnership pages from existing data in the Partnership client or Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	Yes	Confirmed
6.11.4	Does the software calculate the taxpayer's basis year and ensuing chargeable profits:		
	a) For a commencing Partner?	Yes	Using Business Tax Module
	b) For a change in Accounting Reference Date by the Partnership?	Yes	Using Business Tax Module
	c) For a Sole trader becoming a Partnership i.e. the continuing Partner?	Yes	Using Business Tax Module
	d) For a ceasing Partner?	Yes	Using Business Tax Module
	e) Are the above issues calculated for partnership trading, untaxed income, foreign savings, foreign income, offshore funds, Sch A, FHL, taxed income @10/20%?	Yes	Using Business Tax Module
6.11.5	Does the software select the Short or Long pages as required or does the user have to make the choice?	The application will select based upon Revenue disclosure requirements	Confirmed
	a) Can this be overridden by the user?	No	Confirmed
6.11.6	Overlap Relief:		
	a) Is generation and utilisation of overlap relief calculated by the software?	Yes	Using Business Tax Module
	b) Is a full register maintained i.e. b/fwd, utilised, generated, c/fwd? Does this include the number of days represented by the overlap relief?	Yes	Using Business Tax Module
	c) Are the above issues maintained for both Partnership	Yes	Using Business Tax Module

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Trade overlap relief and Untaxed interest or savings?

6.11.7 Losses – Is it possible to claim loss relief as follows:

- | Supplier Response | Evaluation Confirmation |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| a) Against other general income of the current year | Confirmed |
| b) Against other general income of the prior year | Confirmed |
| c) carry back against general income of the previous three years | Confirmed |
| d) carry forward against future trading profits | Confirmed |
| e) terminal losses- against profits of last three years | Confirmed |
| f) against capital gains | Confirmed |
| g) Are there checks or controls to ensure that only valid loss relief claims are made i.e. does not allow claims to be made for more years than are relevant? | Noted |
| h) When the loss is offset does the software support “multi year” i.e. does it show the tax effect on claiming a loss in a different tax year? | Confirmed |
| i) Is a “what if” calculation available? Is it possible to see the tax effect on claiming different loss reliefs? | Confirmed |

6.11.8 National Insurance (NIC):

- | Supplier Response | Evaluation Confirmation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| a) Is possible to claim exception or deferment? | Confirmed |
| b) Is exception automatically applied by virtue of the taxpayer’s age i.e. <16 & >60 or 65? | Confirmed |
| c) Is the overall NIC position checked and controlled by the software when the taxpayer has multiple employments/ multiple partnerships/multiple self-employments and/or combination thereof? | Noted |
| d) After claiming deferment, is there a calculation to check whether any catch-up payment will be required in respect | Noted |

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- of Classes I or IV?
- e) Are losses offset against non-trading income separately monitored and recorded for Class IV purposes? Are future Class IV contributions automatically restricted for the relief available?
 - f) For an incoming Partner does the software check the Class I, II and IV NIC position to ensure the correct amount has been paid?

No

Noted

No

Noted

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6.12 Land & Property Page – SA105

6.12.1	Are multiple properties supported? Can individual property income and expenses be input?	Yes	Confirmed
6.12.2	Is it possible to populate the Land & Property pages from existing data in Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	No	Noted
6.12.3	Can the user record and store an analysis of items making up the Return formatted figures?	No	Noted
6.12.4	Is it possible to distinguish between Schedule A, Furnished Holiday Letting and Rent a Room?	Yes	Confirmed
6.12.5	Schedule A (Sch A):		
	a) Is there a calculator to compute the amount of lease premium which is chargeable to Sch A?. Is there a prompt to ensure the balance is treated correctly for CGT purposes?	There is a lease premium calculator. There is no CGT prompt	Confirmed
	b) Are there any checks or controls to ensure that current year losses are not offset against general income in any way other than a loss which consists of a capital allowance claim?	Application calculates any loss attributable to capital allowances automatically	Automatically prevents CA claim increasing income loss, and shows CA loss separately
	c) Is the 10% wear & tear allowance calculated by following ESC B47?	No	Noted
	d) Is there a control to ensure capital allowances are not claimed if there is a wear & tear allowance?	No	Noted
	e) Is there a control to ensure the 10% wear & tear allowance does not exceed the relevant amount?	No	Noted
	f) Is there a calculator for Lease Premium Relief?	No	Noted
6.12.6	Furnished Holiday Letting (FHL):		
	a) Are there any checks or controls to help the user check that the property qualifies as a FHL?	No	Noted

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b) If there are checks and the property fails for a tax year as a qualifying FHL, does income revert to Sch A status?	Not applicable	Noted
c) Are income loss claims possible against UK property income, other income of the current or preceding years and against capital gains?	Yes	Confirmed
6.12.7 Rent a Room (RaR):		
a) Are there any checks or controls to ensure that RaR is not claimed if the taxpayer lets out his residence whilst abroad or whilst in job related accommodation?	No	Noted
b) Is the exemption of £4,250 correctly applied with the balance wholly taxable?	Yes	Confirmed
c) Is it possible to indicate whether the RaR property is held in sole or joint ownership?	Yes	Confirmed
d) If joint ownership, is half of the exemption £2,125 applied irrespective of how many people own the property?	User can specify the amount for the exemption applicable and thus cater for multiple ownership	Confirmed
e) Are there checks or controls to ensure expenses are not claimed or relieved?	Yes. Application prohibits entry of expenses for Rent a Room	Confirmed
f) If there are current year losses are there prompts for the taxpayer to opt out of RaR and claim a loss offset against other income under Sch A or FHL?	No	Noted
g) If there are brought forward losses and a current year RaR claim is made are those brought forward losses correctly carried forward to next tax year?	Yes	Confirmed
6.12.8 Capital allowances – Is a full calculation module included i.e. asset register?	No	Noted
a) Is it possible to override figures and simply type in summary details onto Tax Return?	Off system calculated figures can be entered	Noted
b) Is it possible to restrict for private use?	Not applicable	N/A

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c) Is a separate pool maintained for FHL?	Not applicable	N/A
6.12.9 Non Resident Landlords – Are there checks or controls to ensure that the tax deducted at source does not exceed the relevant percentage of gross rents?	No	Noted
6.12.10 General – Is a summary available to show all property income and expenses consolidated and referenced back to the Land & Property page? Does the summary contain a breakdown for each respective property?	Reports detail each property source as a separate cost centre. There is no consolidated summary within reports since it is consolidated on the SA pages	Confirmed

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6.13 Foreign Page – SA106

6.13.1 For every source of foreign income is it possible to:

- | | | |
|------------------------------------------------------------------|-----|-----------|
| a) Indicate the country of origin? | Yes | Confirmed |
| b) Indicate whether income is arising, remitted or unremittable? | Yes | Confirmed |
| c) Input the UK / Foreign tax withheld? | Yes | Confirmed |
| d) Choose whether relief is by credit or deduction? | Yes | Confirmed |

6.13.2 Foreign tax paid on income declared in other Pages:

- | | | |
|---------------------------------------------------------------------------------------------------------------|-----|-----------|
| a) Is the TCR automatically transferred from the respective Pages and populated on Page 2 of the Tax Return ? | Yes | Confirmed |
| b) Are the all the details fully completed i.e. other Page references etc? | Yes | Confirmed |

6.13.3 Country of origin:

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------|
| a) Is it possible to choose a country from a drop down menu or must these be written each time? | Yes | Confirmed |
| b) Where a drop down list is available are there checks or controls to ensure that the inputted Foreign tax credit does not exceed the maximum permitted under the relevant Double Tax Agreement i.e. 15% etc? | Yes, computation calculates the relief from a table of DTA Rates | Confirmed |

6.13.4 Gains:

- | | | |
|------------------------------------------------------------------------------------|---------------------------------|-----------|
| a) Is it possible to input all gains in the capital gains tax section? | Yes | Confirmed |
| b) Is it possible to indicate the Foreign tax credit available in the CGT section? | Yes | Confirmed |
| c) Is the TCR restricted to the maximum available? | No, but this is being developed | Noted |

6.13.5 Overseas Pensions:

- | | | |
|----------------------------------------------------|-------------------------------------|-----------|
| a) Does the software prompt for the 10% exemption? | Automatically calculated by default | Confirmed |
|----------------------------------------------------|-------------------------------------|-----------|

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and user editable

- b) Are there checks or controls to ensure that a non UK Domiciliary cannot claim the 10% exemption (as not available on the remittance basis)

No

N/A

6.13.6 Schedule D Case V:

- a) Is there a calculator to compute the amount of lease premium which is chargeable to Sch D case V? Is there a prompt to ensure the balance is treated correctly for CGT purposes?

There is a calculator of lease premiums chargeable to Sch D case V
There is no prompt for CGT issues

Confirmed

- b) Are there any checks or controls to ensure that current year losses are not offset against general income in any way?

Foreign property losses are automatically ring fenced within foreign property income by the application. Checks or controls of this type are not therefore required

Confirmed

- c) Is the 10% wear & tear allowance calculated by following ESC B47?

No

Noted

- d) Is there a control to ensure capital allowances are not claimed if there is a wear & tear allowance?

No

Noted

- e) Are multiple copies of page F4 possible where there are properties in more than one country and foreign tax was deducted?

Yes

Confirmed

- f) Are the above results consolidated automatically on F5?

Yes

Confirmed

- g) If gross income is <£15,000 is it possible to input all income & expenses but only report expenses in box 6.17 per IR guidance?

Yes

Confirmed

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6.14 Trust & Estate Page – SA107

6.14.1	Are multiple Trusts and Estates capable of being entered?	Yes	Confirmed
6.14.2	Is it possible to populate the entire Trust & Estate page from existing data in the Trust or Estate client or Accounting or Spreadsheet pages? Is it possible to populate from more than one Trust or Estate? If so, provide full details in Section 6.30.	No	Noted
6.14.3	Is Page completed by dropdown menus or directly onto the screen? Does the input method closely resemble the R185 forms format?	Via menus and schedules. Date entry resembles the required income categorisation format required	Confirmed
6.14.4	Interest in Possession:		
	a) Is it possible to enter all income received together with the Trust Management Expenses incurred with the net balance being declared on the Tax Return?	No	Noted
	b) Are there any checks or controls to ensure that gross income is declared on the main Tax Return and not on the Trust Page?	Not applicable	N/A
6.14.5	Foreign tax paid:		
	a) Is it possible to enter the foreign tax paid on this screen/section and have the answer populated into the Foreign Page?	No	Noted
	b) Is it possible to choose relief either by foreign tax credit or by deduction? Are there controls to ensure that both are not claimed?	Not applicable	N/A
6.14.6	Foreign Estates:		
	a) Are boxes 22 & 23 completed as appropriate (i.e. using the fraction (A minus B) divided by (C minus B) per page 5 of the guidance notes TN5)	No	Noted

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6.15 Capital Gains Page – SA108

6.15.1	Is it possible to populate the Capital Gains pages from existing data in other software? If so provide full details in Section 6.30.	No	Noted
6.15.2	Is a CGT calculator available?	A basic capital gains calculation is available within the software	Confirmed
6.15.3	Does the calculator cater for different types of assets i.e. lease premium, chattels etc?	No	Confirmed
6.15.4	Where estimates or valuations are used is the user prompted to complete all relevant sections?	If user makes the necessary data known to the application the checkboxes required on the forms will be automatically completed as a general rule	Confirmed that if 'estimates' tickbox on input schedule is ticked, the relevant tickbox on the return is checked and notes are transferred.
6.15.5	Does software prevent an acquisition date earlier than 31/03/82 being entered?	Yes	Confirmed
6.15.6	If reliefs are claimed are full details of the relief/election shown on the CG pages?	Yes	Confirmed
6.15.7	Reliefs – Where further Inland Revenue forms are required to claim reliefs are these prepared automatically in the case of:	There are entry points in the application for all of the following reliefs, HR290 (Roll over), HS295 (Gifts) HS298 (VCT) and HS 295 (Entrepreneurs Relief). If entered by the user then the application will include the user entered relief amount in the calculation and will complete the SA pages with details of the Relief claimed as required. The application does not print the election forms contained within the Help Sheets	Noted
	a) HS290? (Rollover Relief)	No	Noted
	b) HS295? (Gifts)	No	Noted

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c) HS298? (Venture Capital Trusts)	No	Noted
d) HS 275? (Entrepreneur's Relief)		
e) If the system utilises PDF forms can these forms be saved independently?	The system supports saving of forms to PDF format	Confirmed
6.15.8 Losses – Is it possible to claim relief for losses as follows:		
a) against other capital profits of the year	Yes	Confirmed
b) trading company losses - against income tax liabilities	Yes	Confirmed
Against gains in three prior years following death	No	Noted
c) When the loss is offset does the software support “multi year” i.e. does it show the tax effect on claiming a loss in a different tax year?	Yes	Confirmed
d) Is a “what if” calculation available? Is it possible to see the tax effect on claiming different loss reliefs?	Yes	Confirmed
e) Are there checks or controls to ensure that only valid loss relief claims are made?	No	Noted
6.15.9 Are losses automatically offset in the most tax efficient manner?	Yes	Confirmed
6.15.10 How does the software cope relating losses back to prior years in respect of “deferred unascertainable consideration transactions” (earn outs)?	User can target the necessary gains with the appropriate amount of loss, and get the required calculated result. A record of set off losses and residual amounts carried forward is available	Confirmed
6.15.11 Can attributed gains be recorded and displayed?	Yes	Confirmed
a) Are attributed gains from non-resident trusts identified separately?	Yes	Confirmed
b) How does the software cope with losses set against attributed gains?	Applies the required rules if the user correctly identifies the attributed gain type	Confirmed

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6.15.12 If connected party/clogged losses arise is a separate memorandum maintained for each connected party?

Yes

Confirmed

a) Are separate pages CG8 generated?

Yes

Confirmed

6.15.13 Small part disposals:

a) Is it possible to input the disposal and then claim that it is a small part disposal in accord with HS285?

No

Noted

b) If claimed does the software test and prompt the user if proceeds are > £20,000 or > 20% (for land) or >£3,000 or >5% for cash on share disposals?

No

Noted

6.15.14 Is a CGT calculator available for chattels in excess of £6,000?

No

Noted

6.15.15 Where disposals are unquoted shares, land or property or other does the software prompt the user to input further information on the CG pages?

Interface permits the required data entry with certain areas being mandatory

There is no prompt, but information is automatically copied to the relevant pages when entered

6.15.16 Are the numbers of transaction for each type of disposal automatically generated?

Yes

Confirmed

6.15.17 Can the number of transactions for each type of disposal be overwritten where approved stockbroker schedules etc are replacing the relevant CG pages?

Yes

Confirmed

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6.16 Non-Residence Page – SA109

6.16.1	Are the boxes completed on the screen or by data input screens?	Data input screens	Confirmed
6.16.2	Is there intelligence behind the input screen questions or the entries made directly? i.e. do responses to some questions restrict the scope for other questions or entries?	Yes	Confirmed
6.16.3	Residence/Non-residence		
	a) Does the software contain a memorandum to record just the days of arrival and departure?	No	Noted
	b) From such a memorandum is the taxpayer's residence position calculated?	No	Noted
	c) Does this include the averaging 91 days over past four years?	No	Noted
6.16.4	What details are year specific?	None	Noted
6.16.5	What year specific details are carried forward?	None	Noted
6.16.6	Does the software remind users which countries form part of the EEA?	No	Noted
6.16.7	Is IR302 completed to establish residence under the terms of a double taxation agreement (DTA)?	Yes	Confirmed
6.16.8	Is IR304 completed i.e. claim by a non-resident for DTA?	Yes	Confirmed

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6.17 Tax Return (Partnership) – SA800

6.17.1 Are multiple Trading pages possible for multiple trades?

No

Confirmed

6.17.2 How does the software deal with:

a) Non-trading partnerships?

Investment Partnerships are supported.

Confirmed

b) Corporate and mixed partnerships?

Limited support is available to include partners that are not individuals but no computation support is provided

Confirmed

c) The adjustments for non-resident partners?

Manual override

Noted

6.17.3 Is it possible to calculate profits on either income or corporation tax principles?

No

Noted

6.17.4 Are multiple Trading pages possible where there is more than one accounting period?

Yes

Confirmed

6.17.5 Is it possible to populate the entire Partnership Return from existing data in Accounting or Spreadsheet pages? If so, provide full details in Section 6.30.

Yes

Confirmed

6.17.6 Are there checks or controls on the Profit & Loss or Balance Sheet to warn that these do not balance?

Yes

Confirmed

6.17.7 Are Simplified Accounts supported? If so, is it possible to input all the income and expenses detail for record keeping purposes and still only declare on the three line Simplified basis?

Yes

Confirmed

6.17.8 Capital allowances – Is a full calculation module included i.e. asset register?

a) Is it possible to restrict for private use?

Yes

Confirmed as for self employment section 6.9.9

b) Is it possible to override figures and simply type in summary details onto Partnership page?

Yes

Confirmed as for self employment section 6.9.9

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c) Does the software test for claims of Annual Investment Allowance and restrict it as necessary if there are other related activities and restrict it based on length of accounting period etc?	Does restrict on accounting period length etc. Does not test for other related activities – but provides a prompt	Confirmed as for self employment section 6.9.9
d) Is it possible to depool assets into a separate pool?	No	Noted
e) Are Short Life Assets automatically transferred to the General Pool if not disposed of before the expiration of four years?	Yes	Confirmed as for self employment section 6.9.9
6.17.9 Does the software allow expense and capital allowance claims by individual partners?	Yes	Confirmed
6.17.10 Does the software provide for the adjustments required under IR35?	No. Manual input after an off system calculation is possible, user would add the appropriate additions into the existing data entry points	Noted
6.17.11 Does the software provide for adjustments under other anti avoidance legislation (e.g. for corporate partners)?	No	Noted
6.17.12 Does the software allow for the identification and allocation of management expenses and loan relationship amounts?	No	Noted
6.17.13 Does the software calculate the apportioned chargeable profits and other sources of income (i.e. investment income, Sch A etc) that is applicable to each Partner:		
a) For a commencing Partner?	Yes	It calculates the changed basis periods, not the amount of profits resulting from the change (profit apportionment is based on user entered profit share percentages or fixed amounts)
b) For a change in Accounting Reference Date by the Partnership?	Yes	As 6.17.12 a) above
c) For a Sole trader becoming a Partnership i.e. the	Yes	As 6.17.12 a) above

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continuing Partner?

d) For a ceasing Partner?	Yes	As 6.17.12 a) above
e) For a corporate Partner?	No	Noted
f) For a non-resident Partner?	No	Noted
g) Does the software allow prior shares of profit to be allocated to partners?	Yes	Confirmed
h) Does the software allow multiple allocation periods or profit sharing ratios in the accounting period or fiscal year, e.g. to accommodate changes in PSR on admission or retirement of partners, or the application of different PSRs to different sources of income?	No	Noted
i) Does the software allow the use of unit based profit sharing methods as well as %age shares?	Yes	Confirmed
j) Does the software allow reallocation of notional profits and losses?	Application will automatically adjust for “artificially created losses (statutory re-apportionment)	Confirmed
6.17.14 Does the software provide calculations of tax reserves for partners on commonly used principles?	No	Noted
6.17.15 Are all data totals transferred to the Partnership Statement i.e. boxes 3.82 to 3.98?	Yes	Confirmed
6.17.16 What is the maximum number of current partners that can be supported?	No limit	Accepted

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6.18 Short / Long Partnership Statement – SA800(PS)

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------|
| 6.18.1 Are all details entered on the Return and supplementary pages automatically transferred to the Partners' statement? | Yes | Confirmed |
| 6.18.2 Is it possible to indicate the respective Partner's share for each source of income? | Yes | Confirmed |
| 6.18.3 Are the income sources divisible on the time apportionment basis? | No. The user would have to calculate the amounts and then enter "amounts" as required in the partnership income split grid | Noted |
| 6.18.4 Is it possible to override the time apportionment of profits etc, and specifically allocate amounts to allocation periods? | No | Noted |

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6.19 Land & Property Page – SA801

6.19.1	Are multiple Land & Property pages possible where there is more than one accounting period?	Yes	Confirmed
6.19.2	Are multiple Land and Property pages possible where income is calculated differently for income tax and corporation tax purposes?	No	Noted
6.19.3	Are multiple properties supported? Can individual property income and expenses be input?	Yes	Confirmed
6.19.4	Is it possible to populate the Land & Property pages from existing data in Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	No	Noted
6.19.5	Is it possible to distinguish between Schedule A and Furnished Holiday Letting?	Yes	Confirmed
6.19.6	Schedule A (Sch A):		
	a) Is there a calculator to compute the amount of lease premium which is chargeable to Sch A? Is there a prompt to ensure the balance is treated correctly for CGT purposes?	There is a lease premium calculator. There is no prompt for CGT issues	Confirmed
	b) Are there any checks or controls to ensure that current year losses are not offset against general income in any way other than a loss which consists of a capital allowance claim.	No	Noted
	c) Is the 10% wear & tear allowance calculated by following ESC B47? Is there a control to ensure capital allowances are not claimed? Is there a control to ensure the 10% wear & tear allowance does not exceed the relevant amount?	No	Noted
	d) Is there a calculator for Lease Premium Relief?	No	Noted
6.19.7	Furnished Holiday Letting (FHL):		
	a) Are there any checks or controls to help the user check that	No	Noted

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the property qualifies as an FHL?

b) If there are checks and the property fails for a tax year as a qualifying FHL, does income revert to Sch A status?	Not applicable	Noted
6.19.8 Capital allowances – Is a full calculation module included i.e. asset register?	No	Noted
a) Is it possible to override figures and simply type in summary details onto Tax Return?	Yes	Confirmed
b) Is it possible to restrict for private use?	Not applicable	N/A
6.19.9 Is a separate pool maintained for FHL??	No	N/A
6.19.10 Non Resident Landlords – Are there checks or controls to ensure that the tax deducted at source does not exceed the relevant percentage of gross rents?	No	Noted
6.19.11 General – Is a summary available to show all property income and expenses consolidated and referenced back to the Land & Property page? Does the summary contain a breakdown for each respective property?	Reports treat each property as a separate cost centre. Consolidation is not included in reports as this is required within the SA 800	Confirmed
6.19.12 Are all data totals transferred to the relevant boxes on the Partnership Statement (Full)?	Yes	Confirmed

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6.20 Foreign Page – SA802

6.20.1	Are multiple Foreign pages possible where there is more than one accounting period?	Yes	Confirmed
6.20.2	Are multiple Foreign pages possible where income is calculated differently for income tax and corporation tax purposes?	No	Noted
6.20.3	For every source of foreign income is it possible to:		
	a) Indicate the country of origin?	Yes	Confirmed
	b) Indicate whether income is arising or unremittable?	No	Noted
	c) Input the UK / Foreign tax withheld?	Yes	Confirmed
6.20.4	Country of origin:		
	a) Is it possible to choose a country from a drop down menu or must these be written each time?	Drop down list	Confirmed
	b) Where a drop down list is available are there checks or controls to ensure that the inputted Foreign tax credit does not exceed the maximum permitted i.e. 15% etc?	No	Noted
6.20.5	When figures are transferred within the Foreign Page does this happen automatically?	Yes	Confirmed
6.20.6	Are all data totals transferred to the relevant boxes of the Partnership Statement (Full)?	Yes	Confirmed
6.20.7	Schedule D Case V:		
	a) Is there a calculator to compute the amount of lease premium which is chargeable to Sch D case V? Is there a prompt to ensure the balance is treated correctly for CGT purposes?	Yes	Confirmed-calculator – no prompt

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| b) Are there any checks or controls to ensure that current year losses are not offset against general income in any way? | Foreign property losses are automatically ring fenced with foreign property income | Confirmed |
| c) Is the 10% wear & tear allowance calculated by following ESC B47? Is there a control to ensure capital allowances are not claimed? Is there a control to ensure the 10% wear & tear allowance does not exceed the relevant amount? | No | Noted |
| d) Are multiple copies of page PF3 possible where there are properties in more than one country and foreign tax was deducted? | Yes | Confirmed |
| e) Are the above results consolidated automatically on PF4? | Yes | Confirmed |
| f) If gross income is <£15,000 is it possible to input all income & expenses but only report expenses in the "Other expenses" box per IR guidance? | Yes | Confirmed |

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6.21 Disposal of Chargeable Assets Page – SA803

6.21.1	Is it possible to calculate the total split of proceeds on separate assets?	Yes	Confirmed
6.21.2	Are multiple Gains pages possible where proceeds are calculated differently for income tax and corporation tax purposes?	No. Manual input after an off system calculation is possible	Noted
6.21.3	Are all data totals transferred to the Partnership Statement (Full ?	Yes	Confirmed
6.21.4	Where information is entered is it possible to transfer this data into the partners' personal Tax Returns?	No	Noted
6.21.5	Is it possible to populate the Capital Gains pages from existing data in Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	No	Noted

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6.22 Savings, Investments and Other income Page – SA804

6.22.1 Are multiple Savings pages possible where there is more than one accounting period?

Yes

Confirmed

6.22.2 Are multiple Savings pages possible where savings income is calculated differently for income tax and corporation tax purposes?

No. Manual input after an off system calculation is possible

Noted

6.22.3 Are all data totals transferred to the relevant boxes on the Partnership Statement (Full)?

Yes

Confirmed

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6.23 Tax Repayment Claims - R40 / R43

6.23.1 Are the following forms supported by the software:

a) R40 – Tax Repayment Claim?

Yes

Confirmed

b) R43 – Tax Repayment Claim for non-residents?

No

Noted

c) R40(CG) – Capital Gains Tax Notice?

Yes

Confirmed

6.23.2 Data input:

a) Is it possible to input data from a menu?

Yes

Confirmed

b) Or when clicking on a Claim on screen does software direct you to or drill down to the correct input menu?

Not applicable

N/A

c) Is it possible to edit information directly on Claim on screen?

Yes but all such data will be ignored computationally

Confirmed

d) When data is edited directly on Claim are there still checks or controls to prevent patently wrong entries?

Not applicable

N/A

6.23.3 Is it easy to change a client between R40 and SA100? Or must data be re-input?

Yes.

Confirmed

Data does not need to be re-input

6.23.4 If data must be re-input for an R40 or R43:

Data does not need to be re-input on form conversion

a) Do menus closely resemble those for the Return?

No

N/A

b) Are non-residence menus and days calculator (per Section16) available?

Not applicable

N/A

6.23.5 Agent tax repayment authorisation – Can this be selected from centrally held information? Is it possible to have multiple agents?

Automatically created by the application. Multiple branches/agents can be accommodated

Confirmed

6.23.6 Does the software calculate unused Married Couples Allowance?

Yes

Confirmed

a) Does the software automatically prepare the form 575?

No

Noted

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b) Is the figure automatically posted to the wife's record?

Yes

Confirmed

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6.24 Capital Gains Tax Notice - R40(CG)

6.24.1	Is it possible to populate the Capital Gains pages from existing data in other software? If so provide full details in Section 6.30.	No	Noted
6.24.2	Is a CGT calculator available?	A basic capital gains calculation is available in the software	Confirmed
6.24.3	Are losses automatically offset in the most tax efficient manner?	Yes	Confirmed
6.24.4	Can attributed gains be recorded and displayed?		Confirmed
	a) Are attributed gains from non-resident trusts identified separately?	Yes	Confirmed
	b) How does the software cope with losses set against attributed gains?	Applies the statutory rules	Confirmed
6.24.5	If connected party/clogged losses arise is a separate memorandum maintained for each connected party?	Yes	Confirmed
6.24.6	Small part disposals:		
	a) Is it possible to input the disposal and then claim that it is a small part disposal in accord with HS285 ?	No	Noted
	b) If claimed does the software test and prompt the user if proceeds are > £20,000 or > 20% (for land) or >£3,000 or >5% for cash on share disposals?	Not applicable	N/A
6.24.7	Where disposals are unquoted shares, does the software complete the appropriate box?	Yes	Confirmed
6.24.8	Reliefs – Where further Inland Revenue forms are required to claim reliefs are these prepared automatically in the case of:		
	a) HS 290? ((Rollover Relief)	No	Noted
	b) HS 295? (Gifts)	No	Noted
	c) HS298? (Venture Capital Trusts)	No	Noted

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d) HS 275 (Entrepreneurs Relief)

e) If the system utilises PDF formscan these forms be saved independently?

Not applicable

Noted

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6.25 Backing Schedules

6.25.1	Are schedules cross referenced back to main boxes on Tax Return or supplementary pages	Yes	Confirmed
6.25.2	Is there a choice of having the schedules printed out:		
	a) In portrait?	Yes	Confirmed
	b) In landscape?	No	Noted
	c) A separate schedule for each Tax Return or Supplementary Page income source?	No	Noted
	d) Continuous consolidated schedules for each Tax Return or Supplementary Page income source?	Application reports are available in respect of tax based categorisation of income, usually matching the tax return form design concept	Confirmed
6.25.3	Can the user choose which supplementary schedules are printed i.e. can some be suppressed?	Yes, Groups of schedules can be suppressed or selected by the user. A schedule comprises of all instances of income within a group	Confirmed
	a) Is it possible to do so when choosing the continuous consolidated schedules?	Yes	Confirmed
6.25.4	Do the schedules provide more meaningful details in addition to that already shown on the Tax Return or Pages?	Yes	Confirmed
6.25.5	Is there uniformity of presentation throughout the schedules i.e. similar columns and headings formatting etc?	Yes	Confirmed
6.25.6	Is it possible to view the schedules on screen before printing?	Yes	Confirmed
6.25.7	Is it possible to edit the schedules on screen before printing? If so, are the changes saved?	No	Noted
6.25.8	Is it possible for a user to create free form schedules i.e. blank schedules which are headed and footed as the system schedules?	No	Noted

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6.25.9 Are there system wide settings for the format of Headers and footers and main body text? Do these include:

a) Client name?

No

Noted

b) Firm's reference?

No

Noted

c) Tax Reference?

No

Noted

d) Date & time printed?

Yes

Noted

e) Choosing font settings?

Yes

Noted

6.25.10 Are schedules transmittable via Online Filing by being electronically imprinted into the additional information section?

Yes, as attachments

Confirmed

6.25.11 What non-Self Assessment forms can be produced?

64-8, CWF 1 SA 303 P11D

Confirmed

e.g. forms 64-8, CWF1

6.26 Computations

6.26.1 How is the tax calculation methodology created? (I.e. are a series of formulae created mimicking the HMRC computation worksheets?)	A central core formula based upon the statutory “Total Income Formula” as amended by all subsequent legislation is used. In addition we use a large number of sub routines that are used to derive certain figures that are used within the core formula	Accepted
6.26.2 What reliance is placed on the HMRC methodology?	None. Their methodology does not, as the Inland Revenue warns, handle all situations	Accepted
6.26.3 If the HMRC methodology is used, what alternative calculation methodologies are in place within the application to provide users with a working calculation in the event that the HMRC calculation is unavailable, delivered too late to implement or has errors in it?	Not applicable	N/A
6.26.4 What tests are carried out to check the validity of the computations and comparing the figures with those calculated through the HMRC instructions?	We have a large test bed of pre-configured test cases that test the core concepts in our main formula and its associated sub routines. This test bed is updated for the changes required for each new year of assessment We run an extensive series of pre – configured test cases through our calculation and that used by the IR each year, including those test cases that are devised by the IR as part of the FBI approval process	Confirmed
6.26.5 What tax computation working sheets are reproduced	Traditional tax computation reports are produced using the ‘Total income formula’	Accepted

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6.26.6	Does the software produce its own version/summary of the tax computation?	Yes	Confirmed
6.26.7	Do the computations automatically adjust for the following:		
	a) Income in excess of the Age Allowance limits?	Yes	Confirmed
	b) Top slicing relief?	Yes	Confirmed
	c) Foreign tax credits on income in excess of the UK tax liability?	Yes	Confirmed
	d) Foreign tax credits on gains in excess of the UK tax liability?	No. Manual input after an off system calculation is possible	Noted
	e) Pension contributions in excess of the available relief?	Yes	Confirmed
	f) Maximum income tax liability of non-residents?	Yes	Confirmed
	g) The possibility of a different basic rate of tax for Scottish taxpayers?	We can support this requirement should it become necessary	Accepted
6.26.8	Does the software automatically update the computations as data is input?	Yes	Confirmed
	a) What processes, if any, automatically run the computation? (e.g. viewing page 7, printing the Tax Return etc)	The core Total Income calculation is run at certain internally initiated points which are triggered by the user's activities within the application. These include for example situations when the user requests a calculation or creates a tax return on screen	Accepted
	b) If the software does not automatically update the computations as data is input, is there any indication that data has been changed since the computation was last run?	Not applicable	N/A
6.26.9	How are estimated or provisional figures indicated?	By using the Notes systems described at 6.4.6 above	Confirmed
6.26.10	If tax is being coded out in a subsequent year, does the system record which year and automatically bring the amount into	The application contains an underpayment analysis tool, which	Confirmed

account in that year?

reveals the full underpayments situation for all Schedule E sources of income in the year of assessment. The user uses this tool to direct the underpayment recovery to the appropriate year of assessment. The same tool can also be used to maintain a full underpayment audit trail regardless of the method the Revenue uses to collect the underpayments over the years. i.e. the tool can cope with the situation in which underpayments are coded out or partially/fully collected via the SA interim payments system It can also track the requirement to move underpayments between Schedule E sources to cater for changes of employment or rates of remuneration. As a result of the presence of this sophisticated device we do not automatically include brought forward underpayments in the following year

6.26.11 Does the software default to treat qualifying underpayments as being coded out?

Yes

Confirmed

a) Does this change nearer to the deadline for obtaining this option?

No

Noted

b) How is this treatment highlighted?

By completion of the appropriate boxes on the tax return.

Confirmed

The application contains an underpayment analysis tool, which reveals the full underpayments collected via the SA interim payments

c) Are possibly qualifying underpayments treated as being coded out even if there is no relevant employment or pensions income?

system It can also track the requirement to move underpayments between Schedule E sources to cater for changes of employment or rates of remuneration. As a result of the presence of this sophisticated device we do not automatically include brought forward underpayments in the following year.

The application provides a report that analyses the entries on the tax return.

The main computation report is annotated.

The Schedule E source of income analysis report is annotated.

No. The application contains an underpayment analysis tool, which reveals the full underpayments collected via the SA interim payments system It can also track the requirement to move underpayments between Schedule E sources to cater for changes of employment or rates of remuneration. As a result of the presence of this sophisticated device we do not automatically include brought forward underpayments in the following year

d) Can the user set the default?

Yes

Noted

6.26.12 Are the relevant SA100 boxes automatically calculated for:

a) the carry back of losses giving rise to a tax credit based on

No, in the interests of simplicity. The

Accepted

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the prior year information?

application will calculate automatically the amount of refund arising in the prior year as a result of the carry back. The user has only to enter this amount in the appropriate data entry point

b) claims for averaging for farmers or creators of literary or artistic works giving rise to a tax liability/credit based on the prior year information?

Yes, because the Revenue will only accept such claims if the prior year tax return has been received and finalised and the application can therefore automate the process

Confirmed

c) If not automatically calculated, can they be completed within the application with assistance from the software?

Yes. The application will calculate automatically the amount of refund arising in the prior year as a result of the carry back. The user has only to enter this amount in the appropriate data entry point

Confirmed

6.26.13 Is the relevant SA100 box automatically calculated for:

a) the carry back of losses giving rise to a tax credit based on the current year information?

Yes

Confirmed

b) claims for averaging for farmers or creators of literary or artistic works giving rise to a tax liability/credit based on the current year information?

Yes

Confirmed

c) If not automatically calculated, can it be completed within the application with assistance from the software?

Automated- not applicable

N/A

6.26.14 Regarding the calculation of the interim payments:

a) Are checks made for the relevant % and £ de minimis limits?

Yes

Confirmed

b) Do reports reflect reductions claimed?

Yes

Confirmed

6.26.15 Can mail merges/reports for payment reminders be generated

Yes

Confirmed

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within the application?

6.26.16	Is account taken of payments already made, if entered?	Yes	Confirmed
6.26.17	Are interest, supplement and surcharges calculated?	No	Noted
6.26.18	Are the tax liabilities and payment details able to be reported on?	Yes	Confirmed
6.26.19	What scope is there, if any, to look at “what if” scenarios?	The application has an ability to create an unlimited number of clones of a client. All live data is imported into the clone with the exception of partnership income which the user must enter. Usage of the clone client facility allows multiple “what if” scenarios to be run.	Confirmed
	a) Can this only be done by changing the source data?	The clone facility allows multiple “what if” scenarios to be run without overwriting original data. All clone results can be saved	Confirmed
6.26.20	Can forms SA303 be produced for claims to reduce interim tax payments?	Yes	Confirmed

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6.27 General Reports

6.27.1 Can client list reports be generated?

Yes

Confirmed

a) What selection criteria options are there?

User assignments to clients

Confirmed

Client ID's.

User defined query

b) What data is or can be included?

All client static data

Confirmed

c) What options are there for selecting the order?

Client code, name, tax reference

Confirmed

d) What formatting options are there?

List view-multiple clients per page

Confirmed

Record view – one client per page

6.27.2 Can Tax Return progress reports be generated?

Yes

Confirmed

a) What selection criteria options are there?

Tax Return Progress Report (Global).

Confirmed

User assignments to clients. Client ID's.

User defined query. Tracker tool:-

Status of stages in the process based on complete/incomplete/overdue/not required.

User assignments. Client ID's.

b) What data is or can be included?

User customisable selection of client data and the status of each stage included

Confirmed

c) What options are there for selecting the order?

There is an ability to sort to 3 levels of criteria,

Confirmed

Ascending/descending / selected client fields.

d) What formatting options are there?

List view-multiple clients per page.

Confirmed

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6.27.3 What documentation can be produced to aid obtaining Tax Return information from the client?	Record view – one client per page The “Information request” report(s). These are available in two formats being with and without comparative figures. Yes	Confirmed
a) Is this function part of the standard package?		
6.27.4 What other in built reports can be generated?	Computation. Client version, pan year computation of Sch D case i/ii assessable profit calculations. Asset history. Comprehensive suites of reports supporting 8 separate tools within the application. Tax Return forms 6 related areas of reporting.	Confirmed
a) What selection options are there for each report?	Cross client reporting, client code/assigned users/user defined query	Confirmed
b) What formatting options are there for each report?	List view/record view where applicable	Confirmed

6.28 Pension Premium Planner

This section applies if the software includes a Pension Premium Planner.

Abbreviations used: NRE – Net Relevant Earnings, RAR - Retirement Annuity Relief, PPR – Personal Pension Relief.

6.28.1	Is the Pension Premium Planner part of the standard package?	Yes	Confirmed
6.28.2	What is the earliest tax year that the planner can deal with?	96/97 onwards plus the ability to create prior 6 years data	Confirmed
6.28.3	Does the planner correctly deal with the annual allowance for the year?	Yes	Confirmed

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6.29 Electronic Submission

6.29.1 Is it possible to submit the Tax Return data via Self Assessment Online (previously FBI - Filing by Internet)?	Yes	Confirmed
a) Is the interface part of the standard package?	Yes	Confirmed
b) What forms are covered?	All forms accepted by HMRC are supported	Confirmed
c) What controls are there on who can amend the user ID and password details?	Controlled by System Administrator password	Confirmed
d) Is there scope to overwrite the reply email address?	No	Confirmed
e) What security controls are there on who can create and submit Self Assessment Online files?	System Administrator can permit/deny access on a user basis	Confirmed
f) Does the user have to confirm the receipt of the client's authentication before the XML file is created?	Yes	Confirmed
g) Is there a facility to verify the acceptance of the data prior to its submission?	Yes – pre submission validation checks	Confirmed
h) What does the user need to do in order to generate the 'IR Mark' number?	Generated automatically	Confirmed
i) What check is there that the 'IR Mark' number corresponds with the Return file to be transmitted?	IR Mark displayed prior to submission enables manual checking to printed version.	Confirmed
j) How does the software deal with error reporting?	Revealed to users	Confirmed
k) What facilities are there to store response messages?	Stored in Online Filing Manager and reported to users	Confirmed
l) What controls/warnings are there if the Return data is changed after the Return has been submitted?	The "Finalised return" technology/concept within the application warns the users at user interface level if they attempt to edit an already "finalised" tax return on each occasion and every location. This	Confirmed

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also includes “carrying back” data into
prior year’s “finalised” tax returns

m) Is it possible to check and report on the status of submitted
Returns?

Yes

Confirmed

6.30 Interaction with other Software/Products

6.30.1 What scope is there to import data from related packages?

We have a technology that in general terms permits the exchange of certain common static data between our own applications, for example client contact data. In addition there are enhanced data exchanges of generally financial data detailed below

Confirmed e.g. accounting data between Digita Accounts Production and Digita Personal and Business Tax

a) Accounts production?

We import Schedule D case i/ii profit & Loss and Balance Sheet data together with certain tax adjustments from our Final Accounts application

Confirmed

b) Partnership profit shares etc?

The apportionment is an inherent component of Business Tax Module (which is an extra cost licence)

Confirmed

Can optionally be imported from an Excel spreadsheet generated by the application

c) Trust income?

Automatically posted where the Trust is a client in the system (Trusts is an extra cost licence based on number of trust clients)

Confirmed

d) Investment portfolio details (income/cgt)?

None currently, but in development

Noted

e) Other?

Summary figures can be imported from an Excel spreadsheet for the most common income types

Noted

A comprehensive data import technology (Tax Exchange) is currently in development

6.30.2 Does the software allow the client to supply/enter data over

No

Noted

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the Internet?

a) Is this part of the standard package?

Not applicable

N/A

b) In general terms, how does this interact with the standard inputting process?

Not applicable

N/A

c) What security controls are there?

Not applicable

N/A

6.30.3 What scope is there to import data from third party software?

a) Accounts production?

1.) Caseware.

Accepted

2.) Eureka.

3.) CCH

4.) Sage SAP

5.) Sage SAPA

7.) VT

b) Spreadsheets?

Microsoft Excel

Confirmed

c) Investment portfolio details (income/cgt)?

None

Noted

d) Other?

The Wealth Works (formerly Finapps)

Accepted

APS Advance

Caseware Time

Practice Engine

Star

6.30.4 Does the software include mail merge or document generation module?

Yes

Confirmed

a) How flexible are they?

Flexible client selection

Confirmed

b) What information can not be picked up? (i.e. tax liability details, unused pension relief)

Non client details e.g. tax liabilities,

Confirmed

c) What word processing package are the documents

Any word processor that supports mail

Accepted

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generated in?	merging	
d) Can individual generated letters be edited?	Yes	Confirmed
6.30.5 What linked packages, using the same database, are there?	None	Noted
a) In general terms, what functions do they offer?	Not applicable	N/A
6.30.6 Is the database open for reporting on using third party software?	Yes	Accepted
6.30.7 Will the software supplier make the detailed program documentation (e.g. file definitions for third party links) available to the user, either directly or by deposit with a third party?	Yes	Accepted
6.30.8 Does the software have the ability to create Tax Return documentation in PDF format so enabling the user to email documentation to clients?	Yes	Confirmed
a) If so, are all the reports amalgamated into one PDF or created as separate PDF's?	Amalgamated into one PDF	Confirmed
6.30.9 What links does the software have with any legislative content?	None	Accepted

6.31 Documentation and Help Functions

This section applies to any of; online, hardcopy or other (e.g.WWW) documentation – specify which are applicable.

6.31.1	Is the manual clearly laid out and understandable?	Electronic - yes	Confirmed
6.31.2	Is the manual comprehensive and accurate?	Electronic - yes	Confirmed
6.31.3	Is there an index to the manual?	Electronic - yes	Confirmed
6.31.4	Is it easy to locate specific topics in the manual when required?	Electronic - yes	Confirmed
6.31.5	Is it easy to follow through all procedures in the manual?	Electronic - yes	Confirmed
6.31.6	Does the manual include:		
	a) A tutorial section?	Electronic - yes	Confirmed
	b) A guide to basic functions?	Electronic - yes	Confirmed
	c) Pictures of screens?	Electronic - yes	Confirmed
	d) Completed examples included in the manual?	Electronic - no	Noted
	e) Specific “error correction” procedures.	Electronic - no	Noted
6.31.7	Does the documentation clearly specify the actions to be taken by users at each important stage of data input?	Electronic - yes	Confirmed
6.31.8	Are help screens available relating to the task in hand? (context sensitive help).	Electronic - yes	Confirmed
6.31.9	Do they provide on-line instructions on how to use particular features of the software?	Electronic - yes	Confirmed
	a) Can they be edited or prepared by the user?	Electronic - no	Noted
6.31.10	Are there links to the Inland Revenue’s Self Assessment Tax Return Guide?	Electronic - yes	Confirmed
	a) Are the links context sensitive?	Electronic - yes	Confirmed
6.31.11	Are there links to the tax legislation and/or IR tax manuals?	Electronic - no	Accepted
	a) Are the links context sensitive?	Not applicable	N/A

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6.32 Support

6.32.1 Will the supplier or dealer provide corrections to the programs?

Yes, included in the support contract

Confirmed

a) Are bug fixes free of charge?

Yes, included in the support contract

Confirmed

b) Over what length of time will these be provided?

Varies dependant on the complexity of the issue and perceived risk of the change which dictates the extent of the testing necessary to satisfy our quality control procedures

(a) Continuously whilst licensed, and
(b) provided asap, priority being dependent on consequence of bug (e.g. any computational error having highest priority)

c) How are fixes notified? (i.e. letter, fax, email or website)

Website/electronic bulletins/fax

Confirmed

d) How are fixes circulated? (i.e. mailed or posted on website)

Website, emailed or posted

Confirmed

6.32.2 Will the supplier or dealer provide general enhancements to the programs?

Yes

Confirmed

a) Will these be provided automatically?

Yes

Confirmed

b) Will they be given free of charge?

Yes, but new chargeable modules adding significant new functionality may be chargeable

Noted

6.32.3 What is the supplier's general policy with regard to upgrades and enhancements to the application (as opposed to repair and maintenance issues) in term of additional cost to the user?

Our policy has been to deploy existing application upgrades free of charge to all users with a currently valid support contract. Only entirely new applications have been the subject of additional charge. It is company policy as a general rule to offer existing users of our applications preferential terms when we release new applications

Confirmed

6.32.4 If there is no annual support contract what is the charging

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policy on:-

a) Bug fixes?

Included in the support contract

Confirmed

b) telephone support?

Included in the support contract

Confirmed

c) email support?

Included in the support contract

Confirmed

d) correspondence based support?

Included in the support contract

Confirmed

e) upgrades and improvements to the application?

Included in the support contract

Confirmed

6.32.5 If there is a support contract:-

a) Is it compulsory?

Yes

Confirmed

b) What is the minimum term?

Subject to negotiation as part of the initial contract terms

Confirmed

c) Specify precisely all services that are included under the terms of the support contract.

Support, both IT and Tax technical, bug fixes and program upgrades and enhancements deployed during the period of the users support contract

Confirmed

d) What happens to the application after the support contract expires?

The application reverts to a “read only” mode. This allows users to view and print existing data created prior to the termination of the support contract but not to create or edit data after that termination

Confirmed

6.32.6 Will the supplier or dealer provide “hot line” support to assist with immediate problem solving?

Yes

Confirmed

a) Is this at additional cost?

Usually included in support contract

Confirmed

b) At what times will this support be available?

Normal working hours

Confirmed

6.32.7 Is the supplier or dealer capable of giving sufficient ongoing education and training and other support?

Yes: Digita provides structured training courses as well as training tailored to the organisation’s specific requirements

Confirmed

Functional requirements questionnaire**Product****Digita Personal, Business and Trust Tax
Version 11.5**

Supplier Response

Evaluation Confirmation

6.32.8 Can the supplier, dealer or some other organisation provide all the hardware, software and maintenance requirements of the user?

No

Confirmed

6.32.9 Is there nationwide support:

a) Telephone

Yes

Confirmed

b) Modem link/WWW

Yes

Confirmed

c) local dealers/support

Yes

Confirmed

6.32.10 Is a warranty offered in respect of specification of the software?

We confirm that the software performs in accordance with the current product technical specification published by Digita. This may be subject to occasional restrictions that may be required as part of our on-going development and maintenance process.

Accepted

A more comprehensive explanation is contained with our "Terms and Conditions of Sale and Product Use" document supplied with the software and available on request

6.32.11 Are there any unduly restrictive conditions in the license for the software?

No

Accepted

6.32.12 Would the software house be prepared to accept the Institute of Purchasing and Supply model contract?

Contracts are subject to negotiation at the time of purchase. This could be considered if requested.

Accepted