ICAEW Accreditation Scheme

Corporation tax

Digita

Corporation Tax V6.0

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1 Summary

1.1 Introduction

The suitability of corporation tax software for each particular practice will always be dependent upon that practice's individual requirements. These requirements should therefore always be fully considered before software is acquired. The quality of the software developers or suppliers should also be considered at the onset.

1.2 Concept of software under evaluation

- be able to accurately produce self-assessment tax calculations and company Returns (CT600) and related tax accounting and deferred tax calculations
- provide accurate tax calculations in line with current legislation and HMRC calculation
- be capable of maintaining a permanent audit trail of all amendments and changes
- have the ability to track compliance progress for each chargeable period
- be capable of allowing online filing
- be capable of producing time limit and other reports as necessary for the good maintenance of clients affairs
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It is also desirable that good Corporation Tax software should:

- make best practical use of available resources and reduce the burden of tax work allowing more time to provide greater client care
- be easy to learn, understand and operate.

It is also essential, when software is implemented, for appropriate support and training to be available.

2 Approach to evaluation

2.1 Objective

To evaluate Digita Corporation Tax Version 6.0 against a set of criteria developed by the ICAEW to ensure that the software meets the requirements of Good Corporation Tax Software, as laid down in the introduction, Page 3.

2.2 Approach, including work performed

For this evaluation the ICAEW Functional Requirements Questionnaire was used. In order to effectively evaluate Digita Corporation Tax Version 6.0 Digita completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the Digita office in Exmouth and checked the answers by running the program with the assistance of a member of their technical staff. The questions were individually reviewed and the majority of assessments were confirmed.

Once the questionnaire had been completed, the draft report was prepared and submitted to Digita and the ICAEW for approval before completion.

2.3 Software/hardware utilised

The hardware used was a Dell Latitude D505 laptop with an Intel 1.7 GHz Pentium processor. It contained 2 GB ram and a 40 GB hard disk running Windows XP professional 2002 with Service Pack 2. The software used was Corporation Tax Version 6.0.

2.4 Report structure

The report has been broken down into its main constituents in the contents page. The evaluation questionnaire was provided by the ICAEW and has been used without alteration or amendment.

3 Matters to consider before purchase

3.1 General overview

Digita's Corporation Tax is corporation tax software that completes both the tax computation and the relevant tax forms for all chargeable periods created. In addition there is a deferred tax calculator which can be used to calculate the amounts required for provision under FRS 19. The deferred tax and the group modulesare an optional extra but were covered in the evaluation process.

Digita state that the defining feature of Corporation Tax is ease of use. This application has been developed in a true Microsoft Windows environment from the outset, using the most up to date technology which has enabled the 'web-like' feel that makes it so intuitive.

The ICAEW software evaluation exercise has been developed to cover a wide range of corporation tax software and there may be areas in the evaluation which show up possible weaknesses in Digita Corporation Tax Version 6.0. These possible weaknesses should be taken into context with the potential market for this product, and in most cases would therefore not be applicable.

3.2 Supplier background

Digita is part of the Thomson Reuters group, having been bought by them in 2008. Digita was founded in 1986. It provides solutions for accountants in practice and many large corporations. 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 Corporation Tax was first released in May 2001, and version 6.0 was released in June 2009 following extensive development and the implementation of additional functionality.

3.4 Typical implementation

Digita Corporation Tax users range from single users to top 20 firms with 15 sites. It can be used as standalone or across networks and can form part of the Digita suite of products.

3.5 Vertical applications

Corporation Tax links with Digita Accounts Production and Digita Company Secretarial.

3.6 Minimum recommended hardware specification

Network requirements

Peer to Peer (P2P) – can be used.

Client server is however recommended for 5 or more concurrent users.

Workstation / Standalone requirements

The following hardware specification is recommended:-

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

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

A minimum screen resolution of 1024 x 768 is required.

3.7 Operating system supported

Microsoft Windows 2000, XP or Vista

3.8 Databases supported

SQL server 2000, 2005 and 2008

3.9 Software installation & support

Digita Corporation Tax is licensed via the software house only and support and training is provided either directly by Digita or by approved partners. Telephone support is available for both installation (inc networks) and for the software itself.

Training is optional (but highly recommended) and can be at the Digita office, its partners' offices or on site.

The yearly license fee includes legislation and other updates and technical support.

3.10 Matters to be considered by potential users

There are a number of limitations in the product, which while not adversely impacting upon this evaluation may be of importance to some businesses. It is important that any business contemplating the purchase of software reviews the functionality described and limitations therein against its detailed requirements. Attention is drawn in particular to the following areas where the product, on its own, may not be suitable for businesses with particular requirements:

- A full user activity log is not available
- User passwords are not enforced (but are recommended)
- Passwords are visible to the system administrator
- There is no history log maintained of master file changes and user id codes

- Auto calculated values e.g. brought forward figures can be manually edited without warning
- There is no record of claims and elections
- User amendments to the central tax district database are overwritten on upgrades
- If working on an exported file "off site" it is still possible to override this "on site" and make changes
- The administrator has rights to delete items from the audit trail with no record being maintained of its existence or deletion
- The supplementary pages CT600B, CT600D, CT600E, CT600F, CT600G, CT600H, CT600I and CT600J are available for on screen editing only – not linked to pages CT600 and CT600A.
- For losses carried back there are no prompts to the user that prior years need to be edited
- There is a data entry point only for Double Tax Relief but no automatic calculations
- The product does not support more than one trade per company
- The product cannot handle double tax relief
- The product cannot handle Eligible Unrelieved Foreign Tax
- The product does not support Employee Benefit Trusts and Schedule 23 deductions
- The product does not calculate Land Remediation Relief
- Oil industry is not supported
- There is no automatic use of losses at most efficient tax rates
- Leased assets are not supported
- There is no report writer functionality other than layout editing, font style and the ability to add additional text or tables
- Deferred tax and Group Relief is an optional module and not part of Corporation Tax 6.0 core package. The functionality referred to in the evaluation is only available with this additional module.
- At the time of review the product did not output to XBRL but the software house confirm this will be fully functional long before the mandatory date.

4 Evaluation conclusion

There were no areas in the evaluation that gave concern. Digita Corporation Tax 6.0 is a well designed corporation tax system that has been competently written and has, in terms of the functionality that is present in the current version and the target market for the application, been well specified. It is easy to use and will satisfy the normal requirements of an accounting practice. On screen help is available to assist the user along with helpdesk support.

5 Disclaimer

Any organisation considering the purchase of Digita Corporation 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.

Technical Evaluation Questionnaire Functional Requirements

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		Supplier Response	Evaluation Confirmation
6.1	**Security**		
6.1.1	What are the different levels of passwords provided to control access?	User password on login	Agreed
		Client password protection	Agreed
		Online filing user password	Agreed
6.1.2	Are passwords one-way encrypted (is it impossible for anyone to see other users' passwords in the system?)	Not able to see in User Interface and encrypted in the database	Administrator only has access to user passwords and can only amend if they know the current password.
6.1.3	Is password complexity available (no. of digits, requirement for special characters, numerics, upper/lower case etc)?	Alphanumeric and case sensitive	Agreed – max 10 characters
6.1.4	Is there a facility to enforce password changes after a chosen period of time?	No – not considered necessary for this program	Agreed
6.1.5	Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	No – not considered necessary for this program	Agreed
6.1.6	How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)	None – not considered necessary	Agreed
6.1.7	Is each user required to have a personal password?	Online filing password enforced	Agreed
		Client password isn't enforced - optional	Agreed
		User password isn't enforced - optional	Agreed
6.1.8	What are the security features within the software that cover:		
	a) Setting up and amending users?	Administrator only	Agreed
	b) System access?	Must be allocated a user ID and optional password	Agreed
	c) System data files?	Through SQL there is an optional password set up (Microsoft feature)	Agreed
	d) Client access?	Optional password protection can be	Agreed

		Supplier Response	Evaluation Confirmation
		attached to clients	
	e) Specific clients or groups of clients?	No grouping attached to clients	Noted
	f) Amending client details?	Administrator can set certain user rights and a read - only user can also be set up	Agreed
	g) Viewing Tax Return details?	All users (with appropriate permissions) can view tax return details	Agreed
	h) Amending tax calculation data?	All users (with appropriate permissions) can amend data except read only users	Agreed
6.1.9	Does security allow for read, read/write, delete and amend access to be specified separately?	Read only users have only got access to viewing data.	Agreed
		When setting up users there are the following flags which determine if the user has rights to the following:	
		Delete company	Agreed
		Delete accounting period	Agreed
		And if they are an administrator	
		Only Administrator can edit the following:	
		Create and amend user details	Agreed
		Edit Reports	Agreed

		Supplier Response	Evaluation Confirmation
6.1.10	Is the level of security appropriate for the expected level of organisation using the software?	We believe that the security in place is sufficient	Noted
6.1.11	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?	Through permissions see 6.1.9. Functions not available are “greyed out”	Agreed
6.1.12	What reports can be produced detailing all users and their authority levels?	A “static report” can be produced	Agreed
6.1.13	Does the system provide specific levels of password control to authorise master file amendments?	Administrator are the only users that have access to amend master files	Agreed
6.1.14	Is a system history log maintained of all master file changes along with the User ID?	No	Noted
6.1.15	Does the system prevent access to a client or record while it is being updated?	Yes	Agreed
6.1.16	Are records locked at client or record level?	Both	Noted – client lock takes precedence
6.1.17	How are unopened, but still locked, clients/records released?	Intelligent unlocking at system start up. Additionally when a client is exported they can be locked. If the client is locked due to export when any user next opens the client there is a prompt to either open client as read only or to clear the lock. The export lock prompt indicates the user and time of export.	Agreed
6.1.18	What facilities are there to view/report on current users and locked clients?	On screen display of status	Agreed
6.1.19	Please state the specific security procedures (by authorisation, passwords or warnings) over the:	User password and user rights, once logged in, determine what the user can do	

		Supplier Response	Evaluation Confirmation
	a) Update of system data?	See above	Agreed
	b) Deletion or archiving of client files?	See above	Agreed
	c) Deletion of data entries?	See above	Agreed
6.1.20	What happens to deleted data entries? Are they retained in a "deleted transactions log" which can only be accessed at highest authority levels?	Corporation Tax prevents users who do not have permission to delete client data. But for users that have rights to delete data, on deletion there is a clear message warning the user that if they proceed all data will be removed for ever.	Agreed
6.1.21	What happens to deleted client files? Are they retained in a "deleted transactions log" which can only be accessed at highest authority levels?	As 6.1.20	Agreed
6.1.22	What system recovery procedures exist in the event of hardware failure? (e.g. roll back to the last completed save).	The data will be complete up to the last completed save	Noted
6.1.23	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?	Only data since last save	Noted
6.1.24	Is there a clear indication in the system or manuals as to how the data is backed-up and recovered?	We have a separate back-up tool with a separate manual	Agreed
6.1.25	How is this provided:		
	a) Within the software application?	Installed with the software but a separate tool – supplied free with software	Agreed
	b) To be organised within the operating system?	Outside the operating system	Agreed
	c) Are any of these procedures automatic?	You can set the back-up tool to automate scheduled back-ups	Agreed

		Supplier Response	Evaluation Confirmation
	d) Is the user forced or prompted to back-up at certain intervals?	On upgrade	Agreed
	e) Can the intervals be customised?	See c) above	Agreed
	f) Do the recovery procedures work?	Yes	Noted
	g) What assistance can be obtained if there are problems with the recovery process?	Maintenance fee covers free fixes if they arise	Noted
6.1.26	What features are provided within the software to help track down and repair corrupt data?	None – because software relies on SQL database integrity	Noted
6.1.27	What external support is given to potentially retrieve/repair corrupted data that is present in client databases?	This is a service we provide which is covered by the maintenance fee	Noted
6.1.28	What costs, if any, may be associated with this?	See 6.1.27	Noted
6.1.29	Do system messages provide clear instruction?	They provide information not instructions	Noted

		Supplier Response	Evaluation Confirmation
6.1.30	Is there a system log which details:		
	a) User activity?	Limited report showing company accessed and last user – produced by licence audit tool – available on request free of charge	Agreed
	b) Error messages?	No	Noted
	c) Security violations?	No	Noted
	d) Originators of all transactions and amendments etc.	No	Noted
6.1.31	Web based products:	This is not a web based product	N/A
	a) What browsers (version) is the site compatible with?	N/A	N/A
6.1.32	Web based security:	This is not a web based product	N/A
	a) What methods can be used to authenticate the client computer to the server?	N/A	N/A
	b) How is data secured during transmission between the client and server? (If encryption is used, please specify encryption strength and type.)	N/A	N/A
	c) How is data stored securely on the server? (If encryption is used, please specify encryption strength and type.)	N/A	N/A
	d) What session controls are available? e.g. auto-logout after x minutes inactivity.	N/A	N/A
	e) How is a web session terminated securely?	N/A	N/A
6.1.33	What logging features are available:	This is not a web based product	N/A
	a) for security?	N/A	N/A
	b) for data posting?	N/A	N/A

		Supplier Response	Evaluation Confirmation
6.2	**Client Information**		
6.2.1	Is the creation or amendment of standing data (i.e. name and address details) controlled by menu or by entering directly on the company tax return?	Controlled by menus but there is also an on form edit facility	Agreed
	a) If either, is it obvious to the user which data has been form edited?	On form edit results in values appearing in RED	Agreed
	b) Is there an easy way of reverting back to system calculated values when the form has been edited?	Yes there is a menu option called "revert to original value"	Agreed
	c) Does the standing data cover all the information needed for company tax return? e.g. Company name, registered office address, tax reference, Companies House registration number.	Yes	Agreed
	d) Which of this data is tax year specific for each client?	All data is Tax Year specific and all changes rolls forward never back	Agreed
	e) Which of this data is held globally and available for linking to any client?	Addresses, Persons, Tax districts	Agreed
	f) If the data is not held on a client/tax year basis, how do changes affect prior year company tax return entries?	N/A	N/A
6.2.2	Does the software allow for details of associated companies and is this simply a number or can company names and references be entered?	Just a number	Agreed
6.2.3	Does the system allow selective archiving of old data on a user-defined basis?	N/A	N/A
	a) Can the report generator still access this data?	N/A	N/A
	b) Can archived data be restored?	N/A	N/A
	c) Are there password controls over the handling (retrieval/saving etc) of archived data?	N/A	N/A
6.2.4	What additional client data can be held?	Incorporation date, cessation date, company size details for capital	Agreed

		Supplier Response	Evaluation Confirmation
		allowance purpose (pre 1 April 2008), trade classification, refund details, client contact information, questions relating to the completion of page 1 of the CT600	
6.2.5	Is the prior year corporation tax computation data used to create an input skeleton for the following tax year?	Yes – all relevant headings are carried forward e.g. disallowable types	Agreed
	a) Is this automatic or is the user prompted?	Automatic	Agreed
	b) What checks are made to ensure data is not overwritten?	All brought forward balances are auto calculated and displayed as such – if overwritten this display is removed	Agreed
	c) Are details suppressed if the source ceased in the prior year?	Sources e.g. investment income – No But if assets are disposed of details are suppressed in following period	Agreed
	d) What data is carried forward?	Disallowable expense descriptions, losses carried forward, provisions information, all static data, all assets entered in the capital allowance sections, expensive leased car details, Loans to participators, Deferred Tax brought forward details (if this module has been invoked), net book value brought forward on Fixed Asset reconciliation.	Agreed
	e) Can the skeleton be carried back a year?	No only carried forward	Agreed
6.2.6	What scope is there to copy information between years?	Roll forward should cover this - there should be no need to copy data. But all data in controls can be copied by using copy and paste	Agreed

		Supplier Response	Evaluation Confirmation
6.2.7	What scope is there to copy information between clients?	Use copy and paste	Agreed
6.2.8	What information can be shared between clients? i.e. can addresses be linked so that changing one updates the connected clients?	Address, tax district and persons	Agreed
	a) Can this be extended to associated companies as well as groups?	Across all clients – "No groups"	Agreed
6.2.9	Can notes of importance be entered within the client data and how is their existence indicated?	A client notes panel is included in the Client Summary view. This allows entry of notes specific to that client. The number of notes created is displayed within the panel.	Agreed
6.2.10	Off site working:		
	a) How does the system control the documentation whilst the user is working off site and then back in the office?	There is an export lock which indicates the user initials and when the client was exported.	Agreed
	b) Is the backed up version at the office automatically updated on the user reconnecting to the main system?	Exported clients are to be accessed on standalone installations of the application. It is a manual process to import the client back onto the network database.	Agreed
	c) How does a user know if another user may be working on a version off site?	See a) above	Agreed
	d) Can the user working off site make the file 'read only'?	On export of a client from the main database the user can mark the client as exported which means the client will be locked and only read only access will be granted until the client is either imported back into the main database or the exported lock has been cleared.	Agreed

	Supplier Response	Evaluation Confirmation
e) Is the backup version viewable/ amendable?	On site version can be opened read-only or writeable	Agreed

6.3 Administration Controls

		Supplier Response	Evaluation Confirmation
6.3.1	What information is held about users?	Full name, initials, grade status, Online filing details, passwords, and permissions	Agreed
6.3.2	How is the allocation of clients between users handled?		
	a) What levels can be assigned?	Users are allocated by working status on the client details dialog: Partner, Manager, Senior and Trainee	Agreed
	b) How many users can be assigned to each level?	One user per level	Agreed
	c) How can departments be set/assigned?	N/A	N/A
6.3.3	Can agent and nominee details be entered?	More then one agent office can be created under practise details and then one agent office per client can be assigned. Nominee details held on a chargeable period level.	Agreed
6.3.4	Are tax office details held in a common file or entered separately for each client?	There is a tax district database which is used across the clients	Agreed
6.3.5	When tax office details are amended, are all tax years and/or clients affected by changes?	Yes changes across all years and all clients	Noted
6.3.6	If the tax office details are held and maintained centrally:		
	a) How is the data file of tax offices maintained/updated?	When the users change a district detail an email to our support team with the edited details is created. On receipt of the changes we update our internal database after confirming changes. The districts are then updated on every release.	Noted
	b) What use is made of HMRC's own list of Tax Office details?	This is our starting point and confirmation point.	Noted

		Supplier Response	Evaluation Confirmation
	c) If a data list is provided, how often is it updated and circulated?	It is updated every release	Noted
	d) What prompts/reports are generated when installing an update and overwriting user amendments?	No reports or prompts available	Noted
	e) How does the system cope with different tax offices having the same district reference number?	There is an internal Unique Identifier which the system uses to identify the districts but "units" are not required for Corporation Tax	Agreed
	f) How does the software deal with different units within a tax office?	Not covered in this application as not used for Corporation Tax	Noted
	g) What search facilities for tax offices are available?	Search by name, address, code or telephone number	Agreed
6.3.7	Is there a central data file for exchange rates and indexation?	Central file of retail price index and interest rates	
	a) Is this supplied or created by the user?	N/A	N/A
6.3.8	Which of the following does the system use:		
	a) Tax bands?	Yes	Noted
	b) Tax rates?	Yes	Noted
	c) Marginal relief?	Yes	Noted
	d) Instalment thresholds?	Yes	Noted
	e) NCDR (for relevant periods)?	Yes	Noted
	f) Research and Development limits?	Yes	Noted
	g) EIS/VCT minimum and maximum limits?	No	Noted
	h) Capital allowance rates?	Yes	Noted
	i) Retail Prices Index/ indexation factors?	Yes – retail prices index	Noted
	j) Rates of interest on late paid tax?	Yes	Noted

		Supplier Response	Evaluation Confirmation
	k) Rates of repayment supplement?	Yes	Noted
	l) Rates of interest on late paid instalments?	Yes	Noted
6.3.9	What scope is there to insert rates and limits for future tax years?	Interest and retail price index information can be added using the appropriate manager dialog.	Noted
6.3.10	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?	Notes can be attached to tasks in the tracker	Agreed
6.3.11	Is there scope to indicate which sections of the company tax return have been completed?	Yes – by ticking a "completed" box in each section	Agreed
	a) At what levels does this operate?	Each subsection of the tax return	Agreed
	b) Are you able to indicate if the section has draft/provisional figures?	Ability to mark as estimate value by typing E in any currency control	Agreed
6.3.12	Is it possible to track critical components of the tax return and tax computation? i.e. the progress of accounts, the preparation of provisions , advising of CT liability?	Yes able to use the system default tasks to track or able to create user defined tasks	Agreed
6.3.13	What controls does the software include to monitor the progress of the company tax return and tax computation progress and submission?	A "tracker" system is a component part of the software	Agreed
	a) Are these parameters pre-set or can they be defined by the user?	Both	Agreed
	b) Can the user set the stages?	Yes – user definable tasks can be added in addition to the "standard" headings	Agreed
	c) On what basis are they assigned to clients? (i.e. all clients for all years, per client for a designated year and rolled forward)	All clients for all years but tasks can be marked as N/A for the client per tax year.	Agreed
	d) How can stages be signed off? (i.e. completed, not	The following are automated:	Agreed (except online filing – Noted)

	Supplier Response	Evaluation Confirmation
applicable, provisional etc)	Computation complete, Computation in review, tax paid, deferred tax complete (if this module used), submitted to HMRC and accepted by HMRC (when online filing has been used) All remaining tasks and user defined tasks need to be updated by the user in the tracker	Agreed
e) What record is kept of the user and date of sign off?	Both the user initials and the date of completion appear in Tracker	Agreed
f) What memo facility, if any, is available?	There is a note facility attached to each task per chargeable period	Agreed
g) Can the sign off of particular stages be restricted to certain users, or level of user?	No	Agreed
h) Can stages be deleted?	Yes they can be amended by editing the date manually for user defined tasks or by editing the "complete status" and lock downs for automated tasks. Editing existing data also alerts the user that the task is no longer "complete"	Agreed
i) What safeguards/restrictions are there on such deletions?	There are prompts in place to indicate a change will have an effect on the complete status	Agreed
j) Is there any form of audit trail?	Yes you are able to lock down the tax computation at three stages: Deferred tax completed Computation in review	Agreed

		Supplier Response	Evaluation Confirmation
		Computation Complete Each of these lock downs will automatically generate a PDF of the computation at that stage for future reference	
	k) Is the audit trail activated automatically?	Yes	Agreed
	l) What details does the audit trail retain?	The users Initials and the date and time of lock down with a PDF copy of the tax computation	Agreed
	m) Is the audit trail permanent?	Yes, saved to the database (BUT administrator can remove items from the audit trail). It was felt unnecessary to have to retain all the stages.	Actions agreed
6.3.14	Does the software incorporate some form of year on year review functionality or provide any assistance with reviewing company tax returns or tax calculations?	Yes	Noted
	a) Please provide an outline.	Addbacks in one year are automatically flagged up for the following year and capital allowances balances are carried forward to the next year.	Agreed
	b) Does the software highlight differences at the tax return level by comparing box contents or is this done at the level of the individual source of income?	N/A	N/A
	c) Does the software provide any intelligent reasoning for year end comparables?	N/A	N/A
	d) Is it standard or extra cost?	N/A	N/A
6.3.15	Does the software allow for records of claims and election to be retained?	Not Available	N/A

	Supplier Response	Evaluation Confirmation
a) If so, is this within permanent client data or within each year?	N/A	N/A
b) Does the software have a list of claims and elections?	N/A	N/A
c) Does the software allow for the user to add to the list?	N/A	N/A
d) What prompts are there for time limit reminders?	N/A	N/A
e) Are all time limits pre set within the software or can these be overridden?	N/A	N/A
f) How are the time limit reminders cleared?	N/A	N/A
g) What prompts are there that these have been reviewed?	N/A	N/A
6.3.16 Does the software have a client risk profiling functionality?	Not Available	N/A
a) Please provide an outline.	N/A	N/A
b) Is it standard or extra cost?	N/A	N/A

6.4 Tax Return (Company) – CT600

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.

		Supplier Response	Evaluation Confirmation
6.4.1	Which versions of the company tax return can the software produce and for which years?	(2000) version 1, (2001) version 1, (2002) version 1, 2004, 2005, 2006, 2007 and 2008 version 2, all forms are attached to the appropriate financial year covered by the chargeable period.	Agreed
6.4.2	Data input:		
	a) Is it possible to input data via an input menu or are the company tax return pages linked to the data included within the company tax computation/ and or standing data?	All data derived from input menus, but there is the facility to edit the return if needs be	Agreed
	b) Does the software recognise when a detailed form version is required?	Yes this is determined from the data required to disclose for the period	Agreed
	c) When data is edited directly on the Return, does this overwrite/clear the information in the underlying entry menu?	There is no connection between the CT600 boxes and the input menus when using the on form edit feature. When boxes have been edited it will be saved to the form but will not change values on input menus. Manual overrides appear in RED	Agreed
	d) If direct data entry is possible onto the Return what data can be entered?	All data can be entered on all the forms and user entered values are indicated in RED	Agreed
	e) Can the calculated tax figure be overwritten?	Yes – appears in RED if overwritten	Agreed
	f) When data is entered, what checks or controls are there to prevent patently wrong entries on the main Return?	There are no checks but there is a prompt to indicate when the user enables the on form edit functionality	Agreed
	g) When data is edited directly on the Return are there still checks or controls to prevent patently wrong entries?	Not at entry level but there is validation when on line filing is	Agreed

		Supplier Response	Evaluation Confirmation
		invoked	
6.4.3	Does the software automatically mark the relevant boxes on the Return showing supplementary pages are included?	Yes	Agreed
6.4.4	Presentation:		
	a) Does facsimile Return closely resemble original HMRC Return?	Yes and they have been approved by HMRC	Agreed
	b) Can it be printed in colour?	Yes – if a colour printer is available	Agreed
	c) Can the Return & supporting pages be viewed on screen?	Yes	Agreed
	d) Is there an ability to zoom in & out?	Yes	Agreed
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	Agreed
6.4.6	Is it possible to copy information between clients?	Yes using copy and paste	Agreed
6.4.7	Is it possible to copy information between years?	Yes using copy and paste	Agreed
6.4.8	Provisional & Estimate figures:		
	a) Is it possible to enter a figure and indicate this is either provisional or estimated?	Ability to mark as estimated value by typing E in any currency control	Agreed
	b) Is it obvious from the Return both on screen and when printed that a figure is provisional or estimated?	Yes both on the form and the tax computation it is indicated with an E preceding the estimated value	Agreed
	c) Are additional information boxes prompted for completion to explain nature or basis of provisional or estimate figure?	No there is a notes section attached to all input menus and when there is an entry the note will be attached to the relevant section of the tax computation	Agreed

		Supplier Response	Evaluation Confirmation
6.5	**Loans to participators by close companies – CT600A**		
6.5.1	Is this completed from the data input for the tax computation or is this a separate module?	Completed via data input menus and is included as part of the software	Agreed
6.5.2	If a separate module, is this linked to the main tax computation data?	N/A	N/A
6.5.3	If not, what prompts or validation checks are there?	N/A	N/A
6.5.4	If a separate module, is the data entered within this module or as part of the main tax computation data?	N/A	N/A
6.5.5	How is data transferred - Automatically or by user prompt?	N/A	N/A
6.5.6	Can the data be amended and if so how is this done?	Via the input menu and on screen editing	Agreed
6.5.7	Can the supplementary pages be produced without entering all relevant data?	Yes – there is the ability to print pages and complete them manually if necessary	Agreed
6.5.8	Are there prompts if insufficient data is entered?	Yes and there is validation with the online filing invoked	Agreed
6.5.9	What data is b/fwd and c/fwd?	All outstanding loan amounts with the participator details	Agreed
6.6	**Controlled foreign companies – CT600B**		
6.6.1	Is this completed from the client standing data/ tax year data or is the completion of this supplementary page as part of a separate module?	On form editable only	Agreed
6.6.2	If a separate module, is this linked to the main client data and tax year data?	N/A	N/A
6.6.3	If not, what prompts or validation checks are there?	Online filing validation in place	Noted
6.6.4	Are these pages automatically generated upon entering the	No	Noted

		Supplier Response	Evaluation Confirmation
	relevant data or is another prompt required from the user?		
6.6.5	Are there prompts if insufficient data is entered to complete the pages?	Online filing validation in place	Agreed
6.6.6	Is there a list of relevant territories held within the software?	No	Noted

6.7 Group and consortium – CT600C

6.7.1	What data is required to be entered for these supplementary pages to be generated and are the data fields within a separate module or part of the main tax calculation data?	Need to create a group structure with member companies. On form editable although can be completed using the separate Group Module	Agreed
6.7.2	If held as a separate module, is this linked to the main client data?	yes	N/A
6.7.3	If not, what prompts or validation checks are there?	Online filing validation	Noted
6.7.4	Are these pages automatically generated upon entering the relevant data or is another prompt required from the user?	Yes if using the Group module	Agreed
6.7.5	When entering data on one company is this data carried over to the other named company(ies)?	No within the form but there are in the group module	Agreed
6.7.6	Is there a group function as part of the software and if so is this connected to these supplementary pages?	No	Noted
6.7.7	What data is carried forward?	None	Noted
6.7.8	What validation checks are there that group surrenders do not exceed losses available for surrender?	None within the form but there are in the group module	Agreed
6.7.9	What validation checks are there for non-corresponding accounting periods?	None within the form but there are in the group module	AgreedNoted
6.7.10	Is it possible to include within data an indication that simplified arrangements are in place?	No	Noted

		Supplier Response	Evaluation Confirmation
6.8	**Insurance – CT600D**		
6.8.1	Is it possible to populate these pages from the main client data or this is a separate module to the main client data/tax year data?	On Form Editable	Agreed
6.8.2	If a separate module, is this linked to the main client data/tax year data?	N/A	N/A
6.8.3	If not what prompts or validation checks are there?	Online filing validation	Noted
6.8.4	Are these pages automatically generated upon entering the relevant data or is another prompt required from the user?	No	Noted
6.8.5	How is overseas life assurance business identified?	Not available	Noted
6.8.6	What data is carried forward from one year to the next?	None	Noted
6.8.7	Will the software automatically recognise that further data is required from the user in the later year?	No	Noted
6.8.8	What prompts are there?	None	Noted
6.9	**Charities and Community Amateur Sports Clubs – CT600E**		
6.9.1	Are these supplementary pages part of the main client data or held as a separate module?	On form editable	Noted
6.9.2	If as a separate module, is this linked to the main client data?	N/A	N/A
6.9.3	Does the software automatically generate the supplementary pages when required or is a separate data entry exercise required?	No	Noted
6.9.4	What additional data is required to be entered if client is a charity?	All supplementary information required by the form e.g. Charity Number etc	Noted
6.9.5	Are there any yearly comparisons?	No	Noted

		Supplier Response	Evaluation Confirmation
6.10	**Tonnage Tax – CT600F**		
6.10.1	Are these pages part of the main client data or held as a separate module?	On form editable	Noted
6.10.2	If as a separate module is this linked to the main client data/tax year data?	N/A	Noted
6.10.3	If not what prompts or validation checks are there?	Online filing validation	Noted
6.10.4	Are these pages automatically generated upon entering the relevant data or is another prompt required from the user?	No	Noted
6.10.5	What permanent data is required to be entered and what data is carried forward?	All supplementary information required by the form	Noted
6.10.6	How are companies within a tonnage tax group identified?	Not identified	Noted
6.11	**Corporate Venture Scheme – CT600G**		
6.11.1	Are these pages part of the main client data or held as a separate module?	On form editable	Noted
6.11.2	If as a separate module is this linked to the main client data/tax year data?	N/A	Noted
6.11.3	If not what prompts or validation checks are there?	Online filing validation	Noted
6.11.4	Are these pages automatically generated upon entering the relevant data or is another prompt required from the user?	No	Noted
6.11.5	What data is required to be entered and what additional optional data can be entered?	All supplementary information required by the form	Noted
6.11.6	Is any data carried forward?	No	Noted

	Supplier Response	Evaluation Confirmation
6.12 Cross-border Royalties - CT600H		
6.12.1 Are these pages part of the main client data or held as a separate module?	On form editable	Noted
6.12.2 If a separate module is this linked to the main client data/tax year data?	N/A	Noted
6.12.3 Are these pages automatically generated upon data being entered or is a prompt required from the user?	No	Noted
6.12.4 What data is carried forward and what prompts are there?	None	Noted
6.12.5 Is there a list of DTR countries in the software?	No	Noted
6.12.6 What validation checks are there on rates of tax and tax deductions?	Online filing validation	Noted
6.13 Supplementary charge in respect of ring fence trades – CT600I		
6.13.1 Are these pages held as a separate module or as part of the main client/tax year data?	On form editable	Noted
6.13.2 If held separately is the data linked to the main client/tax year data?	N/A	Noted
6.13.3 What data is required to be entered and where?	All supplementary information required by the form	Noted
6.13.4 What data is carried forward and what prompts are there?	None	Noted
6.13.5 Are these pages automatically generated upon data being entered or is this by user prompting?	No	Noted
6.13.6 Does the software prepare calculations as part of the main tax computation?	No	Noted
6.14 Disclosure of tax avoidance schemes – CT600J		
6.14.1 Are these pages generated automatically upon data being entered or is a prompt required from the user?	On form editable	Noted

	Supplier Response	Evaluation Confirmation
a) If automatically generated upon data entry what data must be entered for the pages to be generated and are there prompts to warn the user that more data is needed?	Not automatically generated	Noted
b) Is there a list of the schemes and references held within the central data?	No	Noted

		Supplier Response	Evaluation Confirmation
6.15	**Computations**		
6.15.1	For what years can the software produce tax computations?	Covers Financial Year 1998 to 2009 (self assessment years)	Agreed
6.15.2	Is the tax computation linked with the pages of the company tax return and supplementary pages?	Yes	Noted
	a) What data is transferred to the company tax return form?	All for the CT600, CT600A and CT600C (with group module)	Agreed
6.15.3	Can data entered at one point of the tax computation be linked to another part of the calculation?	Yes there is referencing e.g. rental income total is linked to the rental income and expenditure analysis	Agreed
6.15.4	Can templates be generated by the software for completion by third parties that when returned generate the tax computation?	No third party links	Noted
6.15.5	Are there general data entry fields for tax adjustments and can these be linked to other data fields within the tax computation?	Yes –user defined e.g. disallowables section - automatically referenced e.g. to calculation of profits	Noted
6.15.6	Are there specific data entry sections for general provisions and accruals adjustments and what data is carried forward?	Yes – year end balances are carried forward for general and specific provisions	Agreed
6.15.7	Does the software allow for pension spreading and what data is carried forward?	No	Noted
6.15.8	Does the software automatically cross reference entries within the tax computation?	Yes – produces detailed breakdowns of single figures that appear in computation but there is no reference to the form box numbers.	Agreed
6.15.9	Does the software allow the user to set up cross references?	No – done automatically by system	Noted
6.15.10	What supportive schedules can be set up to provide analysis and additional details?	Can create any supporting schedules required	Agreed
	a) Is there a choice of how these can be set up and at what	Yes you can create new reports and	Agreed

		Supplier Response	Evaluation Confirmation
	point of the tax computation these will appear?	insert tables	
	b) If schedules can be generated, how easy is it to change fonts and layout? Are these in a fixed format?	You can attach different fonts by row or cell in the table created	Agreed
	c) Once set up can a schedule be moved/deleted or extended?	The tables created can be saved and then used across periods and clients. They can be changed at any time	Agreed
6.15.11	Is the tax computation easy to follow through when printed?	Yes	Noted
	a) Where the software applies a formula is the data used in the formula shown as part of the tax computation?	Yes	Agreed
	b) Are any formulas shown as part of the printed tax computation?	Yes where relevant, i.e. marginal relief calculations and calculation of Research and development and non-corporate distributions	Agreed
6.15.12	What Trading activities does the software recognise?		
	a) Property business?	No	Noted
	b) Open ended investment companies?	Yes	Agreed
	c) Mutual companies?	No	Noted
	d) Close investment holding companies?	Yes	Agreed
	e) Life assurance companies?	No	Noted
	f) Authorised unit and investment trusts?	No	Noted
	g) Oil industry?	No	Noted
	h) Shipping?	No	Noted
	i) What data is required to be entered by the user for the software to recognise the different trades?	There is a corporate status selector and check boxes to indicate the type of trade	Agreed
6.15.13	Does the software allow for more than one trade to be set up	No	Noted

		Supplier Response	Evaluation Confirmation
	and are there an infinite number of trades?		
6.15.14	How does the software recognise the main trade and how does each trade inter relate with the other trades?	N/A	N/A
6.15.15	If more than one trade can be set up can this trade be keep in isolation with losses and loan relationships being ring-fenced?	N/A	N/A
6.15.16	Does the software recognise when a company becomes large?	Yes (for capital allowance purposes before 1 April 2008)	Agreed
	a) What data does it look at and does it look over two years?	For Capital allowances it looks at the turnover, average number of employees, and assets on the balance sheet and it does look over two years. For quarterly instalments it looks at the limits and takes into account the length of the period and looks over two years.	Noted
6.15.17	Does the software automatically calculate instalments?	Yes if the company is large	Agreed
6.15.18	Does the software automatically calculate instalments for ring-fenced oil activities?	No	Noted
6.15.19	Are there user prompts flagging that a company is no longer a small or medium enterprise?	There are flags indicating that the company is large and has been large for two years. Also performs tests to indicate if small or medium and shows status	Agreed
6.15.20	Does the software recognise when a company has become small or medium size?	Yes – displays status	Agreed
6.15.21	If the software does recognise when a company has become small or medium size is this through the relevant data being entered or by user prompting?	Data entered	Agreed
6.15.22	Extended accounting periods		
	a) Does the software automatically split an extended period of more than twelve months or are the period dates manually	Automatically splits	Agreed

	Supplier Response	Evaluation Confirmation
specified by the user?		
b) If manually set will the system allow any period to be specified?	N/A	N/A
c) Does the software recognise periods that exceed those permitted by company law and what prompts are there?	Yes there are prompts to warn that periods in excess of 18 months are being created.	Agreed
d) Are the profits etc automatically split?	Automatically	Agreed
e) If automatic, can the data be manually overridden?	Yes	Agreed
6.15.23 Final periods of account		
a) Can the software be marked up as a final period and what data is required to be entered and where?	Yes – a cessation date is entered in the company data page	Agreed
6.15.24 New accounting periods		
a) Where the commencement of the trade is different to the date of incorporation can both dates be specified?	Yes	Agreed
b) Does the software automatically add a new accounting period or is a prompt provided?	Prompt is provided via a task	Agreed
c) If prompting required is a twelve month period automatically generated or is this user specified?	Yes - but user editable to shorten or lengthen the period	Agreed
d) Can earlier accounting periods be generated and if so is any data carried back?	No	Agreed
e) Does the software prevent a user from setting an invalid accounting period?	Yes - start date of subsequent period is automatically set	Agreed
f) Can data be entered so that the software recognises that the company is outside the scope of CT self-assessment and what data is required to be entered?	No	Noted
6.15.25 Does the software automatically update the computations as data is input?	Yes	Agreed

	Supplier Response	Evaluation Confirmation
a) What processes, if any, automatically run the computation?	The computation is updated when ever values in the input menus are entered or changed	Agreed
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?	N/A	N/A
6.15.26 Is there a specific data entry section for deductions for Employee Benefit Trusts and deductions under schedule 23?	No	Noted
a) What data is required to be entered?	N/A	N/A
b) What data is carried forward?	N/A	N/A
6.15.27 Capital allowances and first year allowances:		
a) Does the software recognise short period of account and automatically restrict writing down allowances?	Yes	Agreed
b) Can the normal writing down allowance be restricted or reduced to zero?	Yes	Agreed
c) Are there dedicated screens for itemising out fixed asset acquisitions or can a separate schedule be produced?	There is a complete fixed asset reconciliation input menu	Agreed
d) Does the software prevent the user from incorrectly claiming first year allowances where no first year allowances are due or qualifying class no longer applies? (e.g. medium, large company claiming small company allowances, claims for FYA that are no longer available)	Yes, calculates company size so all relevant preventions either based on size or time limits are automatic in the software	Agreed
e) Can short life assets be identified and are any written down balances automatically transferred to the general pool at the end of fourth anniversary of the end of the chargeable period in which the expenditure was incurred?	Yes, automatically transferred	Agreed
f) Are specific entry fields for the different FYA rates available? (e.g. for energy efficient plant and machinery,	Yes (but not oil industry)	Agreed

	Supplier Response	Evaluation Confirmation
business premises renovation and conversion, Oil industry, other rates available to small and medium size companies)		
g) If more than one trade, can separate pools be maintained for each trade?	N/A – does not do multiple trades	N/A
h) Is there a separate capital allowance section for a Schedule A business?	Yes	Agreed
i) Is each trade pool shown separately with an overall summary?	N/A – does not do multiple trades	Noted
j) How are leased assets for which capital allowances are to be claimed shown?	Not Available	Noted
k) Are balancing adjustments automatically calculated in a final period?	Yes	Agreed
6.15.28 Research and Development capital allowances		
a) Is there a specific data entry point for qualifying capital costs?	Yes	Agreed
b) What data is required to be entered?	Acquisition date, description and cost	Agreed
c) What data is carried forward?	Cost and tax written down value	Agreed
6.15.29 Industrial Building allowance and Agricultural Building allowances:		
a) Does the software have a separate entry for demolition costs?	No	Noted
b) What data needs to be entered for IBAs and is this entered on one data entry screen or more?	Acquisition date, description, original cost, Written Down Value Brought Forward if applicable, 2 input screens	Agreed
c) Does the software calculate notional allowances?	Yes	Agreed
d) What optional data can be entered? (e.g. historical data required if building transferred or sold)	No	Noted

	Supplier Response	Evaluation Confirmation
e) If a second hand building can the software calculate the appropriate allowances to the claimed for the remaining life of the building?	Manually calculated	Noted
6.15.30 Charges:		
a) How are trade and non-trade charges entered and adjusted for within the tax calculation data entry fields?	Trade charges disallowed through the disallowable expenses and then entered in the losses input menu. Non trade charges are entered in the income not assessed under Schedule D Case I input menu and if the amounts entered under 'Income/(deficits) not arising under loan relationship' results as negative then it will automatically be posted to the loss section.	Agreed
b) What data is carried forward?	Only trade charges not utilised will be carried forward, non-trade charges can not be carried forward.	Agreed
6.15.31 Intellectual property:		
a) Are there separate data entry fields for both pre and post 2002 intellectual property?	No	Agreed
b) How does the software use the data?	No	Noted
c) Is depreciation for goodwill acquired post 2002 required to be entered within the same data fields or separately elsewhere?	Separately in the fixed asset reconciliation section	Agreed
6.15.32 Fixed asset reconciliation		
a) Is there a fixed asset reconciliation?	Yes	Agreed
b) Does data filter automatically from the capital allowance section to the fixed asset reconciliation or vice versa?	Yes – from capital allowances to fixed asset reconciliation	Agreed

	Supplier Response	Evaluation Confirmation
c) Can data regarding non-qualifying assets be disclosed?	Yes	Agreed
6.15.33 Expensive lease hire cars:		
a) Does the software calculate the adjustments required from data input?	Yes	Agreed
b) Does the software recognise maintenance costs and adjust for these?	Yes	Agreed
c) What data is required to be entered and how is this input?	Description, Retail Price when new, Hire charge per accounts, maintenance costs	Agreed
d) Are there a finite number of vehicles that can be entered?	No	Noted
e) Can any of the adjustment figures be overridden?	No	Agreed
6.15.34 Management expenses:		
a) How is this data entered?	Via the management expenses break down input menu	Agreed
b) Are management expenses automatically allocated within the current period or is there the requirement for user interaction?	Yes for Financial years on or after 1/4/2005	Agreed
c) Is the offset of management expenses pre-defined within the software?	Yes for Financial years on or after 1/4/2005	Agreed
d) What data is carried forward?	All losses not utilised in period	Agreed
6.15.35 Chargeable gains:		
a) Does the software have the ability to calculate chargeable gains?	Yes	Agreed
b) If not can a schedule be set up and linked into the main tax calculation?	N/A	Agreed
c) Are indexation details held centrally within the software and can these be updated manually or is this data updated with the issue of upgrades?	Details are held centrally and new retail price index values can be entered by the user	Agreed

	Supplier Response	Evaluation Confirmation
d) Does the data deal with share portfolios and share pooling?	No	Noted
e) Does the software calculate gains on assets where a March 1982 valuation is used?	No	Noted
f) If assets are held pre 1965 can the software calculate the gain?	No	Noted
g) What data must be entered and what optional data can be entered?	Asset name, acquisition date and cost and disposal date and proceeds	Agreed
h) Is there the facility to deal with the disposal of shares in a qualifying trading subsidiary?	No	Noted
i) How are holdover and other chargeable gain deferrals entered and what prompts are there?	Manual entry within the dialog	Agreed
j) Is this data carried forward or retained within client file?	No	Noted
k) How does the software deal with the disposal of intellectual property and what data is required to be entered?	Can use the dialog to dispose of this type of asset	Agreed
l) Are there data entry fields for transfers within group companies?	No	Noted
6.15.36 Research and Development:		
a) Does the software automatically calculate the uplift required from base data provided by the user and if so what data is required to be entered?	Yes, qualifying expenditure	Agreed
b) Are all data fields compulsory?	No	Agreed
c) Does the software recognise whether the company is a large company or a small or medium sized enterprise for R & D purposes?	User indicated	Agreed
d) If not what user prompts/ messages are there?	N/A	Noted
e) For an SME if a tax credit can be claimed what calculation is performed to restrict the losses being surrendered?	Automatically calculated	Agreed

	Supplier Response	Evaluation Confirmation
f) If the software does not specifically deal with R & D does it allow the user to input necessary adjustments to arrive at the correct result within the tax calculation?	N/A	N/A
g) Can the losses for surrender be restricted?	Yes – automatic	Agreed
h) Can the losses to be carried forward be restricted?	Yes	Noted
6.15.37 Trade losses:		
a) Are current year losses automatically offset against other current year profits?	Yes for Financial Year 2005 and later	Agreed
b) Are carry forward losses automatically offset against the next available profits of the trade?	Yes	Agreed
c) Are prior years automatically adjusted for trading losses being carried back or are the losses required to be manually input?	Manually calculated and entered	Agreed
d) If manual input of data required for prior year what prompts are there that the data for the earlier period has changed?	None	Agreed
e) Does the software allow for losses to be carried back for a period greater than twelve months?	Yes – calculates Terminal Relief and applies the carry back automatically.	Agreed
f) Does the software recognise accounting periods of different lengths when carrying back losses?	Yes	Noted
6.15.38 Non-trade loan relationship deficit:		
a) Are these automatically offset against any non-trade loan relationship credits in the same period?	Yes	Agreed
b) How does the software deal with excess loan relationship deficits?	Recorded in losses and available for offset	Agreed
c) Can these be ring fenced?	No	Noted

	Supplier Response	Evaluation Confirmation
d) What data is carried forward?	Anything not utilised in period	Agreed
e) What adjustments can be made for loan deficits that are to be recognised in a later period?	None	Noted
6.15.39 Schedule A losses:		
a) Are these automatically offset?	Yes for financial year 2005 and later	Agreed
b) Are losses pooled or by property and can a property being let on a non-commercial basis be flagged?	Pooled – no flag available for non-commercial basis	Agreed
6.15.40 Double tax relief:		
a) Does the software calculate the appropriate allowable offset?	No	Noted
b) If no calculation available how is the relevant data entered?	Via losses input menu	Noted
c) Does the software automatically carry forward any unused relief?	Yes	Noted
d) How does the software deal with Eligible Unrelieved Foreign Tax?	N/A	Noted
e) What data is carried forward relating to EUFT?	N/A	Noted
f) What data can be entered for surrenders to and from other group companies in relation to EUFT?	N/A	Noted
g) What data is required to be entered and what optional data can be entered?	N/A	Noted
6.15.41 Land Remediation:		
a) Does the software calculate the appropriate relief?	No	Noted
b) If so what data is required to be entered and how is this used?	N/A	Noted
c) How is a land remediation tax credit claimed? What additional data is required to be entered by the user?	Manually calculated and entered in tax paid/payable input menu	Noted

	Supplier Response	Evaluation Confirmation
d) What safeguards are there within the software preventing an invalid claim being made?	None	Noted
e) Are losses to be carried forward automatically restricted following a tax credit claim?	No	Noted
f) If not what data is required to be entered by the user?	N/A	Noted
6.15.42 Distributions		
a) What data is required to be entered and how does the software deal with this?	Non-corporate and corporate distributions dealt with	Agreed
b) Does the software allow for surplus ACT being carried forward?	No	Noted
c) Does the software carry out the appropriate shadow ACT calculation and restrict any ACT off set?	No	Noted
d) Where there is no surplus ACT can this function be suppressed?	No	Noted
e) How does the software deal with non-corporate dividend rate?	Automatically	Agreed
f) How does the software deal with excess NCDs and the allocation to other group members and is this linked to the group function?	Carried forward and treated as arising in the following period, group allocation possible	Agreed
g) How is this data entered?	In the corporation tax chargeable input menu, all that is needed is the distribution amounts and the non-corporate element	Agreed
6.15.43 Oil industry		
a) Is it possible to identify the various stages of the business from start up to trading and how?	No	Noted
b) What data is required to be entered?	No	Noted
c) Does the software allow claims for exploration expenditure	No	Noted

	Supplier Response	Evaluation Confirmation
supplement and can this be suppressed?		
d) Does the software allow for a claw back of 100% allowances?	No	Noted
e) Can the software calculate the supplementary charge for North Sea companies?	No	Noted
f) Is it possible to identify North Sea oil well activities?	No	Noted
6.15.44 Tax account:		
a) What data can be entered?	Enter the balance sheet B/Fwd, Received/Paid, transfer, prior year profit & loss, current year profit & loss values and the system will calculate the balance sheet C/Fwd values for the following areas:	Agreed – but optional module
	Corporation Tax current and prior 3 year tracking	Agreed
	Double taxation relief	
	Group relief	
	Overseas withholding tax	
	S419 Payable and Recoverable and Income Tax	
b) How does the software use this data?	Used to calculated the deferred tax provision	Agreed
c) What data is carried forward?	All Balance sheet c/fwd amounts	Agreed
d) What reconciliation checks are there?	N/A	N/A
6.15.45 Deferred tax computation:		
a) Does the software provide a deferred tax computation?	Yes	Agreed – via optional module
b) If so is a fixed rate automatically used or is the user	Automatic and can be over ridden	Agreed

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required to enter a rate?		
c) If a rate is automatically used can this be overridden and how?	Yes, via the Deferred Tax Calculator input menu	Agreed
d) Does the software produce an FRS19 note and proof of tax?	Yes	Agreed
e) What data is automatically brought through to the deferred tax calculation?	Everything except that itemised in the next question	Noted
f) What additional data has to be entered by the user?	Non Qualifying movements, timing difference movements, some permanent movements	Agreed
g) Can you finalise the deferred tax computation and save a copy of the tax computation at that point?	Yes – creates a PDF	Agreed
h) What deferred tax calculations are performed automatically?	All relevant calculations	Agreed
6.16 Group Tax function		
6.16.1 Does the software have a group function?	Yes – separate module	
6.16.2 If so what data is required to be entered?	Companies that are held in the database can be linked by selecting them from a list. To enter companies that are not in the database, the company name, accounting period and date of joining the group must be entered.	Agreed
6.16.3 What optional data can be entered?	Whether the company is non-resident	Agreed
6.16.4 Is the group tax function linked with the main tax calculation function and if so what data does it look at?	The group relief module uses the loss and profit data of all companies within the group in order to calculate co-terminous profits and losses and to assess the maximum losses and profits	Agreed

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		for surrender.	
6.16.5	How are group companies identified and if linked what data from each company is picked up?	Group companies are added to a particular group within the module. Information that is picked up is name, accounting period, and profit/loss information	Agreed
6.16.6	What does the group function allow the user to do?	Allows the user to group together companies and then allocate losses within one screen. All affected companies are updated from this single entry point.	Agreed
6.16.7	Does the software automatically offset losses at the most efficient rates or is this manually done?	Manual entry	Agreed
6.16.8	Do any changes made within the group function override the data held within each individual company data file?	yes – allocating a loss will override any amounts entered within an individual company.	Agreed
6.16.9	If data is overridden what prompts are there when going into individual group companies?	None	Noted
6.16.10	For consortium companies and surrenders what data is required to be entered?	Same as for group companies	Noted
6.16.11	As with group claims etc does any data entered within the group tax function override that within the individual companies?	Same as for group companies	Noted
6.16.12	How are consortium companies identified?	A consortium 'wrapper' can be applied	Agreed
6.16.13	Does the software flag up excessive claims?	Excessive claims not permitted due to the validation used.	Agreed
6.16.14	As with group surrenders and claims what data is carried forward?	Only group membership information is carried forward.	Agreed

		Supplier Response	Evaluation Confirmation
6.16.15	If group payment facility is part of the group tax function how is the main company identified?	Not available	N/A
6.16.16	Is this linked to the Group and consortium supplementary pages?	No	N/A
6.16.17	Are there information fields for entering group income data, and transfers of stock between connected parties?	No	N/A

6.17 General Reports

6.17.1	Can client lists be printed out for individual staff members?	Yes	Agreed
	a) What selection criteria options are there?	User assignments	Agreed
	b) What data is or can be included?	Static data, period ends	Agreed
	c) What options are there for selecting the order?	Three levels of sort ordering including by company name, period end and company status	Agreed
	d) What formatting options are there?	None	Agreed
6.17.2	Can Tax Return progress reports be printed?	Yes – in “Tracker” – an integral part of the core software	Agreed
	a) What selection criteria options are there?	Time period to be covered, user assignments, status of tasks	Agreed
	b) What data is or can be included?	All tasks in tracker, complete/incomplete	Agreed
	c) What options are there for selecting the order?	Alphabetically by company name or by due date, User status	Agreed
	d) What formatting options are there?	None	Agreed
6.17.3	Can a report be produced for time limits on claims and elections?	Not available	Noted
6.17.4	How easy is it to produce a report?	Very easy – from a pick list	Noted

		Supplier Response	Evaluation Confirmation
6.17.5	What other in built reports can be generated?	Liabilities falling due report	Agreed
	a) What selection options are there for each report?	By user assignment or time period to be covered	Agreed
	b) What formatting options are there for each report?	N/A	Agreed

6.18 Electronic Submission

6.18.1	Is it possible to submit the Company tax return, accounts and tax computation via E-filing?	Yes	Agreed
6.18.2	Is the interface part of the standard package?	Yes	Agreed
6.18.3	Does the application automatically save the forms and tax computation which have been submitted as a PDF?	Yes	Agreed
6.18.4	Is there a log of which user processed the submission and is the date and time of submission recorded automatically?	Yes	Agreed
6.18.5	Can amended Returns be e-filed?	Yes	Agreed
6.18.6	Is there a facility to verify the acceptance of the data prior to its submission?	Yes	Agreed
6.18.7	What security controls are there on who can transmit the E-file?	Via users, need CTFiling User Identifier and password. If these are not set up for the user then access to online filing area is denied	Agreed
6.18.8	Is a system history log available detailing the user id of persons transmitting E-file?	Yes can view this from the audit trail in the submitted forms section	Agreed
6.18.9	What controls are there on who can amend the user ID and password details?	Only an administrator has permission	Agreed
6.18.10	Is there scope to overwrite the reply email address?	No	Noted
6.18.11	What security controls are there on who can create and E-file and make amendments?	Via user setup	Agreed

		Supplier Response	Evaluation Confirmation
6.18.12	Is a system history log available detailing the user id of persons creating and amending E-file?	There is an audit trail of submissions with user IDs and date and time of submission	Agreed
6.18.13	What facilities are there to store response messages?	Online filing manager (part of standard package) covers all this as well as batch submission.	Agreed
6.18.14	XBRL		
	a) Can the software output XBRL-tagged returns?	Not yet – but this will be available for the 2011 mandatory filing deadline	Noted
	b) Can the software, using the appropriate XBRL tags, file tax returns direct with HMRC?	Not yet – but this will be available for the 2011 mandatory filing deadline	Noted
	c) Can the product hold multiple taxonomies? If yes, specify which taxonomies are held.	Not yet – in development	Noted

		Supplier Response	Evaluation Confirmation
6.19	**Interaction with other Software/Products**		
6.19.1	What scope is there to import data from related packages?		
	a) Accounts production?	Digita Accounts Production	Agreed
	b) Other?	Digita Company Secretarial Digita Contact Manager	Agreed
6.19.2	What scope is there to import data from third party software?		
	a) Accounts production?	Not Available	Noted
	b) Spreadsheets?	Not Available	Noted
	c) Other corporate tax software?	Not Available	Noted
	d) In what format is this data transferred?	N/A	Noted
	e) Other?	Outlook – static data	Noted
6.19.3	Does the software include mail merge or document generation module?	No	Noted
	a) How flexible are they?	N/A	N/A
6.19.4	What linked packages, using the same database, are there?	None	Noted
	a) In general terms, what functions do they offer?	None	N/A
6.19.5	Is the database open for reporting on using third party software?	Yes	Noted
6.19.6	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?	Compatible with ICAEW xPS schema – an industry standard to permit transfer of data	Noted
6.19.7	Does the software have the ability to create Tax Return and tax computation documentation in PDF format so enabling the user to email documentation to clients?	Yes	Agreed

		Supplier Response	Evaluation Confirmation
	a) If so, are all the reports amalgamated into one PDF or created as separate PDF's?	Can be created as separate PDFs or a combined PDF	Agreed
6.19.8	Is the application accredited by Microsoft for use with Windows?	Yes	Noted
6.19.9	Does the application support the ICAEWxPS Open Data Standard?	Yes	Noted
6.19.10	Is the application based upon the industry standard database Microsoft SQL Server? If not please specify.	Yes	Agreed
6.19.11	Is knowledge of Microsoft SQL or other essential or advantageous?	Not required	Noted
6.19.12	What links does the software have with any legislative content?	None	Noted

		Supplier Response	Evaluation Confirmation

6.20 Documentation and Help Functions

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

		Supplier Response	Evaluation Confirmation
6.20.1	Is the User guide clearly laid out and understandable?	Yes	Noted
6.20.2	Is the User guide provided as a hardcopy and if so how is this updated and is there a cost to this?	Yes the Guide is updated before every release and is sent out to all clients when significant changes have occurred at no additional cost. There is also online help available from the software	Noted
6.20.3	Is the User guide comprehensive and accurate?	Yes	Noted
6.20.4	Is there an index to the User guide?	Yes	Agreed
6.20.5	Is it easy to locate specific topics in the User guide?	Yes	Agreed
6.20.6	For User guides that form part of the software how are these updated and when? Is this part of any normal updates?	Updated for each release	Noted
6.20.7	Does the User guide include:		
	a) A tutorial section?	Yes	Agreed
	b) A guide to basic functions?	Yes	Agreed
	c) Pictures of screens?	Yes	Agreed
	d) Completed examples?	Yes	Agreed
	e) Specific “error correction” procedures.	No	Noted
6.20.8	Does the User guide clearly specify the actions to be taken by users at each important stage of data input?	Yes	Agreed
6.20.9	Are help screens available relating to the task in hand? (context sensitive help).	Yes	Agreed
6.20.10	Do they provide on-line instructions on how to use particular features of the software?	Yes	Agreed
	a) Can they be edited or prepared by the user?	No – but can copy and paste to create	Noted

		Supplier Response	Evaluation Confirmation
		own help systems outside of the software	
6.20.11	For software versions of the User guide are there links to tax legislation and HMRC Company tax return guide or manuals?	No	Noted

		Supplier Response	Evaluation Confirmation
6.21	**Support**		
6.21.1	Will the supplier or dealer provide corrections to the programs?	Yes	Noted
	a) Are bug fixes free of charge?	Yes	Noted
	b) Over what length of time will these be provided?	Any urgent bugs will result in an immediate patch	Noted
	c) How are fixes notified? (i.e. letter, fax, email or website)	Patches are put on www.digita.com, and we also notify all users of the location of the patch and what it address by sending out a product newswire – by post or email	Noted
	d) How are fixes circulated? (i.e. mailed or posted on website)	They are posted to the website or if for a specific client emailed or posted if the client does not have access to the internet or if the file is too large	Noted
6.21.2	Will the supplier or dealer provide general enhancements to the programs?	Yes	Noted
	a) Will these be provided automatically?	Yes	Noted
	b) Will they be given free of charge?	Included in the annual maintenance fee except in the case of specialist enhancements i.e. Deferred Tax (which has its own annual maintenance fee).	Noted
	c) How frequently will these be issued?	Varies, dependent on legislative changes and CT600 form changes	Noted
6.21.3	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?	No additional cost, except in the case of specialist enhancements which will not be needed by all practices	Noted
6.21.4	If there is no annual support contract what is the charging	Not relevant	N/A

		Supplier Response	Evaluation Confirmation
	policy on:-		
	a) Bug fixes?	N/A	N/A
	b) Telephone support?	NA	N/A
	c) Email support?	N/A	N/A
	d) Correspondence based support?	N/A	N/A
	e) Upgrades and improvements to the application?	N/A	N/A
6.21.5	If there is a support contract:-		
	a) Is it compulsory?	Yes	Noted
	b) What is the minimum term?	12 months	Noted
	c) Specify precisely all services that are included under the terms of the support contract.	1) Technical Support – is available via telephone, facsimile, email and post 2) All software legislative updates, fixes and enhancements	Noted
	d) What happens to the application after the support contract expires?	All users revert to read only access to the application	Noted
6.21.6	Will the supplier or dealer provide "hot line" support to assist with immediate problem solving?	Yes	Noted
	a) Is this at additional cost?	Service included in the maintenance fee, no additional charge	Noted
	b) At what times will this support be available?	09.00 – 17.00 Monday – Friday	Noted
6.21.7	Is the supplier or dealer capable of giving sufficient ongoing education and training and other support?	Yes	Noted
6.21.8	Can the supplier, dealer or some other organisation provide all the hardware, software and maintenance requirements of the user?	Company supplies "vertical market" software only but can assist with hardware issues if relevant to the performance of the software	Noted

		Supplier Response	Evaluation Confirmation
6.21.9	Is there nationwide support:		
	a) Telephone	Yes	Agreed
	b) Modem link/WWW	Yes	Agreed
	c) Local dealers/support	Yes	Agreed
6.21.10	Is a warranty offered in respect of specification of the software?	Warranty is described in the Terms and Conditions	Agreed
6.21.11	Are there any unduly restrictive conditions in the licence for the software?	No	Noted
6.21.12	Would the software house be prepared to accept the Institute of Purchasing and Supply model contract?	Not aware of this model	Noted