



# Using Alphacap Autumn 2011

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# Chapter 1

## Getting started

### Overview

Alphacap enables companies to manage their asset portfolios effectively from a tax perspective, enabling them to post capital asset data into Alphatax Enterprise so that capital allowances and capital gains can be claimed in the Alphatax computation. The main features are described below:

- The Batch data input area under the Administration heading in the Contents tree enables you to enter data easily from other systems into Alphacap.
- The Projects area under the Administration heading in the Contents tree enables you to handle costs that need to be apportioned across large projects, in proportion to the tax characteristics of the other expenditure
- Once data has been entered and transferred to the Alphacap database, the Summary view section enables you to view lists of capital asset data in five pre-defined views. Within each view it is possible to further define the displayed data via user-created filters.
- You can also use the Summary view statements to select items to work on in more detail.
- Full capital disposal calculations are produced and can be viewed together with notional gain calculations based on valuations data.
- Once you have selected an item to work on, you can refine the information for each asset further by entering expenditure items valuations and disposal details including rollover and postponement relief.
- Once you have entered expenditure, valuations and disposal details, data can be posted into Alphatax Enterprise. Information on capital allowances feeds into the Alphatax capital allowances statements via the Accounts Analysis section and information on capital gains disposals feed into the Capital disposals section.
- There are comprehensive reporting options including all options available in the Alphatax Report Designer.
- The Document Manager function is also available allowing documents to be electronically attached to assets.

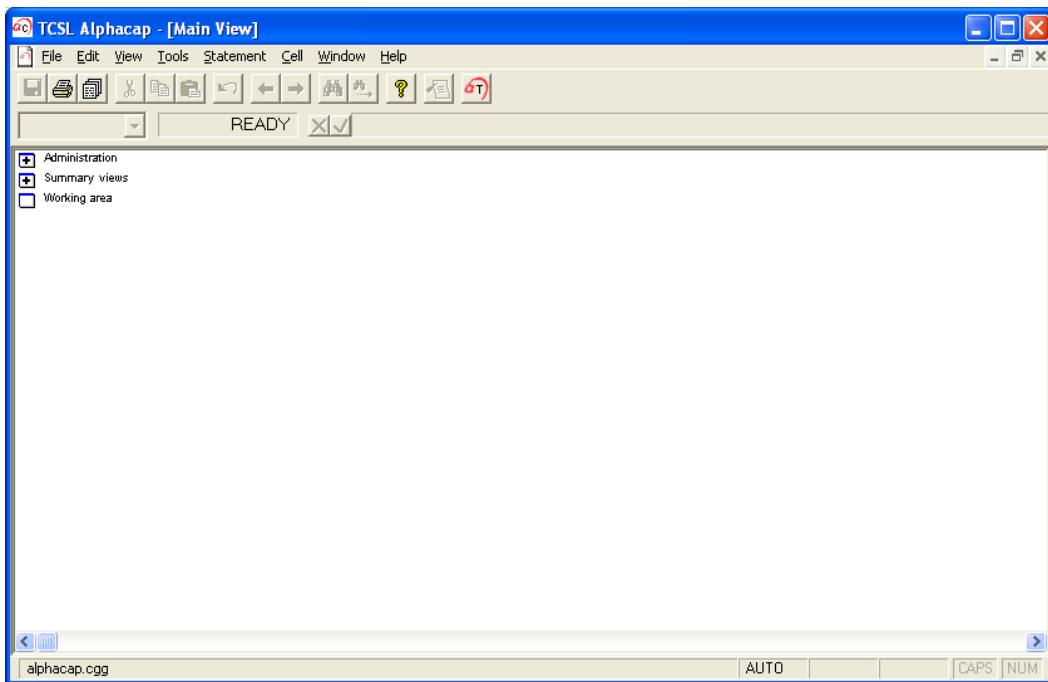
### Using the Alphacap desktop

Information on using the desktop is given in detail in the online Help under the heading Getting started. A summary is given below.

#### Starting the software

1. At the **Start** button, select **Alphacap**.
2. Alternatively, double-click on the Alphacap shortcut icon on the desktop, which is created on installing the program.

The Alphacap desktop (Main View) is displayed

















#### Using the menu bar

For details on options accessed via the menu bar, refer to the online Help

## Using the Tool bar

The Tool bar is the row of buttons at the top of the main window which represent application commands. Clicking one of the buttons is a quick alternative to choosing a command from the menu. Buttons on the Tool bar are activated and deactivated according to the state of the application.

-  Save the latest action
-  Print the currently-open statement or report
-  Switch to Report mode
-  Cut selected text to Clipboard
-  Copy selected text to Clipboard
-  Paste selected text to Clipboard
-  Undo previous command
-  Go back to the previously selected statement
-  Browse forward through selected statements
-  Find selected text
-  Repeat previous find operation
-  Display Help Contents
-  Display the Notes window
-  Open Alphatax Enterprise

### Using the Contents list

The Contents list on the left lists the statements that are to be worked on. The Contents list is divided into a number of sections under headings. Icons are used to differentiate between heading levels and document types:



Heading



Input statement



Expandable indicator



Expanded indicator

Titles can easily be expanded or hidden from the list. When the list is expanded, lines show the statement ownership.

### Using the Reports list

The Reports contents list offers an efficient method to review the results of the computation performed by the software on the entered data.

The list is divided up into sections separated by headings. Within each section, Report statements are listed either with the statement reference or '-' (a dash) if suppressed for the tax computation printed report.

### Switching between Report mode and Input mode

Use Report mode to view the tax computation on screen. The reports and return form may then be printed. Use Input mode to enter data.



Choose **Report mode** from the View menu, press the **F7** key, or click the toolbar icon.

The Report contents list is displayed and a tick is displayed against **Report mode** in the View menu.

To return to the Contents list and enter data, choose **Input mode** from the View menu, press the **F7** key, or click the toolbar icon.

The Contents list is displayed and a tick is displayed against **Input mode** in the View menu.

### Completing an Input statement

All data required for the capital assets report is entered within Input statements.

Input statements are identified on the Input contents list with the  icon.

Some Input statements are user-created. For example, each asset has its own set of Input statements.

## Accessory statement



Item rows on many Input statements enable you to enter additional detailed information on an Accessory statement. Where this is the case, the **Accessory** icon is shown beside the row.

1. Select a row.
2. Choose **Accessory** from the View menu, press the **F8** function key or click the **Accessory** icon.

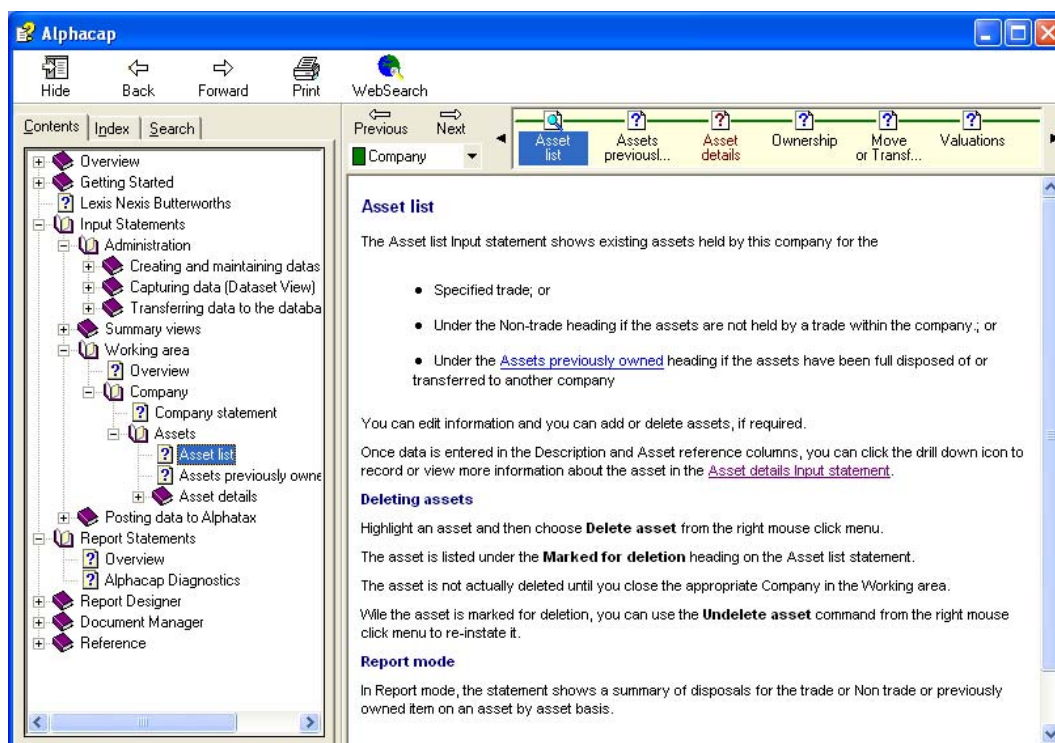
The Accessory window pops up with an identifying title

3. Press the TAB key to move the active cell to the next input. Use the **F2** function key to amend previous inputs.
4. To close the Accessory statement, press either the ESCAPE key or the **F8** function key.
5. You can copy the complete information for a row including data on the Accessory statement.

*Note. Once you have entered data on an Accessory statement, the icon is filled in.*

## Context-sensitive help

Press **F1** to display Help for the Input statement you are completing.



### Printing or previewing documents

1. Make sure you have selected the printer to be used in Printer setup.
2. Choose **Print** or **Print Preview** from the File menu.
3. From the sub-menu, select one of the following options:
  - Current view
  - Capital assets report
  - Custom report
4. For printing, specify the pages to be printed, and number of copies to be printed on the Print dialog.

## **Chapter 2**

### **Batch data entry**

This chapter describes how to enter the initial data for capital assets processing and how to transfer this data to the Alphacap database.

This chapter covers:

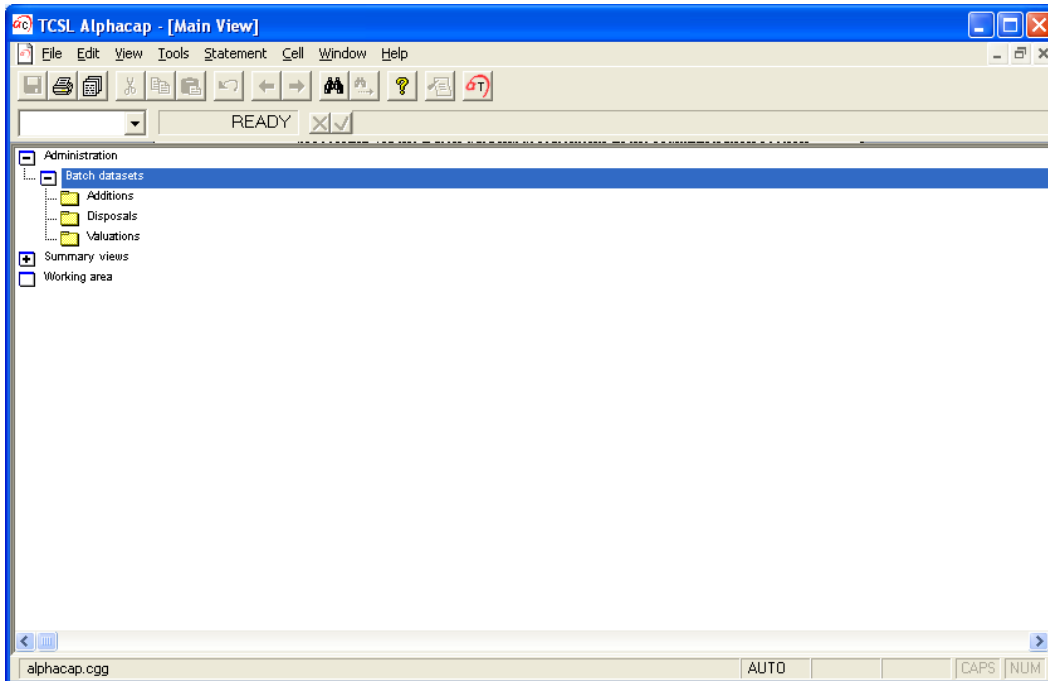
- Overview
- Creating and maintaining datasets
- Transferring data to the Alphacap database
- Audit tracking

### **Overview**

You can create datasets from within the Alphacap Main View window on a company by company basis and manage their progress via new dataset summary views. It is possible to create, save and work on multiple datasets.

The dataset itself opens in a separate Dataset View window enabling you to work on multiple datasets.

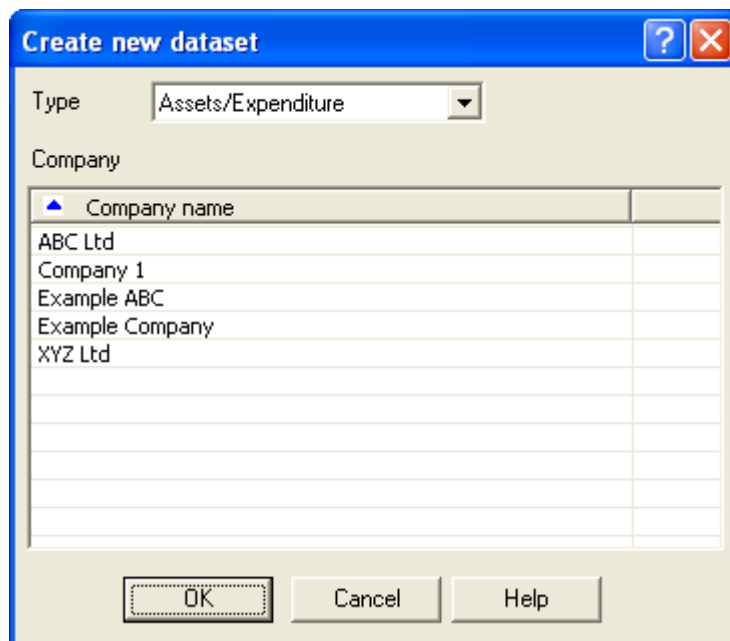
## Creating and maintaining datasets



### Creating a dataset

To create a dataset, open the Batch datasets item in the Contents tree and highlight any of the Additions, Disposals or Valuations headings.

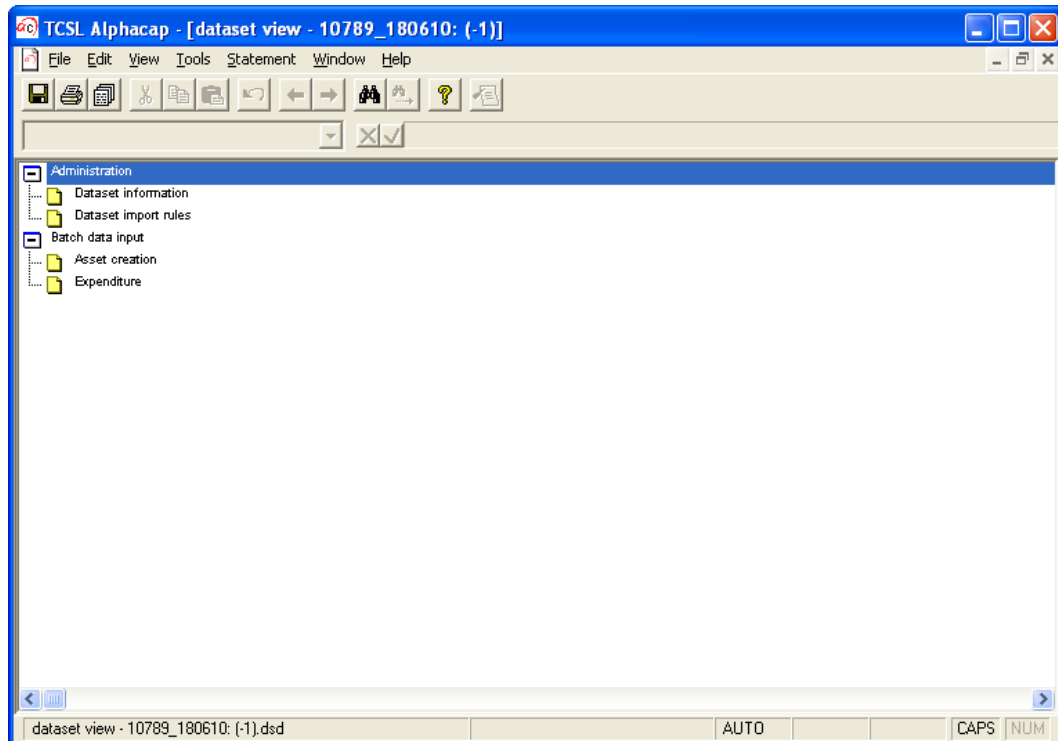
Choose **New dataset** from the File or right mouse click menu.



In the **Type** field, select the dataset type. This can be Assets/Expenditure, Disposals or Valuations.

The companies that are available to you in Alphatax are listed below. Select the required company and choose **OK**.

The new dataset opens in a separate Dataset View window.



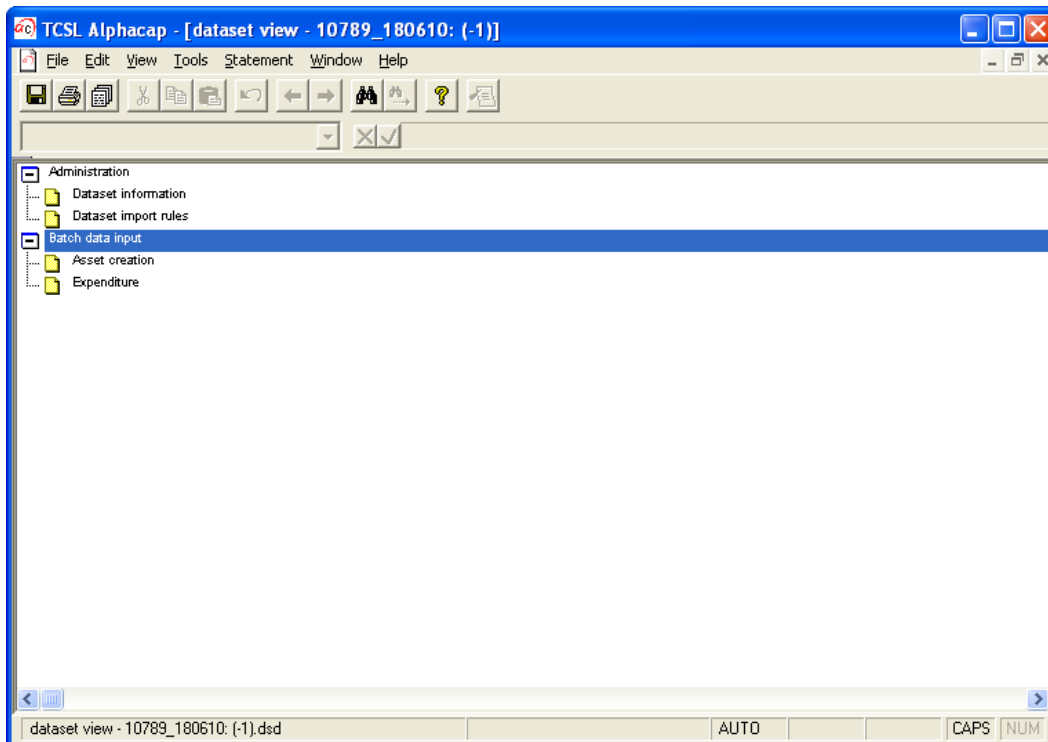
*Note. You can switch between **Main View** and **Dataset View** by choosing the appropriate options from the **Windows** menu.*

## Batch data input

The options available for batch data input vary depending on whether this is an Additions, Disposals or Valuations dataset. For full details, refer to the online Help.

## Using Alphacap

### Assets/Expenditure dataset



Use the Assets/Expenditure dataset to enter fixed assets and expenditure items.

### Disposals dataset

Use this statement to enter all fixed asset disposals.

## Valuations dataset

Use this statement to enter all fixed asset valuation details.

*Note. For Expenditure and Disposals, you can record **Per accounts** figures for reconciliation purposes.*

Use this statement to input all fixed asset additions.  
Mandatory fields are in bold

Asset reference	New asset?	Invoice reference	Description	Trade (for non)
1	No	1.1	Desc 1.1	Trade
1	No	1.2	Desc 1.2	Trade
1	No	1.3	Desc 1.3	Trade
2	No	2.1	Desc 2.1	Trade
2	No	2.2	Desc 2.2	Trade
2	No	2.3	Desc 2.3	Trade
3	No	3.1	Desc 3.1	Trade
3	No	3.2	Desc 3.2	Trade

**Cost**  
 Total 37,700  
 Per accounts 0  
 Unreconciled (37,700)

**Default categorisation**  
 Capital gains  
 Capital allowances

abc ltd: (41).dsd : Expenditure      AUTO      CAPS NUM

## Marking data as provisional

You can identify data as provisional for any cell in any dataset.

With your cursor in the appropriate cell, select **Provisional value** from the right mouse click menu.

The cell now becomes yellow.

When the item is confirmed as no longer provisional, toggle the **Provisional value** tick box off on the right mouse click menu.

## Verifying data

In Dataset View, a new **Verify dataset option** in the Tools menu enables Alphatax to check for errors before transferring data to be worked on in Alphacap working area.

Alphacap checks whether data is incomplete, unreconciled and/or provisional and displays a warning message if this is so.

## Dataset mapping and CSV import/export

You can import data to Alphacap from other applications via CSV files. To facilitate the import you can create a mapping file that links your source file and the Alphacap dataset.

Expenditure data downloaded from external systems may already have some tax flags which could be of use within Alphacap. Where this is the case, it is possible to map this information into Alphacap by setting up user definable rules. These will then be applied on importing a csv data file. For example, an external tax flag of 'LAND' could be mapped into Alphacap as follows:

- CA category – Ineligible
- CG category – Chargeable
- Qualifying for rollover relief – Yes

### Dataset import rules

While in Dataset View, use the Dataset import rules statement in the Administration section of the Contents tree to map the tax flags used in your CSV import files to Alphacap capital allowances and capital gains categories.

It is also possible to define the rollover qualifying status of a tax flag.

Where Projects are in use (see page 22), you can also specify that particular categories are not included in the apportionment calculation in the Project calculation window.

Dataset import rules will be applied on the first save after importing a csv file.

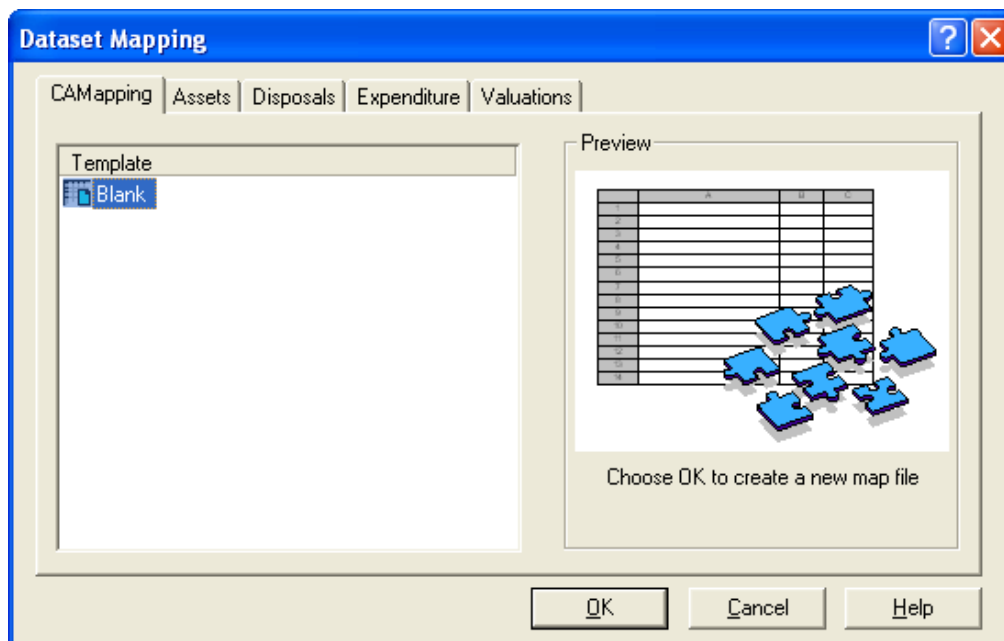
As part of Alphacap's internal validation checks, any external tax flags present in a particular data file which have not been previously used will be identified on import. The user will be required to map these appropriately before the dataset can be saved.

One set of rules can be saved per company and once saved these rules will automatically be available within any newly created Datasets for that company.

## Creating a mapping file

In Dataset View, open the relevant Batch data input statement and then select the **Dataset import setup** option from the Tools menu to create a mapping file.

The Dataset Mapping dialog is displayed.



You can create a new mapping file by choosing **Blank** or you can open existing mapping files that have been saved as templates. In this case, the Dataset Import dialog will be displayed (see page).

*Note. If your templates have been organised into folders, click the appropriate tab to select the required report. Click on the template required and choose **OK**.*

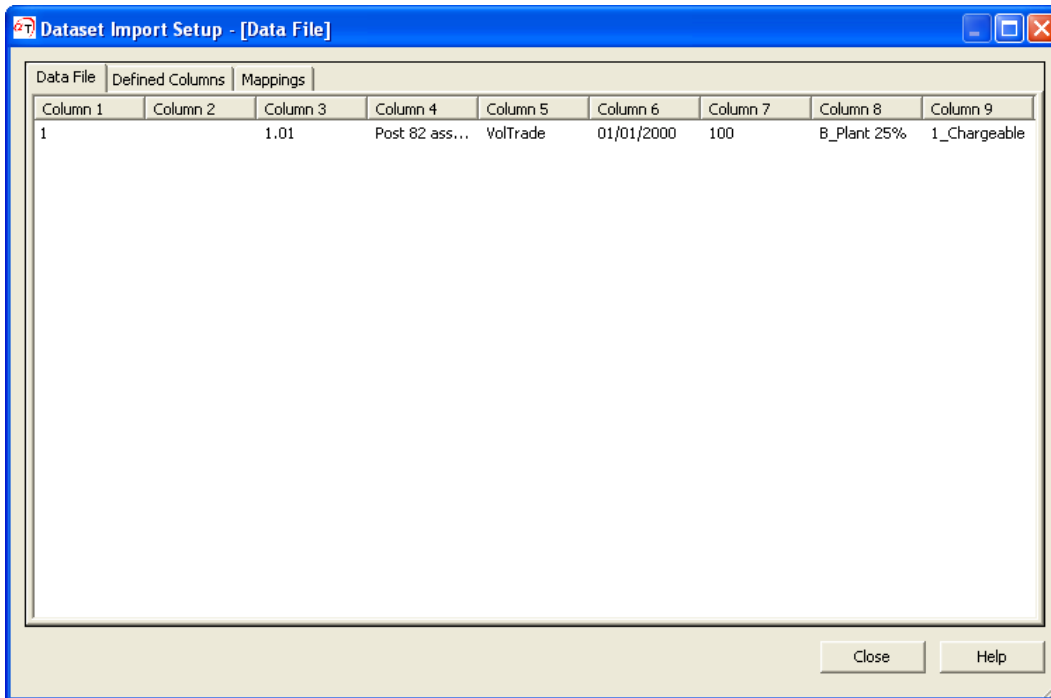
You are then prompted to select the CSV file for which you wish to set up a mapping file.

Highlight the required file and choose **Open**.

The Dataset Import Setup dialog is displayed. This has three tabs:

- Data File
- Defined columns
- Mappings

## Using Alphacap



### Database Import Setup - Data File

Selecting the **Data File** tab shows the contents of the source file in columnar format.

*Note. The number and name of the columns depends on how your source file has been set up.*

Point the cursor at a selected row(s) and then from the right mouse click menu, choose **Define column headers** to define a new header row or **Remove row(s)** to remove a row or rows from the source file.

### Database Import Setup – Defined columns

The Defined columns tab shows for each column, the title, data type, whether the column is mandatory and whether the column has been mapped

### Database Import Setup – Mappings

Use the Mapping tab to create or edit mapping from the source file to Alphatax.

Select a Datafile column and then choose **Map Account Name** from the right mouse click menu. The Select Mapping for Column ... is displayed enabling you to create the mapping.

Repeat for each column you wish to map.

## Saving the mapping file

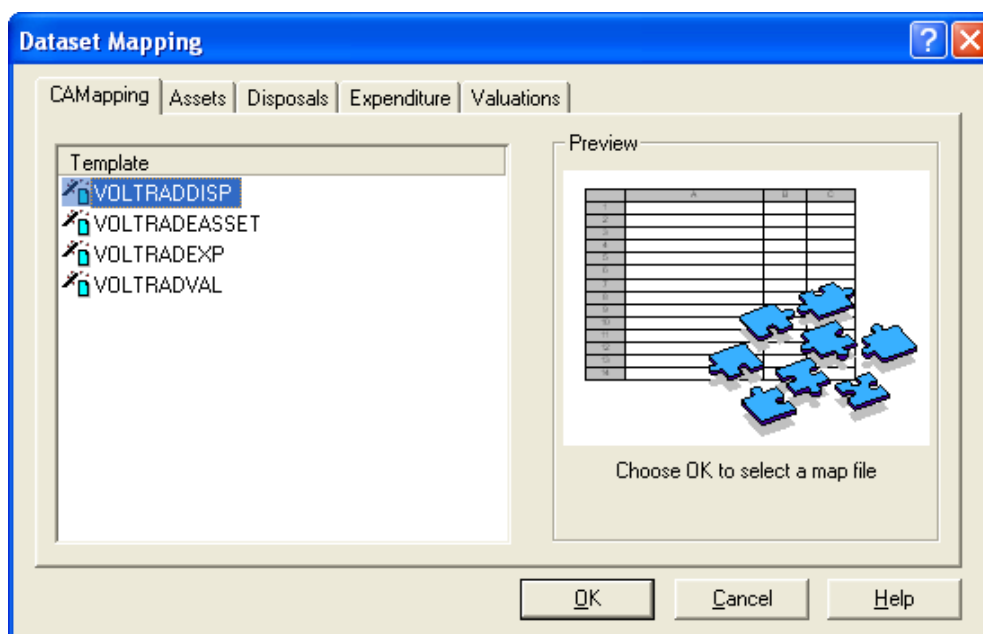
When you have mapped each item, choose **Close**.

*Note. A warning message is displayed if you have not mapped any mandatory columns.*

Use the **Save As** dialog to save the mapping file (in mfs format). We recommend that you save the file to the Additions, Assets, Disposals or Valuations tab in the CAMapping folder in the main Alphacap directory.

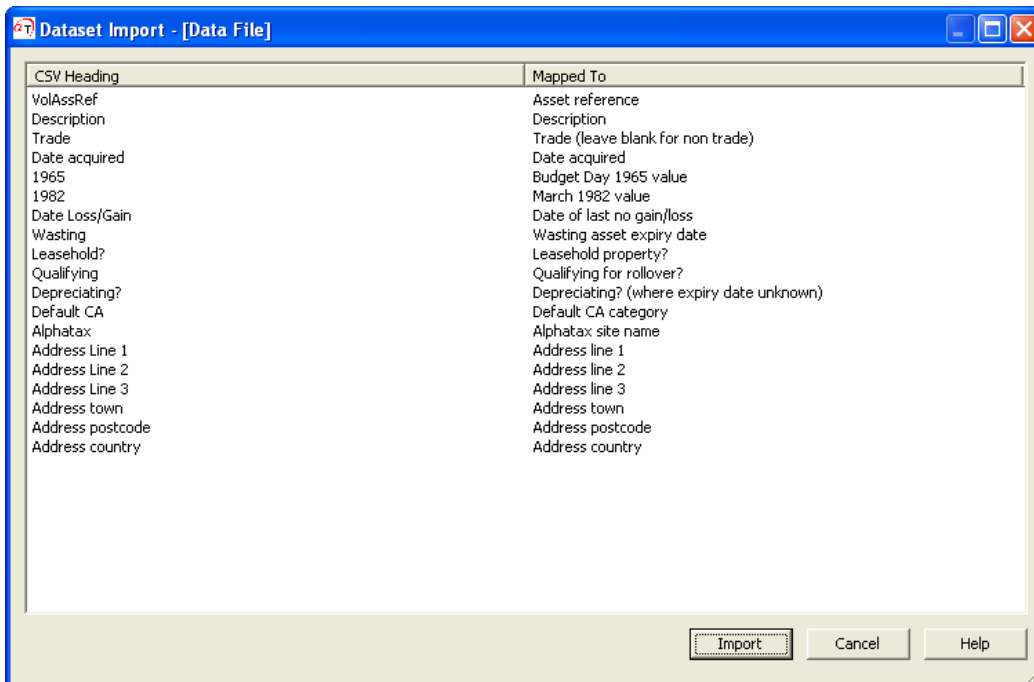
## Importing a CSV file

Choose Import CSV files from the File menu. The Database Mapping dialog is displayed.



## Using Alphacap

Choose the required mapping file and then click OK. The Dataset Import dialog is displayed.



This shows how the headings in the CSV file will be mapped to columns in Alphacap.

Choose **Import** to continue.

You will be promoted to select the csv file to import.

The file will be imported to the Asset creation, Expenditure, Disposals or Valuations statement as appropriate.

### Exporting to a CSV file

In Dataset View, open the relevant Batch data input statement.

Select **Export CSV File** from the File menu.

Select the CSV file to which you wish to export data.

Specify whether to include a header row and/or whether to use tab separators.

Choose **Save**.

A message is displayed to tell you that the export was successful.

## Transferring data to the Alphacap database

Once you have added the required data to the dataset, select **Transfer to database** from the Tools menu.

A progress bar is displayed while data is being added. On completion a log file is also displayed listing any processing errors that have occurred.

Once data has been transferred to the database, you are ready to use the Summary views section to select items for further processing in the Working area section of the Contents tree.

Within Dataset View, the data is now read only.

## Audit tracking

In Main View, the new dataset summary views in the Batch datasets section of the Contents tree record the creation and transfer progress of a dataset, together with other summary details.

If the data has already been transferred to the Alphacap database, the transfer date and the ID of the user who transferred the data will be displayed.

ID	Company	D...	Provisional data	Created	Total proce...	Transferred by	Transfer date
43	ABC Ltd		No	20/04/2007	20,000	User 16	20/04/2007
45	Example Company		No	20/04/2007	20,000	User 16	20/04/2007
322	Example ABC		No	01/05/2007	20,000	User 16	01/05/2007

*Note. This information is also shown on the Dataset information Input statement for a particular dataset within Dataset View.*

### Filtering data

You can specify criteria to limit the number of items displayed in any of the Batch dataset statements. To access the dialog, with any of the statements open, select **Filters** from the right mouse click menu and then choose **Manage filters**.

For details, refer to the online Help.

### Deleting datasets

Highlight the required dataset and choose **Delete dataset** from the right mouse click menu.

## Handling projects

Alphacap allows expenditure to be tracked within Capital Projects.

One of the key features of this is the ability to deal with expenditure that is deemed to contribute to the whole development and which can therefore not be specifically categorised for tax purposes (apportionable costs).

For example this may include fees for surveyors and solicitors. Alphacap will perform calculations to apportion these costs across the Project as a whole, in proportion to the tax characteristics of the other expenditure. This apportionment will be updated and adjusted each accounting period where the Project spans more than one. In this way, Alphacap provides a sound and consistent methodology to ensure capital allowance claims for such expenditure are fair and accurate.

## How to record and allocate project expenditure

In Dataset view, select the Expenditure Input statement in the Batch data Input section.

To record expenditure for a project-related asset, a project reference is essential. Enter a separate line for each item of expenditure as in the example below:

<b>Asset reference</b>	<b>Cost</b>	<b>CA Category</b>	<b>CG Category</b>	<b>Project reference</b>
A1	100.00	Plant WDA	Chargeable	P1
A1	200.00	Hotel WDA	Chargeable	P1
A1	300.00	Ineligible	Exempt	P1
A1	20.00	Revenue items capitalised - allowable	Revenue	P1
A1	60.00	Apportionable project costs	APP	P1

*Note. A new Alphacap project is created automatically whenever a unique Asset reference/Project reference is recorded in this statement.*

Once details are recorded, use the **Transfer to main database** option to update an existing project or create a new project.

Apportionable costs (i.e. those entered with the CA category Apportionable project costs) will be automatically allocated across the CA and CG categories of the other costs in the Alphacap project.

## Reviewing project expenditure

In Main View, select the appropriate project from the Projects window.

The selected project is opened in Project View.

In the Administration section, open the Project information Input statement to view an overview of the project.

To review project expenditure, select the Project calculation window for the appropriate period from the **Project calculation** section of the Contents tree.

## Using the Project calculation window

The Project calculation window shows how the costs have been apportioned across the project for an accounting period.

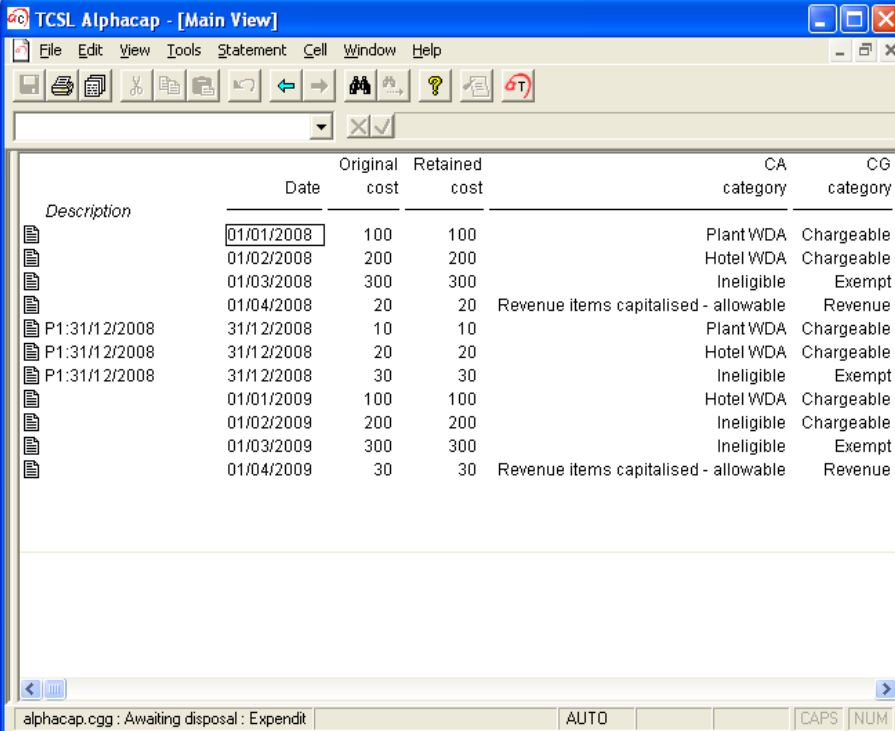
The window shows the **Cost to apportion** based on entries in the Expenditure Input statement for this asset/project combination as in the example below:

Accounting period to		31/12/2008				
Cost to apportion		60				
CA category	CG category	Expenditure	Apportion percentage %	Apportioned costs	Total	Adjustments in current AP
Plant WDA	Chargeable	100	16.67	10	110	10
Hotel WDA	Chargeable	200	33.33	20	220	20
Ineligible	Exempt	300	50	30	330	30
		600	100	60	660	60
Total other costs					20	
Total project costs to date					680	

## Using Alphacap

### Working area

In the Working view, the apportioned costs are shown as separate lines in the Expenditure Input statement. The Description column uses the Project reference//End of period date to identify that this is apportioned expenditure as in the example below:



The screenshot shows the 'TCSL Alphacap - [Main View]' window. The table displays expenditure data with columns for Description, Date, Original cost, Retained cost, CA category, and CG category. The data is as follows:

Description	Date	Original cost	Retained cost	CA category	CG category
	01/01/2008	100	100	Plant WDA	Chargeable
	01/02/2008	200	200	Hotel WDA	Chargeable
	01/03/2008	300	300	Ineligible	Exempt
	01/04/2008	20	20	Revenue items capitalised - allowable	Revenue
P1:31/12/2008	31/12/2008	10	10	Plant WDA	Chargeable
P1:31/12/2008	31/12/2008	20	20	Hotel WDA	Chargeable
P1:31/12/2008	31/12/2008	30	30	Ineligible	Exempt
	01/01/2009	100	100	Hotel WDA	Chargeable
	01/02/2009	200	200	Ineligible	Chargeable
	01/03/2009	300	300	Ineligible	Exempt
	01/04/2009	30	30	Revenue items capitalised - allowable	Revenue

## Chapter 3

### Working on assets

#### Selecting assets to work on

Use the Summary view statements to view summary details of assets and to select them to work on in the Working area section.

#### Managing the display of information

To help manage the display of information, you can:

- Shrink the width of columns, hide columns and sort the display on any particular column.
- Use the right mouse-click menu to create or select filters to restrict the display of any items to those matching criteria you define (page 26).
- Select an item to work on by double-clicking the folder icon at the left.

The statement for the selected item will open in the Working area section (see page 29).

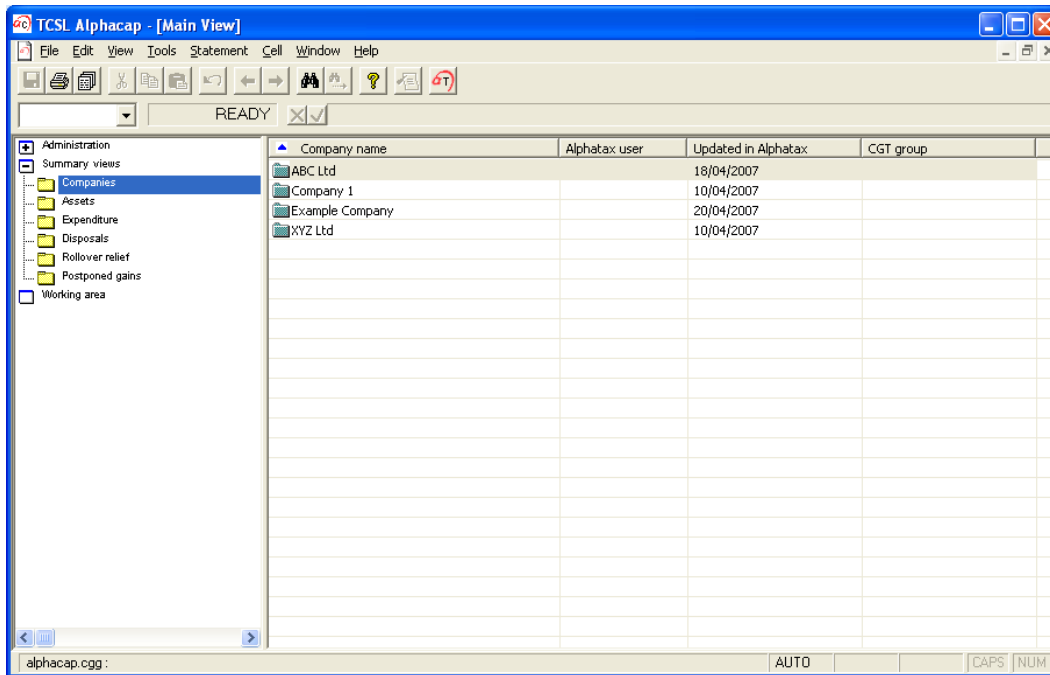
For full details on any of the Summary views, refer to the online Help.

You can view assets in the database sorted by:

- **Companies.** The Companies view shows information for each company available in Alphacap.

Note that companies do not need to be created separately in Alphacap as the company details are picked up directly from Alphatax.

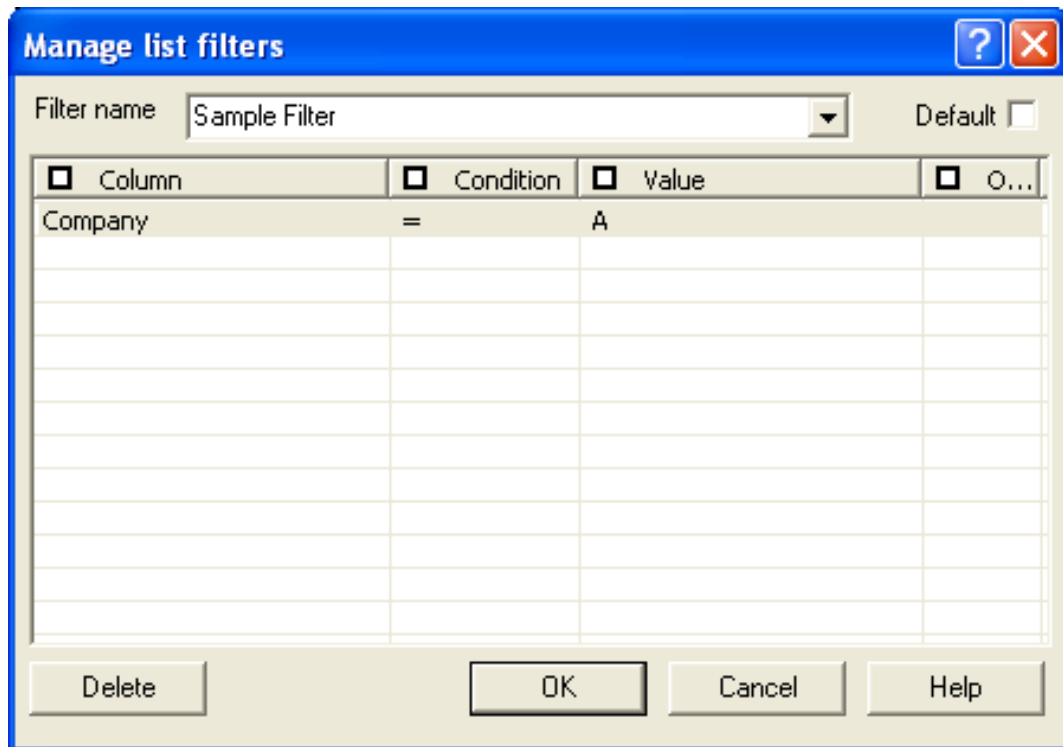
## Using Alphacap



- **Assets.** The Assets view shows information for each asset within the database.
- **Expenditure.** The Expenditure view shows details individual expenditure items.
- **Disposals.** The Disposals view shows details of any asset disposals.
- **Rollover relief.** The Rollover relief view shows details of rollover relief claims that have been made in Alphacap. For details on claiming rollover relief, refer to page 37
- **Postponed gains** The Postponed gains view shows details of all chargeable gains postponed under **TCGA 1992 s154**.

### Filtering the data

You can specify criteria to limit the number of items displayed in any of the Batch dataset statements. To access the dialog, with any of the statements open, select **Filters** from the right mouse click menu and then choose **Manage filters**.



For details, refer to the online Help.

## Using the Working area

The Working area enables you to work on selected assets prior to sending relevant capital assets and capital gains data to Alphatax Enterprise.

### Working area hierarchy

Any items selected from the Summary views statements are displayed in the following hierarchy:

Company

- Trade or Non-Trade asset list (while an asset is still awaiting disposal) or Assets previously owned (once an asset has been fully disposed of)

  - Asset details statement

    - Ownership

    - Valuations

    - Expenditure

    - Disposal (can be Full, Partial, or Awaiting disposal)

      - Expenditure

      - Rollover relief (including postponement relief)

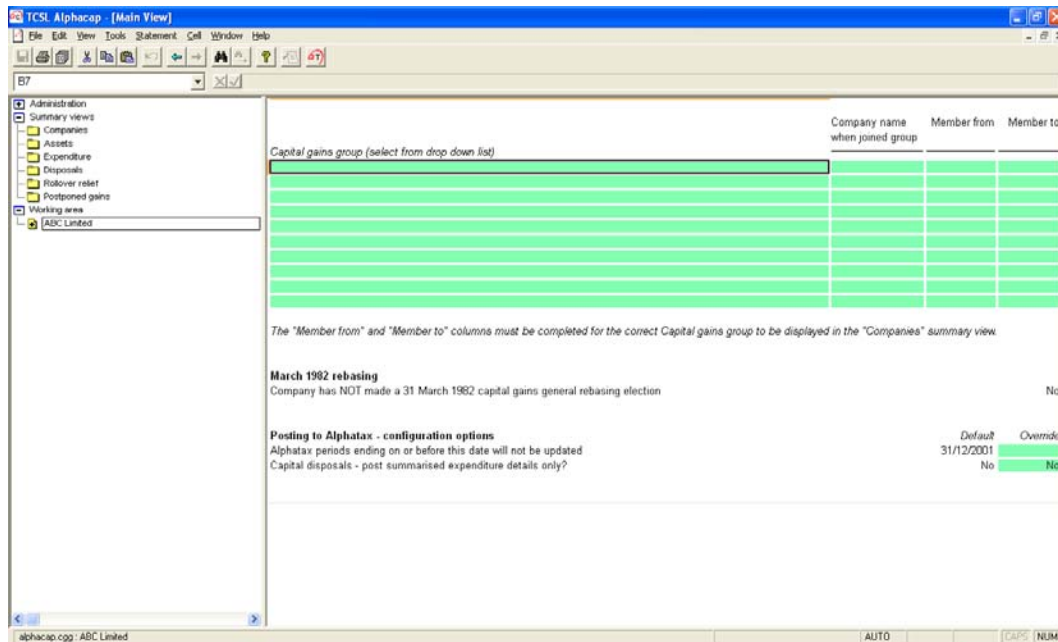
      - Rollover relief history list

        - Submitted claims

## Companies level

For the selected company, the Company Input statement enables users to view or edit brief details about the company holding the asset(s).

For details, refer to the online Help.



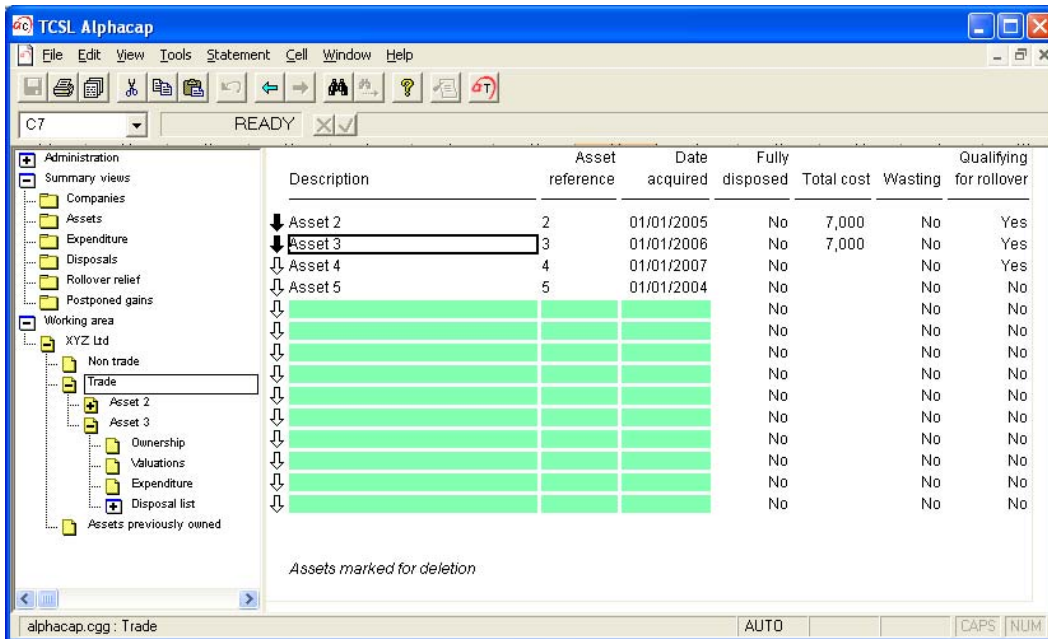
## Asset level

### Asset list

The Asset list Input statement shows existing assets held by this company for the

- Specified trade; or
- Under the Non-trade heading if the assets are not held by a trade within the company.; or
- Under the Assets previously owned heading if the assets have been fully disposed of or transferred to another company

## Using Alphacap



The screenshot shows the TCSL Alphacap software interface. The main window displays a table of assets with the following columns: Description, Asset reference, Date acquired, Fully disposed, Total cost, Wasting, and Qualifying for rollover. The table contains five rows of asset data, with Asset 3 highlighted. Below the table, there is a section for 'Assets marked for deletion' which is currently empty. The interface also includes a navigation pane on the left and a status bar at the bottom.

Description	Asset reference	Date acquired	Fully disposed	Total cost	Wasting	Qualifying for rollover
↓ Asset 2	2	01/01/2005	No	7,000	No	Yes
↓ Asset 3	3	01/01/2006	No	7,000	No	Yes
↓ Asset 4	4	01/01/2007	No		No	Yes
↓ Asset 5	5	01/01/2004	No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No
↓			No		No	No

You can edit information and you can add or delete assets, if required.

Once data is entered in the **Description**, **Asset reference** and **Date acquired** columns, you can click the drill down icon to record or view more information about the asset in the Asset details Input statement.

### Deleting assets

Highlight an asset and then choose **Delete asset** from the right mouse click menu.

The asset is listed under the **Marked for deletion** heading on the Asset list statement.

The asset is not actually deleted until you close the appropriate Company in the Working area.



## Using Alphacap

Fully disposed assets listed here can be accessed as normal by clicking on the drill down arrow.

For assets transferred out, clicking on the drill down arrow will display details of the transfer. To access the standard full asset details, highlight the asset and then choose **Open asset** from the right mouse click menu. This will open up the asset under its owner company in the Working area.

### Asset details

The Asset details Input statement enables you to enter or edit asset details.

The screenshot displays the TCSL Alphacap software interface. The window title is 'TCSL Alphacap'. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Statement', 'Cell', 'Window', and 'Help'. The status bar at the top indicates 'READY'. The left-hand pane shows a tree view of the software's structure, with 'Asset 3' selected under 'Working area' > 'XYZ Ltd' > 'Trade' > 'Asset 2'. The main pane displays the 'Details' input statement for 'Asset 3'. The fields are as follows:

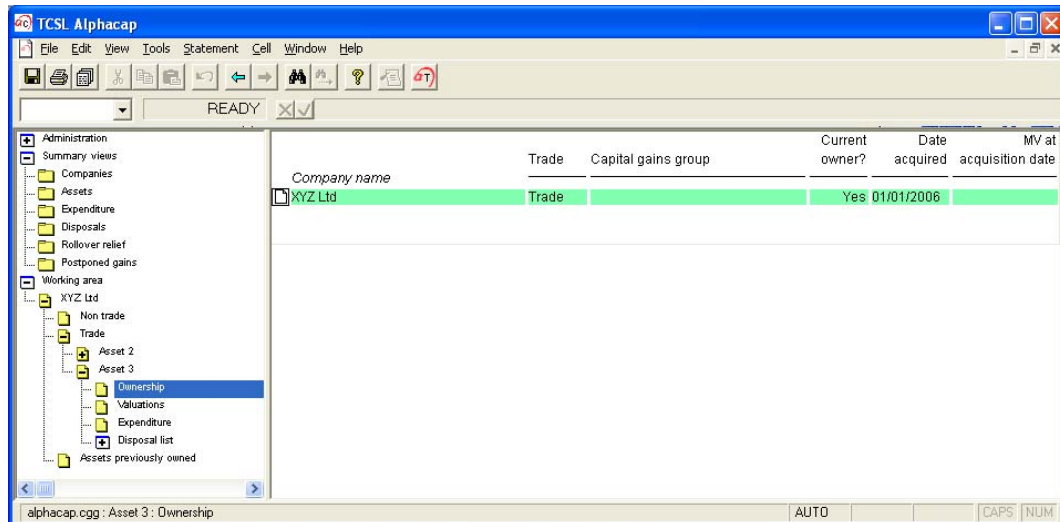
Field	Value
Asset reference	3
Asset description	Asset 3
Address	
Town	
Postcode	
Country	
Owner	XYZ Ltd
Trade name	Trade
Expiry date for wasting asset	
Asset is a leasehold property?	No
Capital gains	
Qualifying asset under s155 TCGA 1992 (rollover relief)?	Yes
If qualifying, is the asset a depreciating asset under s154(7) TCGA 1992?	No
Depreciating asset, override	No
Postponement relief - crystallisation date override	
Budget Day 1965 value	
March 1982 value	
Override company March 1982 rebasing status for this asset?	No
Date of last no gain/no loss disposal before 30/11/1993	
Latest valuation (see Valuations statement)	nil
Capital allowances	
Default capital allowance category for this asset (select from drop down list)	
Alphatax site name	
Notes	

The status bar at the bottom shows 'alphacap.cgg : Asset 3' and 'AUTO'.

For details, refer to the online Help.

## Ownership

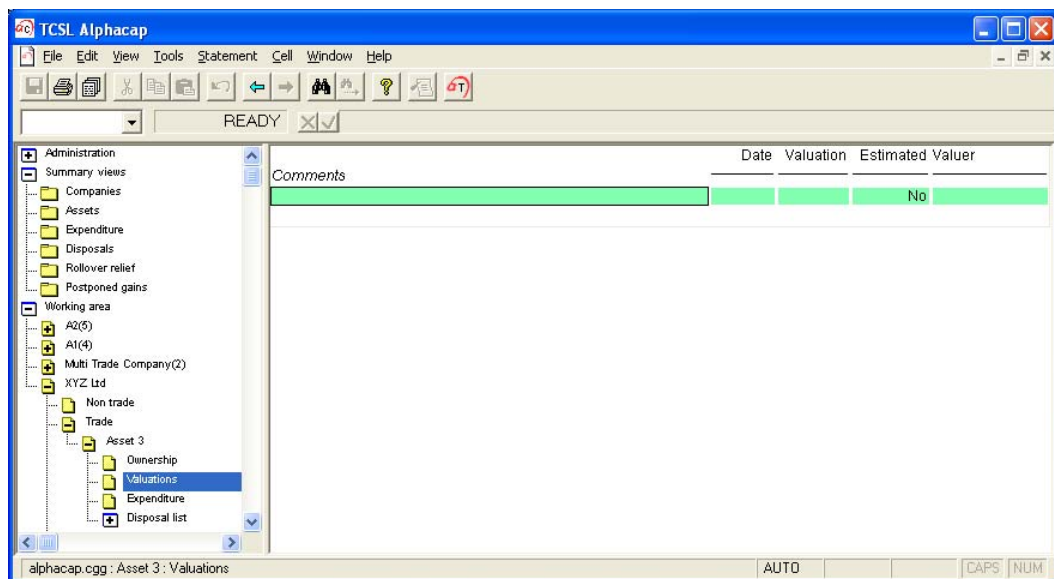
Use the Ownership statement to view or record ownership details for an asset.



An entry in this statement will be made automatically when an asset is first created.

## Valuations

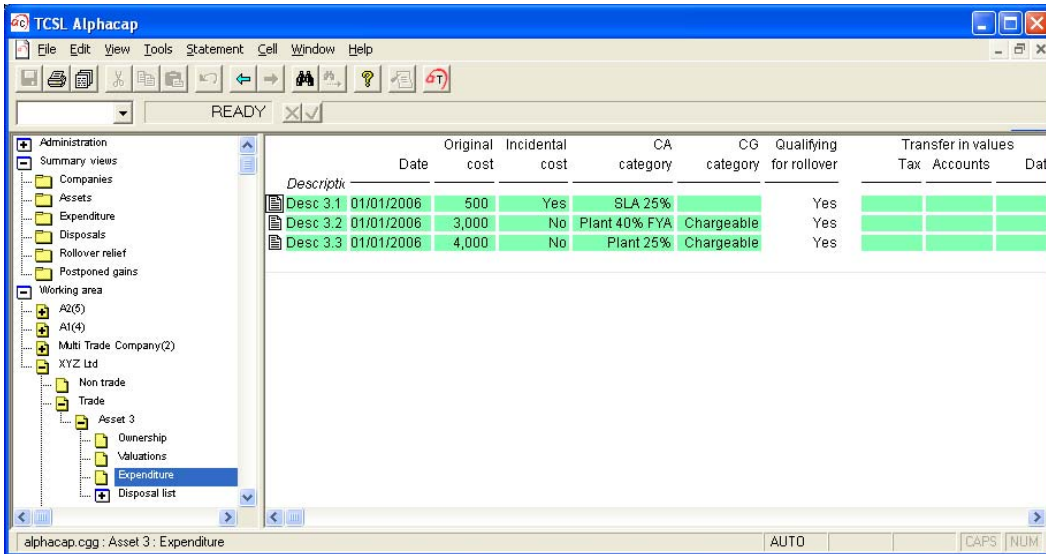
Use the Valuations statement to record valuations details.



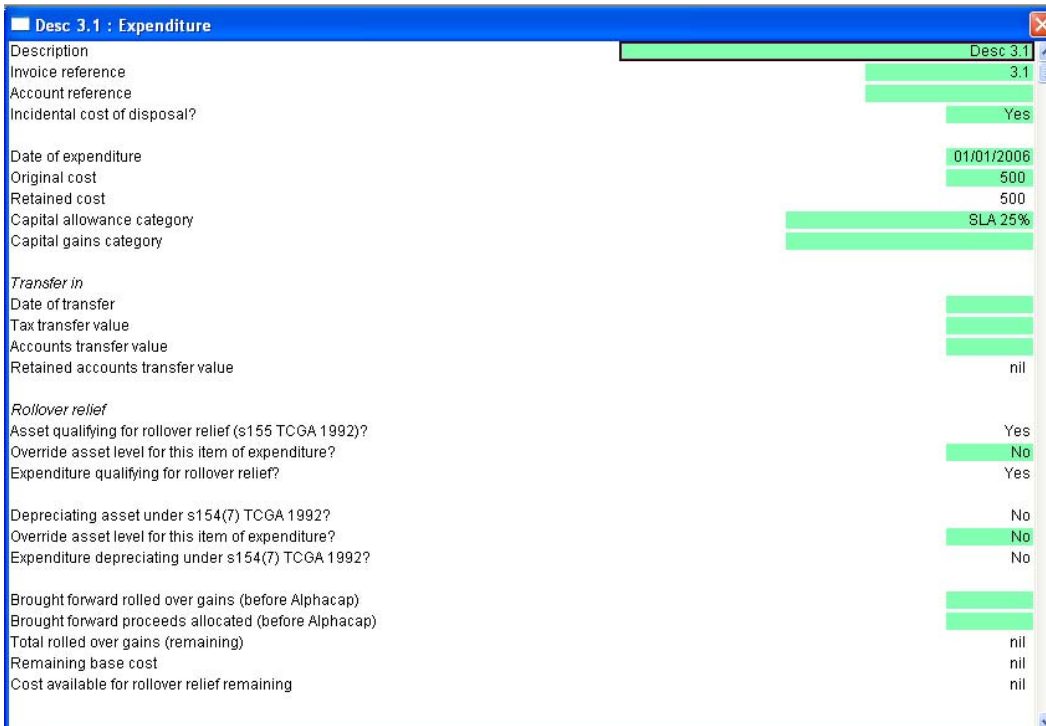
For further details, refer to the online Help.

## Expenditure statement

Enter details for each item of expenditure.



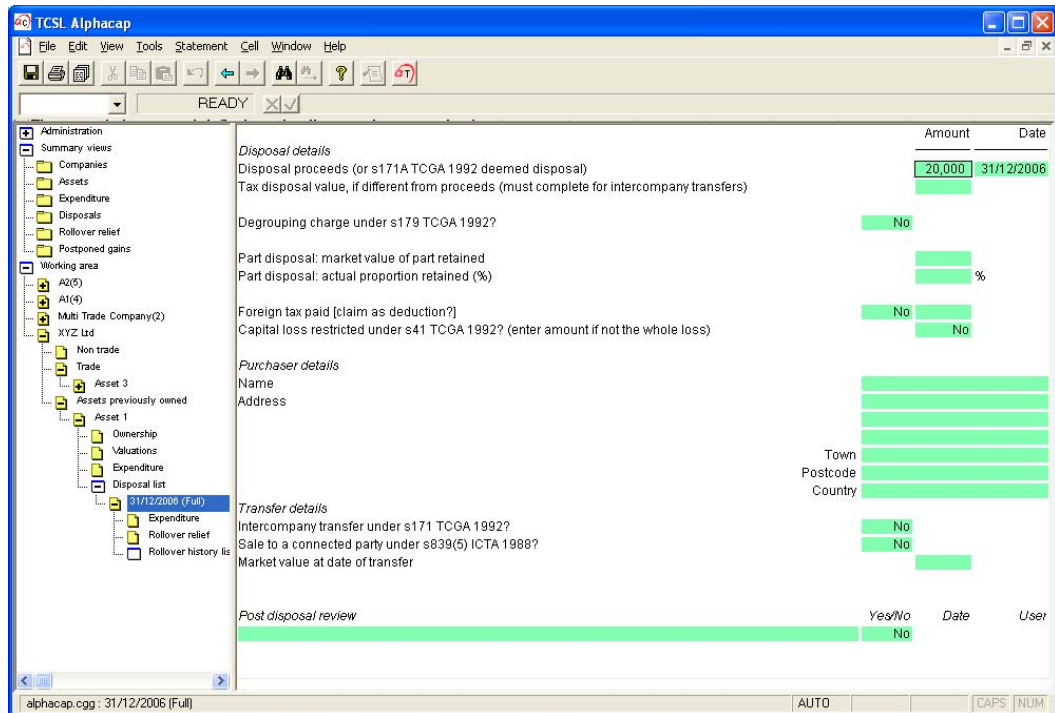
The Accessory statement displays details of the rollover relief qualifying status under **TCGA 1992 s155** of the expenditure item. By default the status of the expenditure item is taken from the asset. Use the **Override asset level for this item of expenditure?** field where the expenditure status differs from the asset.



For further details, refer to the online Help.

## Disposals

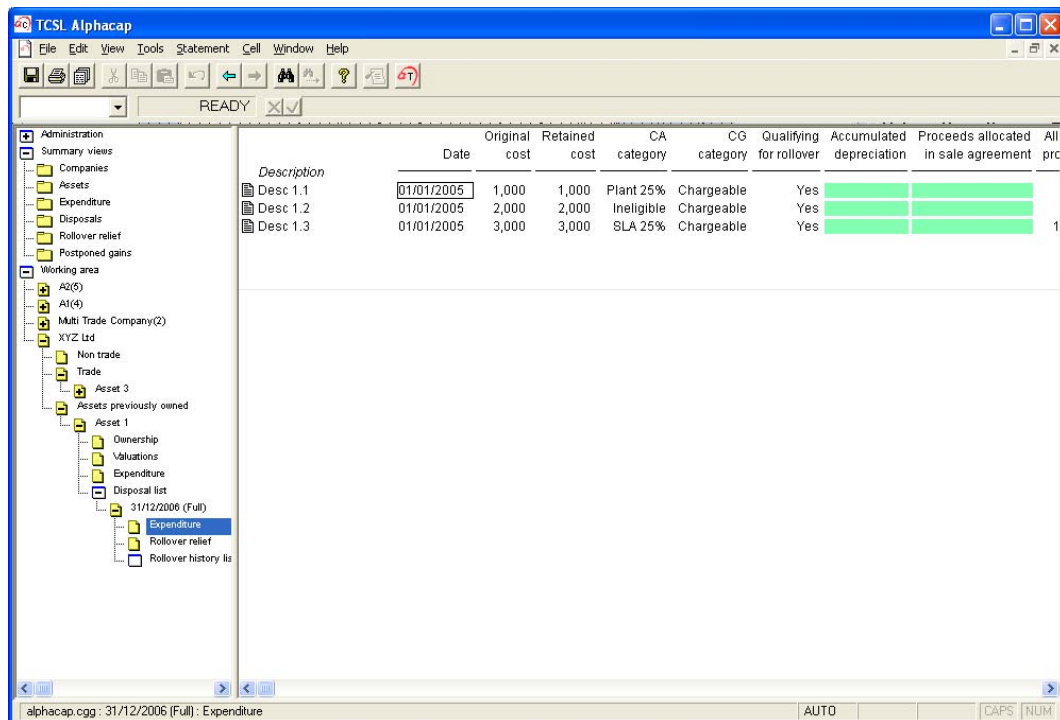
The Disposal statement enables you to record disposal details.



For details, refer to the online Help.

## Expenditure

Expenditure that forms part of the disposal is displayed.



**Rollover relief**

For details on rollover and postponement relief, refer to page 37 in Chapter 4.

# Chapter 4

## Claiming rollover and postponement relief

This chapter shows you how to handle rollover and postponement relief in Alphacap.

### Overview

In the Working area, open the appropriate Rollover relief Input statement to record rollover relief under TCGA 1992 s152 or postponement relief under TCGA 1992 s154. Alternatively in Summary View, go to the Rollover relief or Postponement relief window and select the required asset.

The Rollover relief Input statement opens up.

**Identify qualifying expenditure to rollover a specific gain**

*Disposal details*

Asset reference: 1  
 Description: Asset 1  
 Disposal date: 31/12/2006

*Qualifying assets - date window*

Start: 31/12/2005  
 End: 30/12/2009

Is roll-over relief claimed on compulsory acquisition under s247 TCGA 1992?  No

*Amount of asset eligible for rollover*

Proceeds: 20,000  
 Capital gain: 13,562

**Gain**  
 13,562

Description	Company name	Depreciating?	Date	Cost available remaining	Proceeds allocation	Gain allocation	Allocation override
Proceeds reinvested					-	nil	
Proceeds not reinvested/(over-allocated)					20,000		
<b>Total</b>					<b>20,000</b>		

alphacap.cgg : 31/12/2006 [Full] : Rollover relief

## Rollover relief under TCGA 1992 s152

Where the asset disposed of is a qualifying asset under **TCGA 1992 s155**, you can use the Rollover relief Input statement to rollover a qualifying gain. Roll-over relief under **TCGA 1992 s152** involves a gain, or a part thereof, being treated as a reduction in the cost of another asset purchased rather than being subjected to tax.

Where the asset disposed of is a qualifying asset under , you can use the Rollover relief Input statement to rollover a qualifying gain. Roll-over relief under involves a gain, or a part thereof, being treated as a reduction in the cost of another asset purchased rather than being subjected to tax.

## Postponement relief under TCGA 1992 s154

Where the asset disposed of is a qualifying asset under **TCGA 1992 s154**, you can use the Rollover relief Input statement to postpone qualifying gain. The relief under **TCGA 1992 s154** involves a gain, or a part thereof, being treated as held in suspense (not rolled into the base cost of another asset purchased) rather than being subjected to tax. The gain will crystallise at the earliest of:

- Disposal of the asset
- Asset no longer used in the trade
- Ten years from the date of acquisition of the asset

Where the asset disposed of is a qualifying asset under , you can use the Rollover relief Input statement to postpone holdover qualifying gain. The relief under **TCGA 1992 s154** involves a gain, or a part thereof, being treated as held in suspense (not rolled into the base cost of another asset purchased) rather than being subjected to tax. The gain eventually crystallises at the earliest of:

- Disposal of the asset
- Asset no longer used in the trade
- Ten years from the date of acquisition of the asset

## Identifying and claiming relief

To identify assets into which you can rollover or postpone a gain and then to claim the relief, select **Rollover relief** from the Tools or the right mouse click menu.

At the top of the dialog, the current reinvestment date window is displayed. This defaults to the period beginning 12 months before and ending 3 years after the disposal, as provided by **TCGA 1992 s152(3)** but you can override this, if required. The system-calculated amounts eligible for rollover are also displayed. Again you can override these, if required.

Qualifying assets - date window		Amount of asset eligible for rollover													
Start	31/12/2005	Proceeds	20,000												
End	30/12/2009	Capital gain	13,562												
<table border="1"> <tr> <td>Proceeds reinvested</td> <td>0</td> </tr> <tr> <td>Proceeds not reinvested</td> <td>20,000</td> </tr> <tr> <td></td> <td>20,000</td> </tr> </table>		Proceeds reinvested	0	Proceeds not reinvested	20,000		20,000	<table border="1"> <tr> <td>Rollover relief</td> <td>0</td> </tr> <tr> <td>Postponement relief</td> <td>0</td> </tr> <tr> <td>Gain after rollover relief</td> <td>13,562</td> </tr> </table>		Rollover relief	0	Postponement relief	0	Gain after rollover relief	13,562
Proceeds reinvested	0														
Proceeds not reinvested	20,000														
	20,000														
Rollover relief	0														
Postponement relief	0														
Gain after rollover relief	13,562														

Choose **Add** to make the claim. The Rollover relief claim- Gain dialog is displayed.

## Using Alphacap

Company	As...	I...	Expense	Cost	Date	De...	Remaining
<input type="checkbox"/> XYZ Ltd	3	3.2	Desc 3.2	3000	01/01/2006	No	3000
<input type="checkbox"/> XYZ Ltd	3	3.3	Desc 3.3	4000	01/01/2006	No	4000
<input type="checkbox"/> XYZ Ltd	4	4.1	Desc 4.1	1500	01/01/2007	No	1500
<input type="checkbox"/> XYZ Ltd	4	4.2	Desc 4.2	700	01/01/2007	No	700
<input type="checkbox"/> XYZ Ltd	4	4.3	Desc 4.3	6000	01/01/2007	No	6000

Use this dialog to identify expenditure made into which you can rollover or postpone capital gains.

By default, the search will interrogate the Alphacap database and return expenditure items which meet all of the following criteria:

- Belongs to a company in the same capital gains group as the disposal company
- Qualifies for rollover or postponement relief under **TCGA 1992 s152** or **s154**
- Purchased within the reinvestment date window

You can further refine the data. For details, refer to the online Help.

Select the expenditures into which the gain is to be rolled over by clicking on the check box at the left of each expenditure.

Choose **OK**.

The assets are then listed in the Rollover relief dialog where you can allocate the proceeds as required.

**Rollover relief**

Qualifying assets - date window override

Start

End

Amount of asset eligible for rollover override

Proceeds

Capital gain

OK  
Cancel  
Help

Description	Asset ref	Owner	Date	Remaining	<input type="checkbox"/> Proceeds...	Gain allocation	<input type="checkbox"/> Override	Depr...
Desc 3.2	3	XYZ Ltd	01/01/2006	3000	0	0	0	No
Desc 3.3	3	XYZ Ltd	01/01/2006	4000	0	0	0	No

Proceeds reinvested  Rollover relief

Proceeds not reinvested  Postponement relief

Gain after rollover relief

To allocate proceeds between expenditures, in the **Proceeds** column, double-click the appropriate cell and type the amount to be allocated.

**Rollover relief**

Qualifying assets - date window override

Start

End

Amount of asset eligible for rollover override

Proceeds

Capital gain

OK  
Cancel  
Help

Description	Asset ref	Owner	Date	Remaining	<input type="checkbox"/> Proceeds...	Gain allocation	<input checked="" type="checkbox"/> Override	Depr...
Desc 3.2	3	XYZ Ltd	01/01/2006	3000	3000	241	0	No
Desc 3.3	3	XYZ Ltd	01/01/2006	4000	4000	321	0	No

Proceeds reinvested  Rollover relief

Proceeds not reinvested  Postponement relief

Gain after rollover relief

The system will calculate the gains allocated on a proportional basis, however this can be overridden using the **Override** column.

*Note. Both these columns have a box to indicate that cells can be edited.*

## Using Alphacap

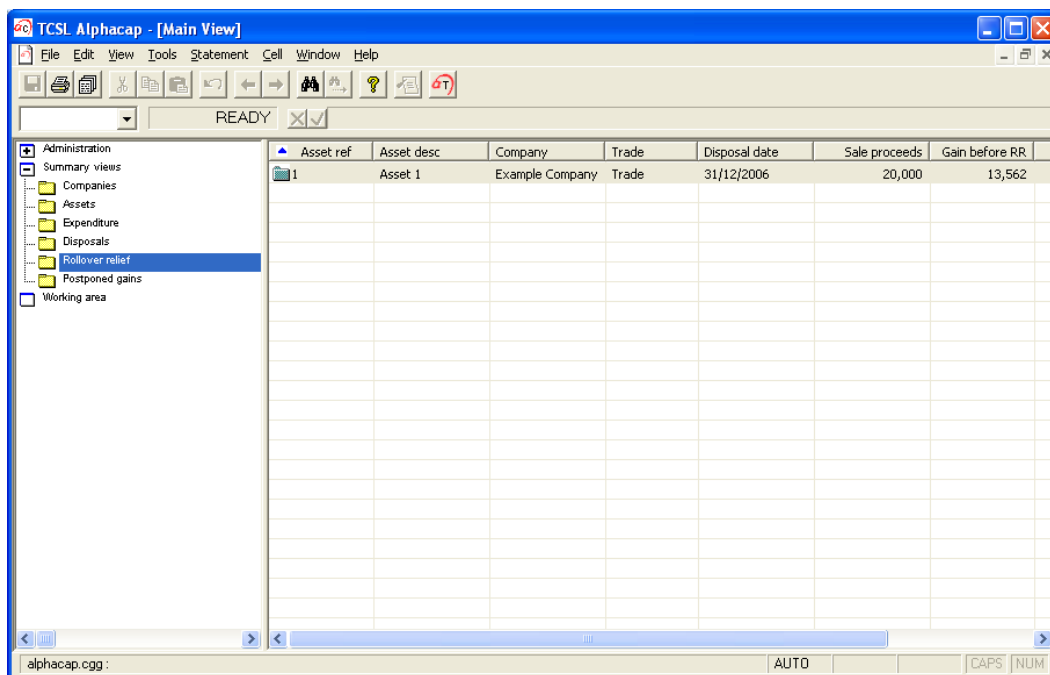
At the foot of the dialog, the current totals are shown.

To remove expenditures from the list, click the **Remove** button.

*Note. A warning is displayed if you attempt to select an asset which is already in use.*

Click **OK** when the allocations are complete and this will update the capital gains calculation. A rollover relief report is also generated which can be submitted to the HMRC as the claim under **TCGA 1992 s152**.

Once you have made a rollover or postponement claim, you can select to work on it via the Rollover relief or Postponed gains Summary Views screen.



## Submitted claims

The Submitted claims Input statement is created when you choose **Submit rollover claim** from the Tools menu.

The statement captures snapshot details of rollover or postponement relief claimed as at that time.

TCSL Alphacap

File Edit View Tools Statement Cell Window Help

B2 READY

**Rollover relief claimed under s152 and s154 TCGA 1992**

*Asset being disposed (old asset)*

Company name XYZ Ltd  
 Asset reference 1  
 Asset description Asset 1  
 Disposal date 31/12/2006

*Qualifying assets acquired between 31/12/2005 and 30/12/2009 (new assets)*

Gain 13,562

Gain before rollover relief 13,562

Description	Company name	Depreciating?	Date	Costs available remaining	Proceeds allocation	Gain allocation
Desc 3.2	XYZ Ltd	No	01/01/2006	3,000	3,000	241
Desc 3.3	XYZ Ltd	No	01/01/2006	4,000	4,000	321
Desc 4.1	XYZ Ltd	No	01/01/2007	1,500		
Desc 4.2	XYZ Ltd	No	01/01/2007	700		
Desc 4.3	XYZ Ltd	No	01/01/2007	6,000		
Proceeds reinvested					-	562
Proceeds not reinvested					20,000	
Total proceeds					20,000	

Navigation: < >

alphacap.cgg : Submitted 04/04/2007

AUTO CAPS NUM



## **Chapter 5**

# **Transferring, moving and splitting assets**

This chapter tells you how to:

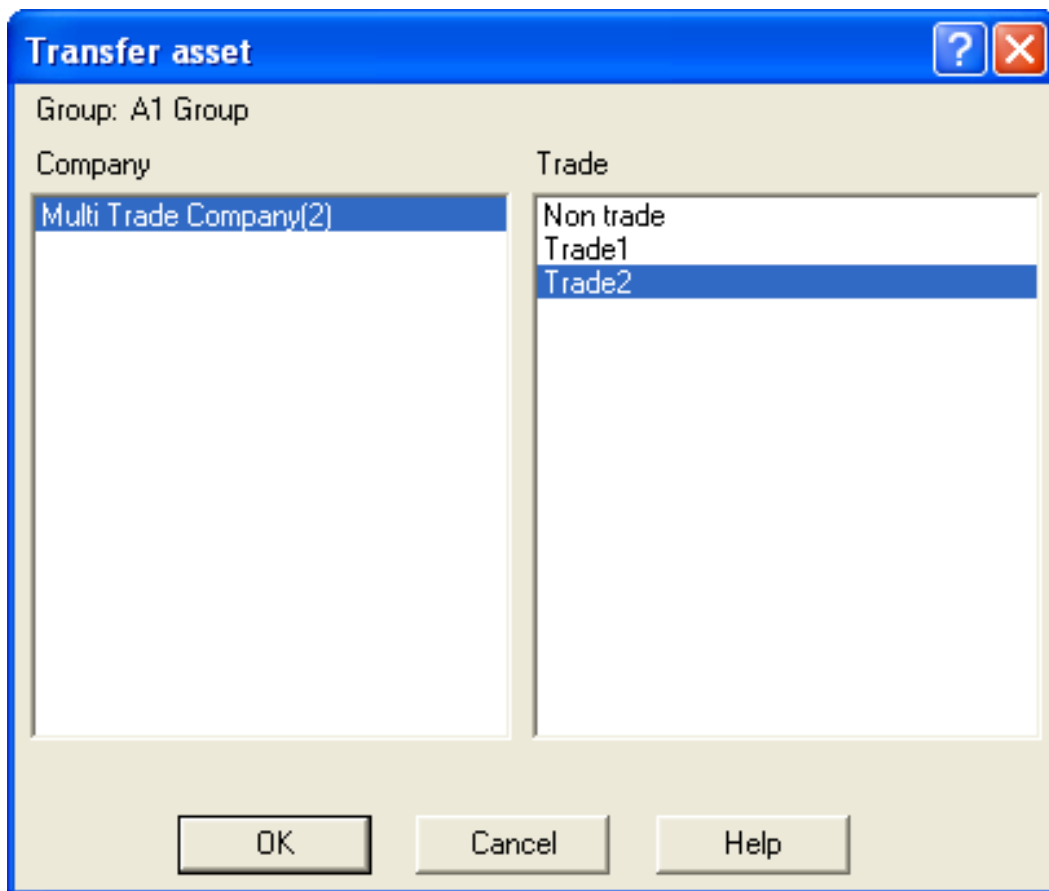
- Transfer assets under TCGA 1992 s171A
- Move assets for administrative purposes
- Create a new asset by splitting lines of expenditure in an existing asset into a new one

## Transferring assets under TCGA 1992 s171A

You can transfer assets from one company or trade to another company or trade under TCGA 1992 s171.

To do this, in the Working area section of the Contents tree, at any statement heading below and including the Asset details statement, choose **Transfer asset under TCGA 1992 s171** from the right mouse click or Tools menu.

The Transfer asset dialog is displayed.

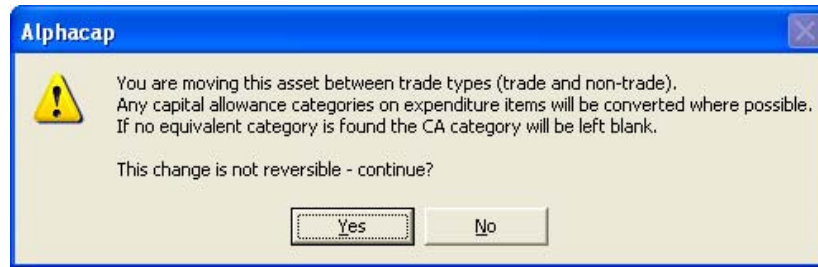


Highlight the company to which you wish to transfer the asset.

Select the trade to which you wish to transfer the asset or select non-trade if the asset is not trade-related.

Choose **OK** when you are ready to proceed with transfer. Otherwise, choose **Cancel**.

*Note. Due to the differing capital allowance categories that are available for trade and non-trade assets, where you are moving an asset between trade types, a warning will be displayed. Alphacap will attempt to correct the capital allowances category for all expenditure items but this should be checked carefully following the above procedure. Choose Yes to proceed.*



## Disposal for asset transfer

Once you have selected the company and trade to which you are transferring an asset under **TCGA 1992 s171**, the Disposal for asset transfer dialog is displayed.

The "Disposal for asset transfer" dialog box is shown. It has two main sections: "Asset info" and "Disposal info".

**Asset info:**

- Asset: A1Ref, A1Description
- Transferee company: Multi Trade Company(2)
- Transferee trade: Trade2

**Disposal info:**

- Description: Transfer to Multi Trade Company(2) - 04/04/2007
- Transfer date: 04/04/2007
- Proceeds: 0
- MV at transfer date: 0
- Tax disposal value: 0

**Table:**

Description	Date	Original c...	Retained ...	CA category	CG category	<input type="checkbox"/> Proceeds...	Alloc proceeds	<input type="checkbox"/> Trf overr...	Tax trf value
A1Descript...	03/03/2003		3	1	Expensive car	Exempt	0	0	0

Buttons: OK, Cancel, Help

The Asset info section is populated with information about the asset and the company and trade to which it is being transferred.

Use the **MV at transfer date**, **Proceeds** and **Tax disposal value** fields to allocate proceeds across all available expenditure items.

You can override these allocated values manually on an item by item basis by clicking in the **Proceeds override** and **Trf override** columns in the main body of the dialog.

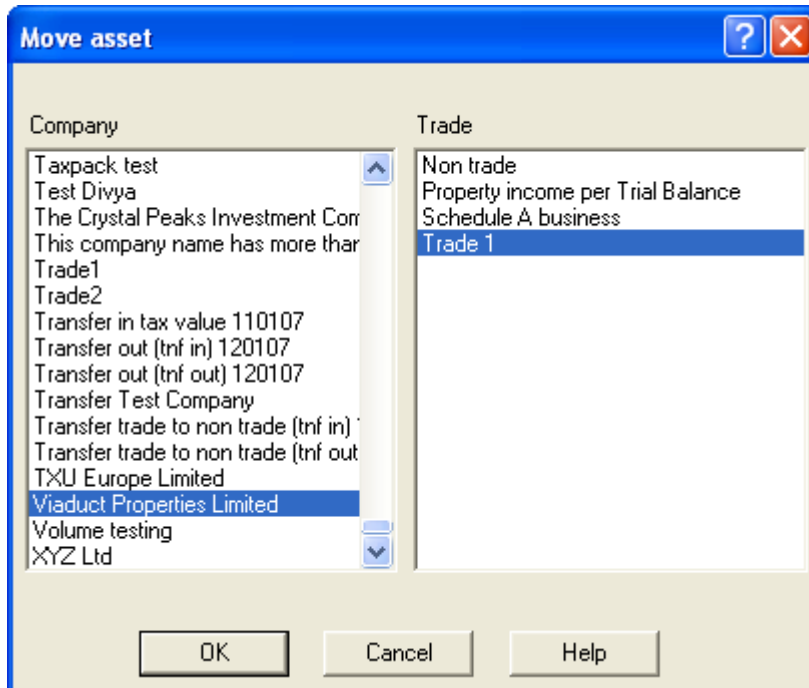
*Note. Both these columns have a box to indicate that cells can be edited.*

Choose **OK** when you are ready to make the transfer.

## Moving an asset

You can move assets that have been incorrectly assigned to the correct company or trade.

To do this, in the Working area section of the Contents tree, at any statement heading below and including the Asset details statement, choose **Move asset** from the right mouse click or Tools menu.



Highlight the company to which you wish to move the asset. (All companies in the system will be available.)

Select the trade to which you wish to move the asset or select non-trade if the asset is not trade-related.

Choose **OK** when you are ready to proceed with move. Otherwise, choose **Cancel**.

## Splitting an asset

You can create a new asset by splitting lines of expenditure from an existing asset into a new one.

*Note. You can only split assets that have not yet been disposed or partially disposed of and where there have been no transfers in.*

In the Working area section of the Contents tree at any heading below and including the Asset details statement, choose **Split asset** from the right mouse click menu.

By default the New Asset Reference and New Asset Description fields will show the existing name and description with the /SPLIT appended. You can amend these as required.

**Splitting and Grouping**

Asset Details

Asset Reference: AeroAssRef001

New Asset Reference: AeroAssRef001/SPLIT

New Asset Description: AeroDesc001/SPLIT

Description	Invoice Reference	Date	Original C...	CA C...	CG C...
<input type="checkbox"/> AeroDesc001	10001000	10/04/2007	7,000	Long ...	Char...
<input type="checkbox"/> AeroDesc002		01/08/2008	80,100	IBA ...	Chattel
<input type="checkbox"/> AeroDesc003		10/09/2008	9,000		
<input type="checkbox"/> AeroDesc004		01/05/2008	5,555	Expe...	Chattel

Buttons: Split, Cancel, Help

Select one or more lines of expenditure to split into the new asset.

Choose **Split** and then **Yes** to proceed.

You are then prompted to save the new asset. Choose **Yes**.



## Chapter 6

### Posting data to Alphatax

Before you can post capital asset data to Alphatax, you must first select **Retrieve/refresh posting data** from the Tools menu.

At this stage Alphacap extracts period data from Alphatax for the company or companies currently in the Working area and generates a number of Report statements for each company. Summaries of Additions, Disposals, Transfer in and Transfers out are reported by period at both company and trade level.

You should normally review the posting data to check that you are happy with it before you select the **Post to computations** option.

*Note. If you make any changes, you must select **Retrieve/refresh posting data** again before posting to Alphatax. If you do not, Alphacap will not post any changes made since the previous Retrieve/refresh.*

### Posting configuration options

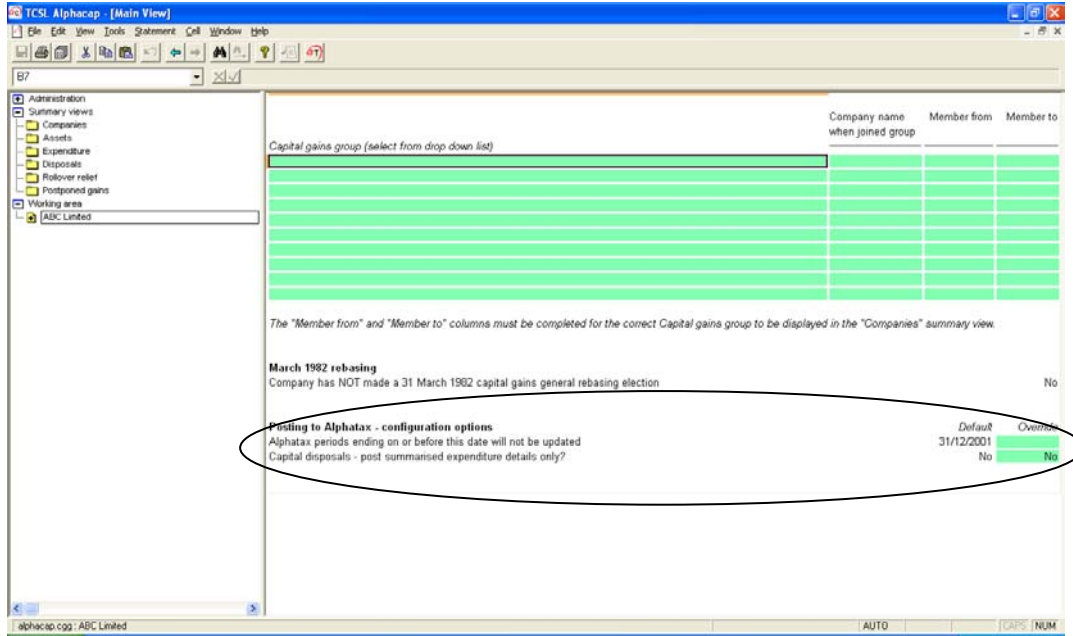
The following options are available when posting data to Alphatax:

It is possible to specify the period on or after which you would like information to be posted. This is to ensure finalized periods in Alphatax are not affected by Alphacap.

On posting capital disposals, it is possible to enable Alphacap to summarise expenditure by month rather than transferring every line into the capital disposal calculation.

Both of these options can be set globally and as default for all companies via the **CaPostToATStartingDate** and **PostSummaryCG** settings in the `tslbase.ini` file and/or on an individual company basis via the Posting to Alphatax - configuration options section on the appropriate Company statement in the Working area as shown in the example below.

## Using Alphacap

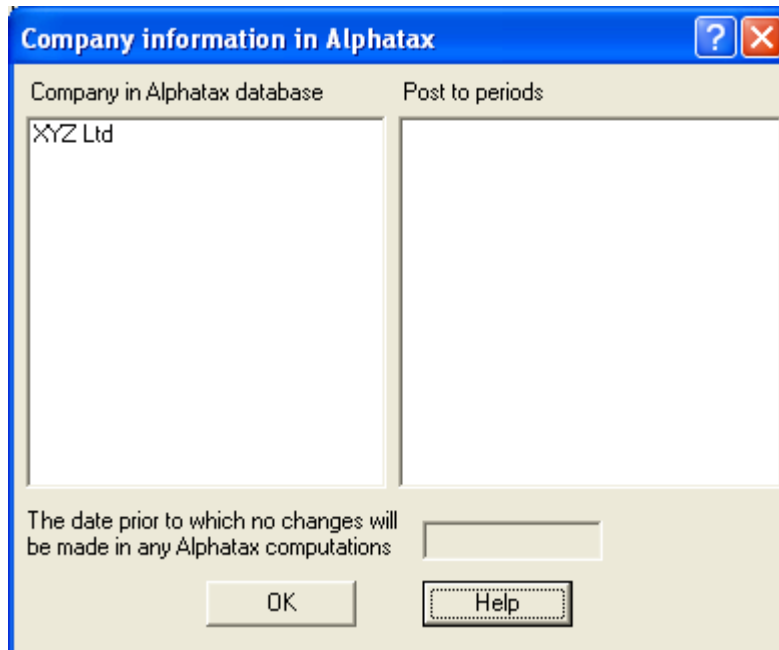


## Posting to computations

Use the **Post to computations** command to transfer data from Alphacap to Alphatax Enterprise.

A dialog is displayed asking if you want to review company/period details before posting.

If you select **Yes**, the Company information in Alphatax dialog is displayed.



If you select **No**, you are prompted to confirm whether you are ready to continue posting. Select **Yes** to post to Alphatax. Capital allowances data is fed through to the appropriate Alphatax Input statements via entries in the Accounts Analysis statements. Capital gains are fed through to the Capital disposals section in Alphatax.

Note. When you select **Post to computations**, Alphacap will post data as prepared when you last selected the Retrieve/refresh posting data from the Tools menu. Any changes made since then will not be posted until your next Retrieve/Refresh.



# Chapter 7

## Reporting and document management

### Reporting

The Reports contents list offers an efficient method to review the capital assets data for a particular asset, trade or company.

### Posting reports

These summarise Additions, Disposals, Transfer In and Transfers Out, by period, at both company and trade level, split by account category

The screenshot shows the 'TCSL Alphacap - [Main View]' window. The left pane contains a tree view with the following items:

- XYZ Limited
  - A1 Additions summary, company level
  - A2 Disposals summary, company level
  - A3 Transfers in summary, company level
  - A4 Transfers out summary, company level
  - A5 Capital gains summary
- Non-trade
- Trade
  - B1 Additions summary (highlighted)
  - B2 Additions summary - Land & buildings
  - B3 Additions summary - Plant & machinery
  - B4 Additions summary - Other
  - B5 Disposals summary
  - B6 Disposals summary - Land & buildings
  - B7 Disposals summary - Plant & machinery
  - B8 Disposals summary - Other

The right pane displays a table with the following data:

	Total	31/12/2009	Prior periods
	£	£	£
Plant & Machinery - WDA	72,345	72,345	-
IBA - Staines Hotel	1,000,000	1,000,000	-
Non qualifying	12,000	12,000	-
<b>Total per balance sheet</b>	<b>1,084,345</b>	<b>1,084,345</b>	<b>nil</b>

The status bar at the bottom shows 'alphacap.cgg : Trade : Additions summary' and 'CAPS NUM'.

## Asset level reports

These include:

- Summary of disposals
- Capital allowances summary
- Chargeable disposals/ rollover relief reports

	Cost basis	Gain
	£	£
Disposal proceeds: 31/12/2006	B1 10,000	
Exp 1.4	(20)	
Net proceeds	9,980	
Allowable costs:		
Cost:	B4 (600)	
	9,380	
Indexation allowance:		
Cost:	B4 (44)	
	9,336	B6 9,336
Roll-over relief		B1/B6 (1,656)
Chargeable gain		7,680
		B1

*Note. These Report statements are automatically included in the Capital assets report for all companies and assets that are open in the Working area.*


## Using the Report Designer

The Report designer is a standard Alphacap function that enables you to design your own reports and print report templates. It includes the Report Viewer application allowing you to manipulate the format and layout of the reports. For details, refer to the online Help.

## Using the Document Manager

The Document Manager enables you to store files in the Alphacap Enterprise database. Files in the Document Manager are associated with a particular asset, expenditure, disposal or valuation.

Document Manager is accessed via the following options on the right mouse click menu:

- **Manage All Documents.** Choose this option from within any statement in Input mode.
- **Manage Company Documents.** Choose this option from within any statement in Input mode.
- **Manage Item Documents.** Choose this option within a statement with duplicating items. The  icon is displayed in the Narrative cell for any item that has an associated document in the Document Manager.

You can open, add and delete files and you can store any binary file including:

- Microsoft Office documents (Word, Excel, Powerpoint, Access)
- PDF files

For details, refer to the online Help.

