ICAEW Accreditation Scheme

Personal & Partnership Tax Software Evaluation

Sage Taxation version v18.0

Evaluation carried out by: IT Evaluation Services

Date completed: 17/07/15

Signed:

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Contents

1 Summary

1.1 Introduction

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

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

1.2 Concept of the software under evaluation

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

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

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

2 Approach to evaluation

2.1 Objective

The purpose of the evaluation is to assess the software and determine if it meets the functional criteria set out in the ICAEW questionnaire, and the overall benchmark of good personal and partnership taxation software. The questionnaire has been independently produced for the ICAEW to assess the functionality of tax production software currently available in the market (not just Personal Tax) so readers should bear in mind that different suppliers may take different approaches to any particular function.

2.2 Approach and Work performed

In order to effectively evaluate Sage Taxation v18.0**,** a product specialist from Sage completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the Sage office in Manchester and in conjunction with the operation of the various aspects of the software assisted by a member of Sage's technical staff checked the answers to confirm their validity. The questions were individually reviewed and commented on and the majority of assessments were confirmed.

The evaluator discussed the assessments with a member of Sage staff in order to clarify certain points. In the event of disagreement between Sage and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

The evaluation covered Personal and Partnership Tax.

When the evaluation had been completed, the responses were completed by the evaluator and a draft copy sent to the ICAEW for review before completion of the final report.

2.3 Software/hardware utilised

Sage Taxation v18.0, was used throughout the evaluation. Hardware used was a HP Elitebook 8460P with an Intel(R) core(tm) i5-2540m CPU running at 2.6GHz with 8Gb RAM, a 297Gb disk under Windows 7 SPI 64 bit operating system.

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

Sage work with over 14,000 Accountants in the UK, either in practice or in industry, so they claim to understand Accountants' needs and the issues that face businesses. Sage support clients with over 250 experts in tax, accounts production and practice software and their relationship with HMRC, Companies House, FRC and other standards setters means their advice is insightful and up to date.

3.2 Supplier background

Headquartered in Newcastle upon Tyne, Sage (UK) Limited is a subsidiary of The Sage Group plc, a leading supplier of business management software and services. Sage has been helping businesses manage their finances, people, customers and suppliers and to plan for future success since 1981.

Around 6.2 million companies around the world use Sage products and services across 100 countries. In the UK and Ireland Sage has over 780,000 customers – they claim more than any other company in their market. So, over the years Sage claims it has built up a fair understanding of the issues and concerns that customers face. Sage claims to be a leader in the business software space in many of the countries they operate in.

3.3 Product background and suitability for user

Sage Taxation is aimed at accountants in practice, managing a portfolio of individual and partnership clients. Sage claims it delivers a simple, modular solution and expands to incorporate add on tools such as Sage Dividend Scheduling and Sage Business Tax (at extra cost).

- Creates personal and partnership tax returns
- Files online or on paper to HMRC
- Includes administration functionality for management reporting
- Integrates with other Sage products as part of a practice suite for accountants

3.4 Typical implementation

Typical users range from a single sole practitioner up to a five partner practice that want a trusted solution to produce compliant personal and partnership tax returns.

3.5 Vertical applications

Sage 50 Accounts, Sage Practice Solution, Sage Accounts Production, Sage Accounts Production Advanced, Sage Business Tax and Sage Corporation Tax.

3.6 Software and hardware specifications

3.6.1 Development environment

The application is developed in Delphi and Microsoft.Net.

3.6.2 Server platforms

For computers running 32-bit operating systems:

* Microsoft® Windows® Server 2003 or above.
* Microsoft Windows Terminal Server 2003 or above (with standard configuration).

For computers running 64-bit operating systems:

* Microsoft Windows Server 2008 R2 or above.
* Microsoft Windows Terminal Server 2008 R2 or above (with standard configuration).

3.6.3 Databases

The software is supported on:

Microsoft SQL Express 2005
Microsoft SQL Server 2005
Microsoft SQL Server 2008
Microsoft SQL Server 2012
Microsoft SQL Express 2012

3.6.4 Workstation operating software

Windows 7 or above (Professional Edition)
Microsoft Office 2010 or above

3.6.5 Protocols

Standard TCP/IP is utilised to communicate between the clients and the server.

3.6.6 Minimum client PC specification

Recommended Hardware
* An IBM® compatible computer with a 2Ghz processor, at least 2GB RAM, at least 10GB of free hard disk space.
Screen Resolution
* Minimum of 1024 x 768.

3.6.7 Support and maintenance

Sage will support customers on the use of Sage Taxation software operating on hardware of at least the above specifications. Where it becomes clear that an issue has arisen due to lower specification hardware or software being deployed at the customer site, Sage may not be able to offer further support on that issue until the hardware or software has been upgraded.

Sage does not provide support on customer hardware or non-Sage software, such as operating systems

3.7 Software installation and support

Sage Taxation users can install the application themselves or seek further assistance.
An annual licence fee includes legislation and other product updates, the continuing right to use the product and the services of the Sage support team.

Sage support includes unlimited access to their customer services teams by phone and email.

Sage offer extended opening hours at important times of the year, such as in the run up to 31st January.

Further services included in the annual licence include the ability to access the extensive “Ask Sage” knowledgebase and webinar resources, enabling customers to self serve on all the most common questions asked of our support teams.

Other thought leadership articles, specialist events, such as tax clinics with leading individuals in the profession and other benefits are also included

Sage also offer a number of Professional Services solutions, which can be purchased separately. These include: - Individual and bespoke training programs - Webinar sessions - Group training - Professional data merges - Remote and on-site installation services

3.8 Partner network and related accreditation process

Sage Taxation is licensed only directly through Sage and they provide all the necessary support and training of users.

3.9 Limitations/matters to be considered before purchase

There are a number of limitations in the product, which while not adversely impacting upon this evaluation may be of importance to some organisations. 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 certain requirements:
No system log
No web based use
Not possible to view/edit client details over multiple years
No calculator for mileage rates
No lump sum compensation payments support
No capital allowance calculations
No central data file of bank or building society codes or addresses
Only members of UK parliament supported
Limited share scheme features
Limited capital gains functionality
No special trades supported
No cross reference of schedules to tax return or supplementary pages
Limited Lloyds underwriter features
Some elements of partnership tax are cover by Sage Business Tax (see 6.17 & 6.18)
No NIC position check on multiple employments or catch up payments
No furnished letting or rent a room features supported
No automatic calculation of claim reliefs
No schedule A or D calculations
Capital gains tax notice not produced
SA 100 boxes not automatically calculated
Foreign earnings are not covered
No pension premium planner included
No detailed program documentation available to user directly or via deposit with a third party

Customers should satisfy themselves that the software meets their business requirements.

4 Evaluation conclusion

There were no areas in the evaluation that gave concern. Sage Taxation v18.0 is a well designed package for completing personal and partnership tax returns that has been competently written and is supported by Sage (UK) Ltd directly.

In terms of the functionality that is present in the current version and the target markets for the product, the product has been adequately specified. The systems provides facilities to complete the majority of the pages in both personal and partnership tax returns and can be linked to other Sage products to ease in the completion of returns.

Disclaimer

Any organisation considering the purchase of Sage Taxation v18.0 should consider their requirements in the light of proposals from Sage or its resellers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, ICAEW cannot accept liability for actions taken as a result of comments made herein.

Note

This questionnaire is based on the tax laws relevant for 2015/2016. In many cases tax software will cater for rules applying in prior years as well but these are not covered in this evaluation document.

6 Technical Evaluation Questionnaire Functional Requirements

Contents

6.1 Security

6.1.1	Are different levels of passwords provided to control access?	Yes	Confirmed
6.1.2	Is this level of security appropriate for the expected level of business using the software?	Yes	Confirmed
6.1.3	Is each user required to have a personal password?	Optional - can be set for user specific passwords	Confirmed
6.1.4	Do the security features cover:		
	a) Setting up and amending users?	Yes	Confirmed
	b) System access?	Yes	Confirmed
	c) System data files?	N/A – Data files are in an SQL database – they cannot be easily accessed	Confirmed
	d) Client access?	Yes - individual clients can be password protected	Confirmed
	e) Specific clients or groups of clients?	See above	Confirmed
	f) Amending client details?	Yes	Confirmed
	g) Viewing Tax Return details?	Yes	Confirmed
	h) Amending Tax Return data?	Yes	Confirmed
6.1.5	Does security allow for read and read/write access to be specified separately?	Yes	Confirmed
6.1.6	Can the software house or an educated user tailor the menus so that an individual user can only access those functions they are authorised to access?	Yes – options are greyed out for users without required access levels	Confirmed
6.1.7	What reports can be produced detailing all users and their authority levels?	On screen only.	Confirmed
6.1.8	Does the system provide specific levels of password control to authorise master file amendments?	Yes (Admin Rights)	Confirmed

		Supplier Response	Evaluation Confirmation
6.1.9	Does the system prevent access to a client or record while it is being updated?	Yes	Confirmed
	a) Is the locking at client or record level?	Client Level	Confirmed
	b) How are unopened, but still locked, clients/records released?	Read Only Format	Confirmed
6.1.10	What facilities are there to view/report on current users and locked clients?	Read only	Confirmed
6.1.11	Are there specific security procedures (by authorisation, passwords or warnings) over the:		
	a) Update of system data?	Needs access to server	Confirmed
	b) Deletion or archiving of client files?	Administrator password required	Confirmed
	c) Deletion of data entries?	Delete access level must be set	Confirmed
6.1.12	What system recovery procedures exist in the event of hardware failure? (E.g. roll back to the last completed save).		
	a) If the hardware system failure occurs part way through a session, will the user have to re-input all the data since the last save or only the data for that area being worked at the time of the failure?	Restored data is only from last backup – otherwise from last save	Confirmed
6.1.13	Is there a clear indication in the system or manuals as to how the data is backed-up and recovered?	Yes	Confirmed
6.1.14	How is this provided:		
	a) Within the software application?	Yes using F1 help	Confirmed
	b) To be organised within the operating system?	Yes for automated backups	Confirmed
	c) Are any of these procedures automatic?	No	Confirmed
	d) Is the user forced or prompted to back-up at certain intervals?	Yes – prompted every 7 days	Confirmed
	e) Can the intervals be customised?	No	Confirmed

		Supplier Response	Evaluation Confirmation
	f) Do the recovery procedures work?	Yes	Confirmed
	g) What assistance can be obtained if there are problems with the recovery process?	Sage Support Line	Confirmed
6.1.15	What features are provided within the software to help track down and repair corrupt data?	Part of backup and restore routine.	Confirmed
6.1.16	What external support is given to potentially retrieve/repair corrupted data that is present in client databases?	Can retrieve SQL data files – to build into a working backup	Confirmed
	a) What costs, if any, may be associated with this?	Dependant on circumstance	Confirmed
6.1.17	Are system messages clear and are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes	Confirmed
6.1.18	Is there a system log which details:		
	a) User activity?	No	Confirmed
	b) Error messages?	Only a Sage support tool	Confirmed
	c) Security violations?	No	Confirmed
6.1.19	What are the procedures for handling dates? (e.g. 2 digit, 4 digit year identifier).	4 digit year	Confirmed
	a) Are dates handled consistently throughout the software?	Yes	Confirmed
	b) What assumptions are made about the relevant century where 2 digit dates are used, other than for dates specific to the tax year?	N/A	
	c) Are any shortcuts used where the year can be assumed?	N/A	
6.1.20	Web based products.		
	a) What browsers (version) is the site compatible with?	N/A	
6.1.21	Web based security:		
	a) What methods can be used to authenticate the client computer to the server	N/A	

		Supplier Response	Evaluation Confirmation
	b) How is data secured during transmission between the client and server? (If encryption is used, please specify encryption strength and type.)	N/A	
	c) How is data stored securely on the server? (If encryption is used, please specify encryption strength and type.)	N/A	
	d) What session controls are available? E.g. auto-logout after x minutes inactivity.	N/A	
	e) How is a web session terminated securely?	N/A	
6.1.22	What logging features are available:		
	a) for security?	None	Confirmed
	b) for data posting?	None	Confirmed

6.2 Administration Controls

6.2.1	What information is held about users?	Names/Position/Phone number	Confirmed
6.2.2	How is the allocation of clients between users handled?		
	a) What levels can be assigned?	Partner/Manager/Employee	Confirmed
	b) How many users can be assigned to each level?	One	Confirmed
	c) How can departments be set/assigned?	One	Confirmed
	d) To what extent can changes be made on a batch basis rather than individual client basis?	Individual basis	Confirmed
6.2.3	How do you tell who is responsible for each client?	On screen list.	Confirmed
6.2.4	Does the software provide scope for user customised permanently displayed windows/frames within the application to display client information and other types of data?	No	Confirmed
	a) What information/data can be displayed?	N/A	
	b) Can individual users set their own displays?	N/A	
6.2.5	Are agent’s details held and maintained centrally?	Yes	Confirmed
	a) How many agents can be set up?	One per dataset, unlimited datasets	Confirmed
6.2.6	Are tax office details held in a common file or entered separately for each client?	Common file	Confirmed
6.2.7	When tax office details are amended, are all tax years and/or clients affected by changes?	All years/all clients	Confirmed
6.2.8	If the tax office details are held and maintained centrally:		
	a) How is the datafile of tax offices maintained/updated?	Manually by users	Confirmed
	b) What use is made of the Inland Revenue’s own list of Tax Office details?	Included with new installations	Confirmed
	c) If a data list is provided, how often is it updated and circulated?	Not provided.	Confirmed

	d) What prompts/reports are generated when installing an update and overwriting user amendments?	None	Confirmed
	e) How does the system cope with different tax offices having the same district reference number?	Duplicates will be retained and user will select relevant office	Confirmed
	f) How does the system cope with different units within a tax office? (i.e. CPRT teams etc.)	Does not.	Confirmed
	g) What search facilities for tax offices are available?	By tax district or name.	Confirmed
6.2.9	Is there a central datafile of bank and building society sort codes and address?	No	Confirmed
	a) Is this supplied or created by the user?	N/A	
6.2.10	Is there a central datafile for company shares/unit trusts records?	Only by subscription to an additional module	Confirmed
	a) Is this supplied or created by the user?	No	Confirmed
6.2.11	Is there a central datafile for countries?	Yes	Confirmed
	a) Is this supplied or created by the user?	Supplied	Confirmed
6.2.12	Are the annual tax tables provided or does the user need to input the data?	Provided	Confirmed
6.2.13	Which of the following does the system use:		
	a) Personal allowances?	Yes	Confirmed
	b) Tax rates?	Yes	Confirmed
	c) Car and car fuel benefit rate?	Yes	Confirmed
	d) Class 4 NIC rates and limits?	Yes	Confirmed
	e) Annual Allowance for Pension contributions?	No	Confirmed
	f) EIS/VCT minimum and maximum limits?	Yes	Confirmed
	g) Annual Capital Gains Tax exemption?	Yes	Confirmed
	h) Rates of interest on late paid tax?	No	Confirmed

		Supplier Response	Evaluation Confirmation
	i) Rates of repayment supplement?	No	Confirmed
	j) Late payment surcharges?	No	Confirmed
6.2.14	What scope is there to insert rates and limits for future tax years?	Rates for current and next year included	Confirmed
6.2.15	Does the software provide a facility for user set warnings/ memo notes?	Yes	Confirmed
	a) At what levels do they operate?	Client level, user level	Confirmed
	b) Do these flash-up when the relevant input menu and Return page are opened?	During Return validation	Confirmed
6.2.16	What assistance does the software give to allow the recording of outstanding points and the tracking of the resolution of those points within the application?	User defined tasks	Confirmed
6.2.17	Is there scope to indicate which sections of the Return have been completed?	Yes	Confirmed
	a) At what levels does this operate?	By Source	Confirmed
	b) Is it possible to track critical components of the Return? i.e. the progress of accounts, the obtaining of P60 details and copies of P11D's , the ascertaining of trust income for beneficiaries etc.	Yes	Confirmed
	c) Are you able to indicate if the section has draft/provisional figures?	Yes	Confirmed
6.2.18	What controls does the software include to monitor the progress of the Tax Return progress and submission?	Dates in Annual Processing Log and Reports	Confirmed
	a) Can the user set the stages?	No, fixed	Confirmed
	b) On what basis are they assigned to clients? (i.e. all clients for all years, per client for a designated year and rolled forward)	Fixed steps in submission process, user can add extra steps	Confirmed
	c) How can stages be signed off? (i.e. completed, not	Enter date of completion	Confirmed

		Supplier Response	Evaluation Confirmation
	applicable, provisional etc)		
	d) What record is kept of the user and date of sign off?	User can view steps	Confirmed
	e) What memo facility, if any, is available?	Notes	Confirmed
	f) Can the sign off of particular stages be restricted to certain users, or level of user?	Via User access rights	Confirmed
	g) Can stages be deleted?	No	Confirmed
	h) What safeguards/restrictions are there on such deletions?	N/A	
6.2.19	Does the software incorporate some form of year on year Tax Return review functionality or provide any assistance with reviewing client Tax Returns?	Yes	Confirmed
	a) Please provide an outline.	Return sections are carried forwards or backwards on year update and initially marked as incomplete.	Confirmed
	b) Does the device highlight differences at Tax Return level by comparing box contents or does it do it at the level of the individual sources of income?	Individual sources of income	Confirmed
	c) Does the device offer any intelligence, does it for example offer potential explanations for differences between figures. If so what "intelligence" does it offer?	No	Confirmed
	d) Is it standard or extra cost?	N/A	
6.2.20	Are there devices that attempt to highlight possible selection for an Inland Revenue enquiry?	No	Confirmed
	a) Please provide an outline.	N/A	
	b) Is it standard or extra cost?	N/A	
6.2.21	Are there any devices that allow client risk profiling?	No	Confirmed
	a) Please provide an outline.	N/A	
	b) Is it standard or extra cost?	N/A	

6.3 Client Information

6.3.1	Is the creation or amendment of standing data (i.e. name and address details) controlled by menu or by entering directly on the Tax Return?	By menu or by directly on copy of Return	Confirmed
	a) If either, how do they interact?	No interaction	Confirmed
	b) If a mixture, how are they split?	Separate options/workflows	Confirmed
6.3.2	Does the standing data cover all the information needed for personal Tax Returns? i.e. name, address, UTR, Tax Reference, Employer Reference, date Tax Return issued, HMRC address, taxpayers name (if different to the addressee), day time telephone number, agents details, forenames, marital status, date of birth, National Insurance number, signatory's capacity and address.	Yes	Confirmed
	a) Which of this data is tax year specific for each client?	None	Confirmed
	b) Which of this data is client specific and is held separately for each tax year?	Client specific, not year specific	Confirmed
	c) Which of this data is held globally and available for linking to any client?	Tax district	Confirmed
	d) If the data is not held on a client/tax year basis, how do changes affect prior year Return entries?	Submitted (final) returns are unaffected by subsequent changes	Confirmed
	e) If the data is not held on a client/tax year basis, how do changes affect prior year Return entries?	N/A	
6.3.3	In addition to the details needed for the Tax Return, what other standing data can be held? For example: addresses used in addition to the one shown on the Tax Return, home/work/fax/mobile numbers, email addresses, spouse and children's details, other advisors.	Relationships e.g. banks, solicitors, stockbroker, financial advisor, spouse, children; services, file notes, analyses, numbers and custom types of all of these.	Confirmed
	a) Which of this data is tax year specific for each client?	None	Confirmed

		Supplier Response	Evaluation Confirmation
	b) Which of this data is client specific and is held separately for each tax year?	None	Confirmed
	c) Which of this data is held globally and available for linking to any client?	None	Confirmed
6.3.4	Does the standing data cover all the information needed for Partnership Tax Returns? i.e. name, address, UTR, Tax Reference, date Tax Return issued, HMRC address, day time telephone number, agents details, signatory’s.	Yes	Confirmed
	a) What information is held regarding the partners? i.e. name, address, UTR, National Insurance number, dates of commencement and cessation.	Link to personal data	Confirmed
	b) What links are there between the partnership records and the personal records within the personal tax system?	Relationships between Partnerships and Partners are shown for each client. Partnership data is available for each partner in the personal tax system	Confirmed
6.3.5	What scope is there for user defined standing information fields?	See 6.3.4	Confirmed
6.3.6	Is the prior year income source data used to create an input skeleton for the following tax year?		
	a) Can this be done on a global basis?	Yes	Confirmed
	b) What checks are made to ensure data is not overwritten?	Client is warned that data will be overwritten if the process is repeated	Confirmed
	c) Are details suppressed if the source ceased in the prior year?	Yes	Confirmed
	d) Are any figures inserted? i.e. If the source year included details of pension, EIS or Gift Aid carry backs, are the payment figures automatically included in the newly created records?	In some areas e.g. Losses carried forward/brought forward	Confirmed
	e) Can the skeleton be carried back a year?	Yes	Confirmed

		Supplier Response	Evaluation Confirmation
6.3.7	What scope is there to copy information between years?	All tax year data or by section update	Confirmed
6.3.8	What scope is there to copy information between clients?	Details for joint sources can be shared	Confirmed
6.3.9	What information can be shared between clients? i.e. can addresses be linked so that changing one updates the connected clients?	Banks, building society balances	Confirmed
	a) Does this extend beyond husband and wife?	Yes, partners in business	Confirmed
6.3.10	What notes can be added and how is their existence indicated?	Notepad - Icon changes	Confirmed

6.4 Tax Return (Personal) – SA100

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

6.4.1 Data input:

a) Is it possible to input data via an input menu?	Yes	Confirmed
b) When clicking in a Return box on screen does software direct you to or drill down to the correct input menu?	No	Confirmed
c) Is it possible to edit information directly on Return on screen?	Yes	Confirmed
d) When data is edited directly on the Return, does this overwrite/clear the information in the underlying entry menu?	No	Confirmed
e) Are the tax deductions/credits re dividends, bank interest calculated automatically?	Yes	Confirmed
f) Are details of interest received net entered net, gross or either?	Net	Confirmed
g) Can the calculated tax figure be overwritten?	Yes	Confirmed
h) What functions or options are available to create and input dividend income details from record of share/unit trust holdings?	Direct data entry or automatic from an optional module	Confirmed
i) When data is entered, what checks or controls are there to prevent patently wrong entries on the main Return? (i.e. tax credits not within specified tolerance limits equal to 10% or 20%, excessive claims for pension contributions or EIS income tax relief)	Validation on data entry or on return	Confirmed
j) When data is edited directly on the Return are there still checks or controls to prevent patently wrong entries?	Auto-calculation and validation process	Confirmed
k) Joint income sources. Is it possible to enter a figure once and for 50% to be shown on each taxpayer’s Return? (i.e.	Yes - any joint holder	Confirmed

	husband & wife 50% bank interest)		
	l) Can the actual % be set as an override?	Yes	Confirmed
6.4.2	Presentation:		
	a) Does facsimile Return closely resemble original HMRC Return?	Yes	Confirmed
	b) Can it be printed in colour?	Yes	Confirmed
	c) Is it possible to view the Return & all supporting Pages on screen?	Yes	Confirmed
	d) Is there an ability to zoom in & out?	Yes	Confirmed
6.4.3	Does the software tick the correct boxes on the relevant pages of the SA 100 based upon the supplementary pages the application has generated?	Yes	Confirmed
	a) Do any of the boxes need to be ticked on the Return itself?	No, automatic	Confirmed
	b) Are the figures for the "number of pages" boxes for each supplementary section shown automatically?	Yes	Confirmed
6.4.4	Additional information notes:		
	a) Is there a central bank of commonly used notes to cover matters such as claims to reduce? Are these editable and user definable?	No	Confirmed
	b) What notes does the software insert automatically?	Notes based on HMRC guidance	Confirmed
	c) Where a box is ticked and then requires further details in an additional info box does this happen automatically or does the software prompt user to input details e.g. reducing payments on account, provisional figures etc?	System additional information is provided where relevant	Confirmed
	d) Are the additional information notes brought through from the data entry screens or entered directly on the Tax Return?	Both are available	Confirmed
	e) What restrictions are there on the size and placement of the	No size restriction, placed in	Confirmed

		Supplier Response	Evaluation Confirmation
	notes?	additional notes	
	f) Are the additional information notes brought through from the data entry screens or entered directly on the Tax Return?	No	Confirmed
6.4.5	Is it possible to view and edit multiple tax years for the same client or multiple clients at the same time?	No	Confirmed
	a) Copy information between clients?	Only joint income sources	Confirmed
	b) Confirmed Copy information between years?	Figures only where relevant	Confirmed
6.4.6	Provisional & Estimate figures:		
	a) Is it possible to enter a figure and indicate this is either provisional or estimated?	Yes	Confirmed
	b) Is it obvious from the Return both on screen and when printed that a figure is provisional or estimated?	Yes. Estimated and incomplete items are highlighted on screen as part of the workflow to completing a return. Box 19 on the return clearly highlights each estimated entry	Confirmed
	c) Are additional information boxes prompted for completion to explain nature or basis of provisional or estimate figure?	Auto-completed but not explained	Confirmed
6.4.7	What ability does the software have to incorporate/record notes against data whilst processing the Tax Return?	Notepad	Confirmed
	a) How is the existence of the notes highlighted?	Via Notepad icon	Confirmed
6.4.8	Tax repayment authorisation & Tax Agent details – Can these be selected from centrally held information?	Yes for repayment to agent	Confirmed
6.4.9	Is it possible to hold a list of nominees?	No	Confirmed
6.4.10	Can the software be configured for a default set up for completing the tax repayment section?	No	Confirmed
6.4.11	Does the software calculate unused Married Couples Allowance?	No	Confirmed

		Supplier Response	Evaluation Confirmation
	a) Does the software automatically prepare the form 575?	N/A	
	b) Is the figure automatically posted to the wife's record?	N/A	
6.4.12	Does the software test whether Supplementary Pages are or are not required and then report accordingly?	No, when data is entered, schedule is auto generated	Confirmed
	I.e. Capital Gains Pages suppressed if total disposal proceeds are below 4X tax free CGT allowance for year and total gains are equal to or below the annual tax free allowance for the year etc?		
	a) Can these be overridden because of a disclosure desire?	Yes, manual override	Confirmed

6.5 Employment Page – SA102

6.5.1	Are multiple pages possible for multiple employments?	Yes	Confirmed
6.5.2	Are calculators available to input or check Benefits in Kind for:		
	a) Company Cars?	Calculator or can be entered manually	Confirmed
	b) Fuel?	Calculator or can be entered manually	Confirmed
	c) Authorised Mileage Rates?	No	Confirmed
	d) Loans to employees?	Calculator or can be entered manually	Confirmed
	e) Accommodation?	Manual entry only	Confirmed
6.5.3	Are calculators available to input and check:	No, foreign earnings not covered.	Confirmed
	a) Foreign earnings not taxable in the UK?	N/A	
	b) Seafarers’ foreign earning deductions?	N/A	
6.5.4	What support does the software give to expatriate tax?	No	Confirmed
	a) Does this include tax calculations incorporating the calculation of the gross up figure?	N/A	
	b) On what basis does the software calculate gross ups? i.e. on set amount, total income, emoluments basis?	N/A	
	c) What other specific expatriate tax reports are included?	N/A	
6.5.5	Lump sum Compensation payments:		
	a) Is it possible to apply the £30,000 exemption only to the proportion that qualifies?	Yes	Confirmed
	b) Is there a calculator to determine whether the payment qualifies for the foreign service exemption?	No, foreign earnings not covered.	Confirmed
6.5.6	Capital allowances – Is a calculation module included i.e. asset register?	No	Confirmed
	a) Is it possible to restrict for private use?	No, manually entered	Confirmed

	Supplier Response	Evaluation Confirmation
b) Is it possible to override figures and simply type in summary details onto employment page?	Yes	Confirmed
c) Is it possible to depool assets into a separate pool?	No	Confirmed
d) Are there checks or controls to ensure that capital allowances are not claimed for a car or motorcycle?	No	Confirmed

		Supplier Response	Evaluation Confirmation
6.6	**Ministers of Religion Page – SA102M**		
6.6.1	Is the Ministers of Religion (Page SA102M) supported?	Yes	Confirmed
6.6.2	Are the Tax Return details entered through drop down menus or by a form filler?	Form filler	Confirmed
6.6.3	Are calculators available to input or check Benefits in Kind for:		
	a) Cars?	Entered on copy of Return	Confirmed
	b) Fuel?	Entered on copy of Return	Confirmed
	c) Authorised Mileage Rates?	No	Confirmed
	d) Interest-free and low-interest loans?	Entered on copy of Return	Confirmed
	e) Accommodation?	Entered on copy of Return	Confirmed
6.6.4	Is the Working Sheet in the Ministers of Religion notes included or are the details contained in the drop down menus?	Direct entry on Return	Confirmed
	a) Is the 10% service benefit automatically calculated and applied?	No	Confirmed
6.6.5	Are calculators available to input and check:	No, foreign earnings not covered.	Confirmed
	a) Foreign earnings?	N/A	
	b) Seafarers' foreign earning deductions?	N/A	
6.6.6	Lump sum Compensation payments:	No, foreign earnings not covered.	Confirmed
	a) Is it possible to apply the £30,000 exemption only to the proportion, which qualifies?	N/A	
	b) Is there a calculator to determine whether the payment qualifies for the foreign service exemption?	N/A	
6.6.7	Capital allowances – Is a calculation module included i.e. asset register?	No	Confirmed
	a) Is it possible to restrict for private use?	N/A	

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

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

6.7.1	Are the following pages supported?		
	a) Member of Parliament - SA102(MP)	Yes	Confirmed
	b) Scottish Parliament – SA102(MSP)	N/A	
	c) Northern Ireland Legislative Assembly – SA102(MLA)	N/A	
	d) The National Assembly for Wales – SA102(WMA)	N/A	
6.7.2	Are multiple pages possible for income received as an MP and a ministerial office?	Yes	Confirmed
6.7.3	Are the Tax Return details entered through drop down menus or by a form filler?	Form filler as minister	Confirmed
6.7.4	Is it possible to indicate whether the Member/Minister is within the formal Pension Scheme administered by the Public Trust Office etc? Does the answer flow through to the pension premium planner and so treat the income correctly for NRE purposes?	N/A	

6.8 Share Scheme Page – Part of Additional Information Page SA101

6.8.1	Is it possible to populate the Share Scheme sections from existing data in HR packages or Spreadsheet pages? If so provide full details in Section 6.30.	No	Confirmed
6.8.2	Where there are multiple taxable events are separate pages prepared for each taxable event?	Yes	Confirmed
6.8.3	Are the results from both singular and multiple pages consolidated and the results populated in the appropriate boxes of the form?	Yes	Confirmed
6.8.4	Where event is 'exercise' is it possible to indicate that a disposal occurred to fund the exercise?	No	Confirmed
	a) Does the software prompt user to complete Capital Gains pages?	N/A	
	b) Are these completed automatically?	N/A	
6.8.5	Is there a memorandum of taxpayer's share options available does this include:	No	Confirmed
	a) Options granted?	N/A	
	b) Options awarded?	N/A	
	c) Options exercised?	N/A	
	d) Options exercised and potentially qualifying for a Mansworth v Jelley loss?	N/A	
	e) Options over unquoted shares and potential for a claim of the losses against their income rather than against capital gains?	N/A	
	f) Shares subject to forfeiture?	N/A	
	g) Different classes of options, Approved Profit Share, SIP, EMI, SAYE, Unapproved, Employment related securities?	N/A	

6.9 Self Employment Page – SA103

6.9.1	Are multiple pages possible for multiple trades?	Yes	Confirmed
6.9.2	Is it possible to populate the entire Self-Employment pages from existing data in Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	Some data from Sage Accounts Production and some others	Confirmed
6.9.3	Is there a separate Sch D module? If so, further details may be entered in Section 6.30 if a more expansive description is required.	Only in Sage Business Tax	Confirmed
6.9.4	Can the user record and store an analysis of items making up the Return formatted figures?	Yes	Confirmed
6.9.5	Are there checks or controls on the Profit & Loss or Balance Sheet to warn that these do not balance?	Yes	Confirmed
6.9.6	Are Simplified Accounts supported?	Yes	Confirmed
	a) If so, is it possible to input all the income and expenses detail for record keeping purposes and still only declare on the three line Simplified basis?	Yes	Confirmed
6.9.7	Does the software calculate the taxpayer's basis year and ensuing chargeable profits:	Yes	Confirmed
	a) For commencement?	Yes	Confirmed
	b) For a change in Accounting Reference Date?	Yes	Confirmed
	c) For cessation?	Yes	Confirmed
	d) Can this be adjusted where the concession applies for an accounting period between 31 March and 4 April?	Only in Sage Business Tax	Confirmed
6.9.8	Overlap Relief:		
	a) Is generation and utilisation of overlap relief calculated by the software?	Yes	Confirmed
	b) Is a full register maintained i.e. b/fwd, utilised, generated, c/fwd? Does this include the number of days represented	Yes	Confirmed

		Supplier Response	Evaluation Confirmation
	by the overlap relief?		
6.9.9	Capital allowances – Is a full calculation module included i.e. asset register?	No, only in Sage Business Tax	Confirmed
	a) Is it possible to restrict for private use?	N/A	
	b) Is it possible to override figures and simply type in summary details onto Self-employment page?	Yes	Confirmed
	c) Does the software test for claims of Annual Investment Allowance and restrict it as necessary if there are other related activities and restrict it based on length of accounting period etc?	HMRC validations apply for an accounting period for a single business	Confirmed
	d) Is it possible to depool assets into a separate pool?	No	Confirmed
	e) Are Short Life Assets automatically transferred to the General Pool if not disposed of before the expiration of four years?	No	Confirmed
6.9.10	Losses – Is it possible to claim loss relief as follows:		
	a) Against other general income of the current year	Yes	Confirmed
	b) Against other general income of the prior year	Yes	Confirmed
	c) carry back against general income of the previous three years	Yes	Confirmed
	d) carry forward against future trading profits	Yes	Confirmed
	e) terminal losses- against profits of last three years	Yes – manual calculation	Confirmed
	f) against capital gains	Yes	Confirmed
	g) Are there checks or controls to ensure that only valid loss relief claims are made i.e. does not allow claims to be made for more years than are relevant?	No	Confirmed
	h) When the loss is offset does the software support “multi year” i.e. does it show the tax effect on claiming a loss in a different tax year?	No, by year	Confirmed

	i) Is a "what if" calculation available? Is it possible to see the tax effect on claiming different loss reliefs?	No	Confirmed
6.9.11	National Insurance (NIC):		
	a) Is possible to claim exception or deferment?	Yes - manually	Confirmed
	b) Is exception automatically applied by virtue of the taxpayer's age i.e. <16 & >60 or 65?	Yes - and revised state pension age	Confirmed
	c) Is the overall NIC position checked and controlled by the software when the taxpayer has multiple employments/ multiple partnerships/multiple self-employments and/or combination thereof?	Only multiple self employment	Confirmed
	d) After claiming deferment, is there a calculation to check whether any catch-up payment will be required in respect of Classes I or IV?	No	Confirmed
	e) Are losses offset against non-trading income separately monitored and recorded for Class IV purposes? Are future Class IV contributions automatically restricted for the relief available?	Not automatically	Confirmed
6.9.12	Special Trades - Farming and Market Gardening:		
	a) Averaging elections. Does the software advise as to the possibility or advisability of making a claim under the averaging provisions?	No	Confirmed
	b) Will the software automatically make the claim when requested and reflect the tax repayable?	No	Confirmed
	c) Is the herd basis supported?	No	Confirmed
6.9.13	Special Trades – Creators of Literary or Artistic Works:		
	a) Averaging elections. Does the software advise as to the possibility or advisability of making a claim for averaging?	No	Confirmed
	b) Will the software automatically make the claim when requested and reflect the tax repayable?	No	Confirmed

	Supplier Response	Evaluation Confirmation
6.9.14 Special Trades – Foster Carers:		
a) Exemption & income receipts. Does the software calculate the amounts falling as exempt and taxable under the special rules for Foster Carers?	No	Confirmed

6.10 Lloyd's Underwriters Page – SA103L

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

		Supplier Response	Evaluation Confirmation
	for more years than are relevant?		
	h) When the loss is offset does the software support “multi year” i.e. does it show the tax effect on claiming a loss in a different tax year?	No	Confirmed
	i) Is a “what if” calculation available? Is it possible to see the tax effect on claiming different loss reliefs?	No	Confirmed
6.10.7	National Insurance (NIC):		
	a) Is possible to claim exception or deferment?	Yes - via form filler	Confirmed
	b) Is exception automatically applied by virtue of the taxpayer’s age i.e. <16 & >60 or 65?	No	Confirmed
	c) Is the overall NIC position checked and controlled by the software when the taxpayer has multiple employments/ multiple partnerships/multiple self-employments and/or combination thereof?	No	Confirmed
	d) After claiming deferment, is there a calculation to check whether any catch-up payment will be required?	No	Confirmed
	e) Are losses offset against non-trading income separately monitored and recorded for Class IV purposes? Are future Class IV contributions automatically restricted for the relief available?	No	Confirmed

6.11 Partnership Page – SA104 & SA104F

6.11.1	Are multiple pages possible for multiple Partnerships?	Yes	Confirmed
6.11.2	Are multiple pages possible for multiple businesses within the same Partnership?	No, only single page	Confirmed
6.11.3	Is it possible to populate the entire Partnership pages from existing data in the Partnership client or Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	Some data	Confirmed
6.11.4	Does the software calculate the taxpayer's basis year and ensuing chargeable profits:		
	a) For a commencing Partner?	In Sage Business Tax	Confirmed
	b) For a change in Accounting Reference Date by the Partnership?	In Sage Business Tax	Confirmed
	c) For a Sole trader becoming a Partnership i.e. the continuing Partner?	In Sage Business Tax	Confirmed
	d) For a ceasing Partner?	In Sage Business Tax	Confirmed
	e) Are the above issues calculated for partnership trading, untaxed income, foreign savings, foreign income, offshore funds, Sch A, FHL, taxed income @10/20%?	No - manually, foreign earnings not covered.	Confirmed
6.11.5	Does the software select the Short or Long pages as required or does the user have to make the choice?	Yes, but can select short where applicable	Confirmed
	a) Can this be overridden by the user?	Yes	Confirmed
6.11.6	Overlap Relief:		
	a) Is generation and utilisation of overlap relief calculated by the software?	In Sage Business Tax	Confirmed
	b) Is a full register maintained i.e. b/fwd, utilised, generated, c/fwd? Does this include the number of days represented by the overlap relief?	In Sage Business Tax	Confirmed

	Supplier Response	Evaluation Confirmation
c) Are the above issues maintained for both Partnership Trade overlap relief and Untaxed interest or savings?	Trade only	Confirmed
6.11.7 Losses – Is it possible to claim loss relief as follows:		
a) Against other general income of the current year	Yes – manually entered	Confirmed
b) Against other general income of the prior year	Yes – manually entered	Confirmed
c) carry back against general income of the previous three years	Yes – manually entered	Confirmed
d) carry forward against future trading profits	Yes – manually entered	Confirmed
e) terminal losses- against profits of last three years	Yes – manually entered	Confirmed
f) against capital gains	Yes – manually entered	Confirmed
g) Are there checks or controls to ensure that only valid loss relief claims are made i.e. does not allow claims to be made for more years than are relevant?	No - warnings	Confirmed
h) When the loss is offset does the software support “multi year” i.e. does it show the tax effect on claiming a loss in a different tax year?	No	Confirmed
i) Is a “what if” calculation available? Is it possible to see the tax effect on claiming different loss reliefs?	No	Confirmed
6.11.8 National Insurance (NIC):		
a) Is possible to claim exception or deferment?	Yes	Confirmed
b) Is exception automatically applied by virtue of the taxpayer’s age i.e. <16 & >60 or 65?	Yes	Confirmed
c) Is the overall NIC position checked and controlled by the software when the taxpayer has multiple employments/ multiple partnerships/multiple self-employments and/or combination thereof?	No	Confirmed
d) After claiming deferment, is there a calculation to check whether any catch-up payment will be required in respect	No	Confirmed

	Supplier Response	Evaluation Confirmation
of Classes I or IV?		
e) Are losses offset against non-trading income separately monitored and recorded for Class IV purposes? Are future Class IV contributions automatically restricted for the relief available?	Not automatically	Confirmed
f) For an incoming Partner does the software check the Class I, II and IV NIC position to ensure the correct amount has been paid?	No	Confirmed

6.12 Land & Property Page – SA105

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

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

		Supplier Response	Evaluation Confirmation
	c) Is a separate pool maintained for FHL?	N/A	
6.12.9	Non Resident Landlords – Are there checks or controls to ensure that the tax deducted at source does not exceed the relevant percentage of gross rents?	No	Confirmed
6.12.10	General – Is a summary available to show all property income and expenses consolidated and referenced back to the Land & Property page? Does the summary contain a breakdown for each respective property?	Yes	Confirmed

6.13 Foreign Page – SA106

6.13.1	For every source of foreign income is it possible to:	Foreign earnings not covered.	
	a) Indicate the country of origin?	Yes	Confirmed
	b) Indicate whether income is arising, remitted or unremittable?	Yes	Confirmed
	c) Input the UK / Foreign tax withheld?	Manually entered	Confirmed
	d) Choose whether relief is by credit or deduction?	Calculates for deduction and can select credit	Confirmed
6.13.2	Foreign tax paid on income declared in other Pages:		
	a) Is the TCR automatically transferred from the respective Pages and populated on Page 2 of the Tax Return ?	Manual	Confirmed
	b) Are the all the details fully completed i.e. other Page references etc?	Yes	Confirmed
6.13.3	Country of origin:		
	a) Is it possible to choose a country from a drop down menu or must these be written each time?	Country/code look up	Confirmed
	b) Where a drop down list is available are there checks or controls to ensure that the inputted Foreign tax credit does not exceed the maximum permitted under the relevant Double Tax Agreement i.e. 15% etc?	No	Confirmed
6.13.4	Gains:		
	a) Is it possible to input all gains in the capital gains tax section?	Yes	Confirmed
	b) Is it possible to indicate the Foreign tax credit available in the CGT section?	Yes	Confirmed
	c) Is the TCR restricted to the maximum available?	No	Confirmed
6.13.5	Overseas Pensions:		

		Supplier Response	Evaluation Confirmation
	a) Does the software prompt for the 10% exemption?	User choice	Confirmed
	b) Are there checks or controls to ensure that a non UK Domiciliary cannot claim the 10% exemption (as not available on the remittance basis)	No	Confirmed
6.13.6	Schedule D Case V:		
	a) Is there a calculator to compute the amount of lease premium which is chargeable to Sch D case V? Is there a prompt to ensure the balance is treated correctly for CGT purposes?	Yes No	Confirmed Confirmed
	b) Are there any checks or controls to ensure that current year losses are not offset against general income in any way?	Where applicable	Confirmed
	c) Is the 10% wear & tear allowance calculated by following ESC B47?	No	Confirmed
	d) Is there a control to ensure capital allowances are not claimed if there is a wear & tear allowance?	No	Confirmed
	e) Are multiple copies of page F4 possible where there are properties in more than one country and foreign tax was deducted?	Yes – schedule consolidated into one figure	Confirmed
	f) Are the above results consolidated automatically on F5?	Yes	Confirmed
	g) If gross income is <£15,000 is it possible to input all income & expenses but only report expenses in box 6.17 per IR guidance?	No	Confirmed

6.14 Trust & Estate Page – SA107

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

6.15 Capital Gains Page – SA108

6.15.1	Is it possible to populate the Capital Gains pages from existing data in other software? If so provide full details in Section 6.30.	No	Confirmed
6.15.2	Is a CGT calculator available?	Manually entered and calculated	Confirmed
6.15.3	Does the calculator cater for different types of assets i.e. lease premium, chattels etc?	Manually entered and calculated	Confirmed
6.15.4	Where estimates or valuations are used is the user prompted to complete all relevant sections?	No	Confirmed
6.15.5	Does software prevent an acquisition date earlier than 31/03/82 being entered?	No	Confirmed
6.15.6	If reliefs are claimed are full details of the relief/election shown on the CG pages?	On supporting schedule	Confirmed
6.15.7	Reliefs – Where further Inland Revenue forms are required to claim reliefs are these prepared automatically in the case of:		
	a) HS290? (Rollover Relief)	No	Confirmed
	b) HS295? (Gifts)	No	Confirmed
	c) HS298? (Venture Capital Trusts)	No	Confirmed
	d) HS 275? (Entrepreneur's Relief)	No	Confirmed
	e) If the system utilises PDF can these forms be saved independently?	Yes	Confirmed
6.15.8	Losses – Is it possible to claim relief for losses as follows:		
	a) against other capital profits of the year	Yes	Confirmed
	b) trading company losses - against income tax liabilities	No	Confirmed
	Against gains in three prior years following death		
	c) When the loss is offset does the software support "multi year" i.e. does it show the tax effect on claiming a loss in a	No	Confirmed

		Supplier Response	Evaluation Confirmation
	different tax year?		
	d) Is a "what if" calculation available? Is it possible to see the tax effect on claiming different loss reliefs?	No	Confirmed
	e) Are there checks or controls to ensure that only valid loss relief claims are made?	Yes	Confirmed
6.15.9	Are losses automatically offset in the most tax efficient manner?	Manually	Confirmed
6.15.10	How does the software cope relating losses back to prior years in respect of "deferred unascertainable consideration transactions" (earn outs)?	No	Confirmed
6.15.11	Can attributed gains be recorded and displayed?	Yes	Confirmed
	a) Are attributed gains from non-resident trusts identified separately?	Yes - manually	Confirmed
	b) How does the software cope with losses set against attributed gains?	Losses offset	Confirmed
6.15.12	If connected party/clogged losses arise is a separate memorandum maintained for each connected party?	No	Confirmed
	a) Are separate pages CG8 generated?	No	Confirmed
6.15.13	Small part disposals:		
	a) Is it possible to input the disposal and then claim that it is a small part disposal in accord with HS285?	No	Confirmed
	b) If claimed does the software test and prompt the user if proceeds are > £20,000 or > 20% (for land) or >£3,000 or >5% for cash on share disposals?	No	Confirmed
6.15.14	Is a CGT calculator available for chattels in excess of £6,000?	No	Confirmed
6.15.15	Where disposals are unquoted shares, land or property or other does the software prompt the user to input further information on the CG pages?	Not prompted but information can be entered (shares)	Confirmed

		Supplier Response	Evaluation Confirmation
6.15.16	Are the numbers of transaction for each type of disposal automatically generated?	Manually entered	Confirmed
6.15.17	Can the number of transactions for each type of disposal be overwritten where approved stockbroker schedules etc are replacing the relevant CG pages?	Manually entered	Confirmed

6.16 Non-Residence Page – SA109

6.16.1	Are the boxes completed on the screen or by data input screens?	Both are available	Confirmed
6.16.2	Is there intelligence behind the input screen questions or the entries made directly? i.e. do responses to some questions restrict the scope for other questions or entries?	Yes	Confirmed
6.16.3	Residence/Non-residence		
	a) Does the software contain a memorandum to record just the days of arrival and departure?	Number of days in UK entered	Confirmed
	b) From such a memorandum is the taxpayer's residence position calculated?	By setting as non-resident	Confirmed
	c) Does this include the averaging 91days over past four years?	No	Confirmed
6.16.4	What details are year specific?	All	Confirmed
6.16.5	What year specific details are carried forward?	Residency status but flagged as incomplete to prompt review on an annual basis	Confirmed
6.16.6	Does the software remind users which countries form part of the EEA?	No	Confirmed
6.16.7	Is IR302 completed to establish residence under the terms of a double taxation agreement (DTA)?	No	Confirmed
6.16.8	Is IR304 completed i.e. claim by a non-resident for DTA?	No	Confirmed

6.17 Tax Return (Partnership) – SA800

6.17.1	Are multiple Trading pages possible for multiple trades?	Yes	Confirmed
6.17.2	How does the software deal with:	Can be indicated on the return	Confirmed
	a) Non-trading partnerships?	No entry needed	Confirmed
	b) Corporate and mixed partnerships?	Tick on return	Confirmed
	c) The adjustments for non-resident partners?	Tick on return	Confirmed
6.17.3	Is it possible to calculate profits on either income or corporation tax principles?	Income Tax only	Confirmed
6.17.4	Are multiple Trading pages possible where there is more than one accounting period?	Yes	Confirmed
6.17.5	Is it possible to populate the entire Partnership Return from existing data in Accounting or Spreadsheet pages? If so, provide full details in Section 6.30.	Some from accounting data	Confirmed
6.17.6	Are there checks or controls on the Profit & Loss or Balance Sheet to warn that these do not balance?	Yes	Confirmed
6.17.7	Are Simplified Accounts supported? If so, is it possible to input all the income and expenses detail for record keeping purposes and still only declare on the three line Simplified basis?	Yes	Confirmed
6.17.8	Capital allowances – Is a full calculation module included i.e. asset register?	Enter figures in Return	Confirmed
	a) Is it possible to restrict for private use?	Yes	Confirmed
	b) Is it possible to override figures and simply type in summary details onto Partnership page?	Yes	Confirmed
	c) Does the software test for claims of Annual Investment Allowance and restrict it as necessary if there are other related activities and restrict it based on length of accounting period etc?	Yes	Confirmed

		Supplier Response	Evaluation Confirmation
	d) Is it possible to depool assets into a separate pool?	Yes	Confirmed
	e) Are Short Life Assets automatically transferred to the General Pool if not disposed of before the expiration of four years?	No	Confirmed
6.17.9	Does the software allow expense and capital allowance claims by individual partners?	In Sage Business Tax	Confirmed
6.17.10	Does the software provide for the adjustments required under IR35?	No	Confirmed
6.17.11	Does the software provide for adjustments under other anti avoidance legislation (e.g. for corporate partners)?	No	Confirmed
6.17.12	Does the software allow for the identification and allocation of management expenses and loan relationship amounts?	No	Confirmed
6.17.13	Does the software calculate the apportioned chargeable profits and other sources of income (i.e. investment income, Sch A etc) that is applicable to each Partner:	Yes	Confirmed
	a) For a commencing Partner?	Yes	Confirmed
	b) For a change in Accounting Reference Date by the Partnership?	Yes	Confirmed
	c) For a Sole trader becoming a Partnership i.e. the continuing Partner?	Yes	Confirmed
	d) For a ceasing Partner?	Yes	Confirmed
	e) For a corporate Partner?	No	Confirmed
	f) For a non-resident Partner?	No	Confirmed
	g) Does the software allow prior shares of profit to be allocated to partners?	Yes	Confirmed
	h) Does the software allow multiple allocation periods or profit sharing ratios in the accounting period or fiscal year, e.g. to accommodate changes in PSR on admission or retirement of partners, or the application of different PSRs	Yes	Confirmed

		Supplier Response	Evaluation Confirmation
	to different sources of income?		
	i) Does the software allow the use of unit based profit sharing methods as well as %age shares?	Only in Sage Business Tax	Confirmed
	j) Does the software allow reallocation of notional profits and losses?	Yes - manually	Confirmed
6.17.14	Does the software provide calculations of tax reserves for partners on commonly used principles?	No	Confirmed
6.17.15	Are all data totals transferred to the Partnership Statement i.e. boxes 3.82 to 3.98?	Yes	Confirmed
6.17.16	What is the maximum number of current partners that can be supported?	199	As stated

6.18 Short / Long Partnership Statement – SA800(PS)

		Supplier Response	Evaluation Confirmation
6.18.1	Are all details entered on the Return and supplementary pages automatically transferred to the Partners' statement?	Yes	Confirmed
6.18.2	Is it possible to indicate the respective Partner's share for each source of income?	Yes by input into the Return	Confirmed
6.18.3	Are the income sources divisible on the time apportionment basis?	Only in Sage Business Tax	Confirmed
6.18.4	Is it possible to override the time apportionment of profits etc, and specifically allocate amounts to allocation periods?	Yes - by editing the Return	Confirmed

6.19 Land & Property Page – SA801

6.19.1	Are multiple Land & Property pages possible where there is more than one accounting period?	Yes	Confirmed
6.19.2	Are multiple Land and Property pages possible where income is calculated differently for income tax and corporation tax purposes?	Yes, separate pages	Confirmed
6.19.3	Are multiple properties supported? Can individual property income and expenses be input?	Yes No	Confirmed Confirmed
6.19.4	Is it possible to populate the Land & Property pages from existing data in Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	No	Confirmed
6.19.5	Is it possible to distinguish between Schedule A and Furnished Holiday Letting?	Yes	Confirmed
6.19.6	Schedule A (Sch A):		
	a) Is there a calculator to compute the amount of lease premium which is chargeable to Sch A? Is there a prompt to ensure the balance is treated correctly for CGT purposes?	No	Confirmed
	b) Are there any checks or controls to ensure that current year losses are not offset against general income in any way other than a loss which consists of a capital allowance claim.	No	Confirmed
	c) Is the 10% wear & tear allowance calculated by following ESC B47? Is there a control to ensure capital allowances are not claimed? Is there a control to ensure the 10% wear & tear allowance does not exceed the relevant amount?	No	Confirmed
	d) Is there a calculator for Lease Premium Relief?	No	Confirmed
6.19.7	Furnished Holiday Letting (FHL):		
	a) Are there any checks or controls to help the user check that	None	Confirmed

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

6.20 Foreign Page – SA802

6.20.1	Are multiple Foreign pages possible where there is more than one accounting period?	Yes	Confirmed
6.20.2	Are multiple Foreign pages possible where income is calculated differently for income tax and corporation tax purposes?	Yes, separate pages	Confirmed
6.20.3	For every source of foreign income is it possible to:		
	a) Indicate the country of origin?	Yes	Confirmed
	b) Indicate whether income is arising or unremittable?	Yes	Confirmed
	c) Input the UK / Foreign tax withheld?	Yes, but foreign tax only	Confirmed
6.20.4	Country of origin:		
	a) Is it possible to choose a country from a drop down menu or must these be written each time?	Directly onto the form	Confirmed
	b) Where a drop down list is available are there checks or controls to ensure that the inputted Foreign tax credit does not exceed the maximum permitted i.e. 15% etc?	N/A	
6.20.5	When figures are transferred within the Foreign Page does this happen automatically?	Yes	Confirmed
6.20.6	Are all data totals transferred to the relevant boxes of the Partnership Statement (Full)?	Yes	Confirmed
6.20.7	Schedule D Case V:		
	a) Is there a calculator to compute the amount of lease premium which is chargeable to Sch D case V? Is there a prompt to ensure the balance is treated correctly for CGT purposes?	No	Confirmed
	b) Are there any checks or controls to ensure that current year losses are not offset against general income in any way?	No	Confirmed
	c) Is the 10% wear & tear allowance calculated by following	No	Confirmed

	Supplier Response	Evaluation Confirmation
ESC B47? Is there a control to ensure capital allowances are not claimed? Is there a control to ensure the 10% wear & tear allowance does not exceed the relevant amount?		
d) Are multiple copies of page PF3 possible where there are properties in more than one country and foreign tax was deducted?	Yes	Confirmed
e) Are the above results consolidated automatically on PF4?	Yes	Confirmed
f) If gross income is <£15,000 is it possible to input all income & expenses but only report expenses in the "Other expenses" box per IR guidance?	No	Confirmed

		Supplier Response	Evaluation Confirmation
	6.21 Disposal of Chargeable Assets Page – SA803		
6.21.1	Is it possible to calculate the total split of proceeds on separate assets?	No, totals only	Confirmed
6.21.2	Are multiple Gains pages possible where proceeds are calculated differently for income tax and corporation tax purposes?	No	Confirmed
6.21.3	Are all data totals transferred to the Partnership Statement (Full) ?	Yes	Confirmed
6.21.4	Where information is entered is it possible to transfer this data into the partners' personal Tax Returns?	No	Confirmed
6.21.5	Is it possible to populate the Capital Gains pages from existing data in Accounting or Spreadsheet pages? If so provide full details in Section 6.30.	No	Confirmed

6.22 Savings, Investments and Other income Page – SA804

		Supplier Response	Evaluation Confirmation
6.22.1	Are multiple Savings pages possible where there is more than one accounting period?	Yes	Confirmed
6.22.2	Are multiple Savings pages possible where savings income is calculated differently for income tax and corporation tax purposes?	Yes, separate pages	Confirmed
6.22.3	Are all data totals transferred to the relevant boxes on the Partnership Statement (Full)?	Yes	Confirmed

6.23 Tax Repayment Claims - R40 / R43

6.23.1	Are the following forms supported by the software:		
	a) R40 – Tax Repayment Claim?	Yes	Confirmed
	b) R43 – Tax Repayment Claim for non-residents?	No	Confirmed
	c) R40(CG) – Capital Gains Tax Notice?	No	Confirmed
6.23.2	Data input:		
	a) Is it possible to input data from a menu?	Yes, on the Return directly	Confirmed
	b) Or when clicking on a Claim on screen does software direct you to or drill down to the correct input menu?	No	Confirmed
	c) Is it possible to edit information directly on Claim on screen?	Yes	Confirmed
	d) When data is edited directly on Claim are there still checks or controls to prevent patently wrong entries?	Yes, validation process	Confirmed
6.23.3	Is it easy to change a client between R40 and SA100? Or must data be re-input?	Yes - no need to re-input data	Confirmed
6.23.4	If data must be re-input for an R40 or R43:		
	a) Do menus closely resemble those for the Return?	R40 uses same menu as SA100 series	Confirmed
	b) Are non-residence menus and days calculator (per Section16) available?	No	Confirmed
6.23.5	Agent tax repayment authorisation – Can this be selected from centrally held information? Is it possible to have multiple agents?	Yes No	Confirmed Confirmed
6.23.6	Does the software calculate unused Married Couples Allowance?	No	Confirmed
	a) Does the software automatically prepare the form 575?	N/A	
	b) Is the figure automatically posted to the wife's record?	N/A	

6.24 Capital Gains Tax Notice - R40(CG)

6.24.1	Is it possible to populate the Capital Gains pages from existing data in other software? If so provide full details in Section 6.30.	Not produced	Confirmed
6.24.2	Is a CGT calculator available?	N/A	
6.24.3	Are losses automatically offset in the most tax efficient manner?	N/A	
6.24.4	Can attributed gains be recorded and displayed?	N/A	
	a) Are attributed gains from non-resident trusts identified separately?	N/A	
	b) How does the software cope with losses set against attributed gains?	N/A	
6.24.5	If connected party/clogged losses arise is a separate memorandum maintained for each connected party?	N/A	
6.24.6	Small part disposals:	N/A	
	a) Is it possible to input the disposal and then claim that it is a small part disposal in accord with HS285 ?	N/A	
	b) If claimed does the software test and prompt the user if proceeds are > £20,000 or > 20% (for land) or >£3,000 or >5% for cash on share disposals?	N/A	
6.24.7	Where disposals are unquoted shares, does the software complete the appropriate box?	N/A	
6.24.8	Reliefs – Where further Inland Revenue forms are required to claim reliefs are these prepared automatically in the case of:	N/A	
	a) HS 290? ((Rollover Relief)	N/A	
	b) HS 295? (Gifts)	N/A	
	c) HS298? (Venture Capital Trusts)	N/A	

	Supplier Response	Evaluation Confirmation
d) HS 275 (Entrepreneurs Relief)	N/A	
e) If the system utilises PDF forms can these forms be saved independently?	N/A	

6.25 Backing Schedules

6.25.1	Are schedules cross referenced back to main boxes on Tax Return or supplementary pages	No cross references	Confirmed
6.25.2	Is there a choice of having the schedules printed out:		
	a) In portrait?	Where applicable	Confirmed
	b) In landscape?	Where applicable	Confirmed
	c) A separate schedule for each Tax Return or Supplementary Page income source?	Yes	Confirmed
	d) Continuous consolidated schedules for each Tax Return or Supplementary Page income source?	Yes	Confirmed
6.25.3	Can the user choose which supplementary schedules are printed i.e. can some be suppressed?	Yes	Confirmed
	a) Is it possible to do so when choosing the continuous consolidated schedules?	No	Confirmed
6.25.4	Do the schedules provide more meaningful details in addition to that already shown on the Tax Return or Pages?	Yes	Confirmed
6.25.5	Is there uniformity of presentation throughout the schedules i.e. similar columns and headings formatting etc?	Yes	Confirmed
6.25.6	Is it possible to view the schedules on screen before printing?	Yes	Confirmed
6.25.7	Is it possible to edit the schedules on screen before printing? If so, are the changes saved?	Through Return on screen	Confirmed
6.25.8	Is it possible for a user to create free form schedules i.e. blank schedules which are headed and footed as the system schedules?	No	Confirmed
6.25.9	Are there system wide settings for the format of Headers and footers and main body text? Do these include:	Yes	Confirmed
	a) Client name?	Yes	Confirmed

		Supplier Response	Evaluation Confirmation
	b) Firm's reference?	Yes	Confirmed
	c) Tax Reference?	Yes	Confirmed
	d) Date & time printed?	Yes	Confirmed
	e) Choosing font settings?	Yes	Confirmed
6.25.10	Are schedules transmittable via Online Filing by being electronically imprinted into the additional information section?	Can be submitted as a PDF attachment	Confirmed
6.25.11	What non-Self Assessment forms can be produced?	64-8, SA303, P11D, R40	Confirmed
	e.g. forms 64-8, CWF1		

6.26 Computations

6.26.1	How is the tax calculation methodology created? (i.e. are a series of formulae created mimicking the HMRC computation worksheets?)	Yes	Confirmed
6.26.2	What reliance is placed on the HMRC methodology?	Full	Confirmed
6.26.3	If the HMRC methodology is used, what alternative calculation methodologies are in place within the application to provide users with a working calculation in the event that the HMRC calculation is unavailable, delivered too late to implement or has errors in it?	None	Confirmed
6.26.4	What tests are carried out to check the validity of the computations and comparing the figures with those calculated through the HMRC instructions?	Validation of SA110.	Confirmed
6.26.5	What tax computation working sheets are reproduced	Allowances, Class 4 NIC, Limit on Income Tax Reliefs	Confirmed
6.26.6	Does the software produce its own version/summary of the tax computation?	Yes	Confirmed
6.26.7	Do the computations automatically adjust for the following:		
	a) Income in excess of the Age Allowance limits?	Yes	Confirmed
	b) Top slicing relief?	Yes	Confirmed
	c) Foreign tax credits on income in excess of the UK tax liability?	No	Confirmed
	d) Foreign tax credits on gains in excess of the UK tax liability?	No	Confirmed
	e) Pension contributions in excess of the available relief?	No	Confirmed
	f) Maximum income tax liability of non-residents?	Yes	Confirmed
	g) The possibility of a different basic rate of tax for Scottish taxpayers?	In a future release	Planned

		Supplier Response	Evaluation Confirmation
6.26.8	Does the software automatically update the computations as data is input?	Not automatically	Confirmed
	a) What processes, if any, automatically run the computation? (e.g. viewing page 7, printing the Tax Return etc)	Printing or previewing the return, computation or backing schedules	Confirmed
	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?	No	Confirmed
6.26.9	How are estimated or provisional figures indicated?	Shown on menu	Confirmed
6.26.10	If tax is being coded out in a subsequent year, does the system record which year and automatically bring the amount into account in that year?	No	Confirmed
6.26.11	Does the software default to treat qualifying underpayments as being coded out?	Yes	Confirmed
	a) Does this change nearer to the deadline for obtaining this option?	Yes	Confirmed
	b) How is this treatment highlighted?	No	Confirmed
	c) Are possibly qualifying underpayments treated as being coded out even if there is no relevant employment or pensions income?	HMRC criteria for Stage 13 is used	Confirmed
	d) Can the user set the default?	No	Confirmed
6.26.12	Are the relevant SA100 boxes automatically calculated for:		
	a) the carry back of losses giving rise to a tax credit based on the prior year information?	No	Confirmed
	b) claims for averaging for farmers or creators of literary or artistic works giving rise to a tax liability/credit based on the prior year information?	No	Confirmed
	c) If not automatically calculated, can they be completed within the application with assistance from the software?	Yes	Confirmed

	Supplier Response	Evaluation Confirmation
6.26.13 Is the relevant SA100 box automatically calculated for:		
a) the carry back of losses giving rise to a tax credit based on the current year information?	No	Confirmed
b) claims for averaging for farmers or creators of literary or artistic works giving rise to a tax liability/credit based on the current year information?	No	Confirmed
c) If not automatically calculated, can it be completed within the application with assistance from the software?	Yes	Confirmed
6.26.14 Regarding the calculation of the interim payments:		
a) Are checks made for the relevant % and £ de minimis limits?	Yes	Confirmed
b) Do reports reflect reductions claimed?	Yes	Confirmed
6.26.15 Can mail merges/reports for payment reminders be generated within the application?	Yes	Confirmed
6.26.16 Is account taken of payments already made, if entered?	Yes	Confirmed
6.26.17 Are interest, supplement and surcharges calculated?	No	Confirmed
6.26.18 Are the tax liabilities and payment details able to be reported on?	Yes	Confirmed
6.26.19 What scope is there, if any, to look at "what if" scenarios?		
a) Can this only be done by changing the source data?	Yes	Confirmed
6.26.20 Can forms SA303 be produced for claims to reduce interim tax payments?	Yes	Confirmed

		Supplier Response	Evaluation Confirmation
	6.27 General Reports		
6.27.1	Can client list reports be generated?	Yes	Confirmed
	a) What selection criteria options are there?	A large selection with pre-defined reports which can be customised	Confirmed
	b) What data is or can be included?	Large selection	Confirmed
	c) What options are there for selecting the order?	Order can be customised	Confirmed
	d) What formatting options are there?	User design with report writer	Confirmed
6.27.2	Can Tax Return progress reports be generated?	Yes	Confirmed
	a) What selection criteria options are there?	A selection of pre-defined reports	Confirmed
	b) What data is or can be included?	Large selection	Confirmed
	c) What options are there for selecting the order?	Order can be customised	Confirmed
	d) What formatting options are there?	User design with report writer	Confirmed
6.27.3	What documentation can be produced to aid obtaining Tax Return information from the client?	Annual Data Questionnaire - report or letter format	Confirmed
	a) Is this function part of the standard package?	Yes	Confirmed
6.27.4	What other in built reports can be generated?	Selection of pre-defined reports	Confirmed
	a) What selection options are there for each report?	Various	Confirmed
	b) What formatting options are there for each report?	User design	Confirmed

		Supplier Response	Evaluation Confirmation

6.28 Pension Premium Planner

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

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

6.28.1	Is the Pension Premium Planner part of the standard package?	No	Confirmed
6.28.2	What is the earliest tax year that the planner can deal with?	N/A	Confirmed
6.28.3	Does the planner correctly deal with the annual allowance for the year?	N/A	Confirmed

6.29 Electronic Submission

6.29.1	Is it possible to submit the Tax Return data via Self Assessment Online (previously FBI - Filing by Internet)?	Yes	Confirmed
	a) Is the interface part of the standard package?	Yes	Confirmed
	b) What forms are covered?	All excluding SA102MP - Parliament	Confirmed
	c) What controls are there on who can amend the user ID and password details?	User access rights - Administrator	Confirmed
	d) Is there scope to overwrite the reply email address?	No	Confirmed
	e) What security controls are there on who can create and submit Self Assessment Online files?	By access rights	Confirmed
	f) Does the user have to confirm the receipt of the client's authentication before the XML file is created?	Yes	Confirmed
	g) Is there a facility to verify the acceptance of the data prior to its submission?	Yes - validation against HMRC specifications within software	Confirmed
	h) What does the user need to do in order to generate the 'IR Mark' number?	Generate a final Return that has passed all validations	Confirmed
	i) What check is there that the 'IR Mark' number corresponds with the Return file to be transmitted?	IR Mark is set at start of submission process per HMRC specifications	Confirmed
	j) How does the software deal with error reporting?	Instant notification response	Confirmed
	k) What facilities are there to store response messages?	Messages are stored against submissions for later review	Confirmed
	l) What controls/warnings are there if the Return data is changed after the Return has been submitted?	A submitted file is locked. A new Return can be generated with a new IR Mark	Confirmed
	m) Is it possible to check and report on the status of submitted Returns?	Yes	Confirmed

6.30 Interaction with other Software/Products

6.30.1	What scope is there to import data from related packages?		
	a) Accounts production?	Yes	Confirmed
	b) Partnership profit shares etc?	No	Confirmed
	c) Trust income?	No – manual entry or can use separate trust module to calculate	Confirmed
	d) Investment portfolio details (income/cgt)?	No – separate module of dividend sharing module to calculate	Confirmed
	e) Other?	No	Confirmed
6.30.2	Does the software allow the client to supply/enter data over the Internet?	No	Confirmed
	a) Is this part of the standard package?	N/A	
	b) In general terms, how does this interact with the standard inputting process?	N/A	
	c) What security controls are there?	N/A	
6.30.3	What scope it there to import data from third party software?		
	a) Accounts production?	Yes	Confirmed
	b) Spreadsheets?	Limited	Confirmed
	c) Investment portfolio details (income/cgt)?	See (6.30.1 d) above	Confirmed
	d) Other?	No	Confirmed
6.30.4	Does the software include mail merge or document generation module?	Yes	Confirmed
	a) How flexible are they?	Contains standing data and user entered data	Confirmed
	b) What information cannot be picked up? (i.e. tax liability details, unused pension relief)	Calculated fields	Confirmed

		Supplier Response	Evaluation Confirmation
	c) What word processing package are the documents generated in?	Microsoft Word	Confirmed
	d) Can individual generated letters be edited?	Yes - In Word	Confirmed
6.30.5	What linked packages, using the same database, are there?	Sage Control Centre	Confirmed
	a) In general terms, what functions do they offer?	Practice management, client list	Confirmed
6.30.6	Is the database open for reporting on using third party software?	No	Confirmed
6.30.7	Will the software supplier make the detailed program documentation (e.g. file definitions for third party links) available to the user, either directly or by deposit with a third party?	No	Confirmed
6.30.8	Does the software have the ability to create Tax Return documentation in PDF format so enabling the user to email documentation to clients?	Yes	Confirmed
	a) If so, are all the reports amalgamated into one PDF or created as separate PDFs?	Optional	Confirmed
6.30.9	What links does the software have with any legislative content?	None	Confirmed

6.31 Documentation and Help Functions

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

No hard copy manuals. User guide as PDF and online look up

6.31.1	Is the manual clearly laid out and understandable?	Yes	Confirmed
6.31.2	Is the manual comprehensive and accurate?	Yes	Confirmed
6.31.3	Is there an index to the manual?	Yes	Confirmed
6.31.4	Is it easy to locate specific topics in the manual when required?	Yes	Confirmed
6.31.5	Is it easy to follow through all procedures in the manual?	Yes	Confirmed
6.31.6	Does the manual include:		
	a) A tutorial section?	Videos via website	Confirmed
	b) A guide to basic functions?	Help and online guide	Confirmed
	c) Pictures of screens?	Yes - some	Confirmed
	d) Completed examples included in the manual?	No	Confirmed
	e) Specific “error correction” procedures.	No	Confirmed
6.31.7	Does the documentation clearly specify the actions to be taken by users at each important stage of data input?	Yes	Confirmed
6.31.8	Are help screens available relating to the task in hand? (context sensitive help).	Yes	Confirmed
6.31.9	Do they provide on-line instructions on how to use particular features of the software?	Yes via 'Ask Sage'	Confirmed
	a) Can they be edited or prepared by the user?	No	Confirmed
6.31.10	Are there links to the Inland Revenue’s Self Assessment Tax Return Guide?	No	Confirmed
	a) Are the links context sensitive?	N/A	
6.31.11	Are there links to the tax legislation and/or IR tax manuals?	No	Confirmed

	Supplier Response	Evaluation Confirmation
a) Are the links context sensitive?	N/A	

		Supplier Response	Evaluation Confirmation
	6.32 Support		
6.32.1	Will the supplier or dealer provide corrections to the programs?	Yes	Confirmed
	a) Are bug fixes free of charge?	Yes	Confirmed
	b) Over what length of time will these be provided?	As business requirements dictate – annual licence	Confirmed
	c) How are fixes notified? (i.e. letter, fax, email or website)	Email or website	Confirmed
	d) How are fixes circulated? (i.e. mailed or posted on website)	Email or website	Confirmed
6.32.2	Will the supplier or dealer provide general enhancements to the programs?	Yes, during licence period	Confirmed
	a) Will these be provided automatically?	Yes	Confirmed
	b) Will they be given free of charge?	To existing licensed users and to existing modules	Confirmed
6.32.3	What is the supplier's general policy with regard to upgrades and enhancements to the application (as opposed to repair and maintenance issues) in term of additional cost to the user?	Annual updates to existing licensed modules do not incur additional charges	Confirmed
6.32.4	If there is no annual support contract what is the charging policy on:-	N/A	
	a) Bug fixes?	N/A	
	b) telephone support?	N/A	
	c) email support?	N/A	
	d) correspondence based support?	N/A	
	e) upgrades and improvements to the application?	N/A	
6.32.5	If there is a support contract:-	Yes	Confirmed
	a) Is it compulsory?	Yes	Confirmed
	b) What is the minimum term?	One Year	Confirmed

		Supplier Response	Evaluation Confirmation
	c) Specify precisely all services that are included under the terms of the support contract.	Unlimited online and telephone support, upgrades and access to online support resources	Confirmed
	d) What happens to the application after the support contract expires?	Customers are required to uninstall unless agreement for read only licence	Confirmed
6.32.6	Will the supplier or dealer provide "hot line" support to assist with immediate problem solving?	Yes	Confirmed
	a) Is this at additional cost?	Local call rates	Confirmed
	b) At what times will this support be available?	9am - 6pm - extended at deadline periods	Confirmed
6.32.7	Is the supplier or dealer capable of giving sufficient ongoing education and training and other support?	Yes	Confirmed
6.32.8	Can the supplier, dealer or some other organisation provide all the hardware, software and maintenance requirements of the user?	Sage does not provide hardware, which may be sourced separately via a dealer or other organisation.	Confirmed
6.32.9	Is there nationwide support:		
	a) Telephone	Yes	Confirmed
	b) Modem link/WWW	Yes	Confirmed
	c) local dealers/support	No	Confirmed
6.32.10	Is a warranty offered in respect of specification of the software?	No	Confirmed
6.32.11	Are there any unduly restrictive conditions in the license for the software?	No	Confirmed
6.32.12	Would the software house be prepared to accept the Institute of Purchasing and Supply model contract?	No, Sage standards used	Confirmed