



# ABSOLUTE EXCEL VAT FILER CLIENT PORTAL



Absolute Accounting Software Ltd

# Table of Contents

<b>Introduction</b>	3
<b>Navigating the Client Portal</b>	4
<b>Account details</b>	4
<b>Contacts</b>	5
<b>Submissions</b>	7
<b>Licence usage history</b>	7
<b>Orders</b>	8
<b>Licences</b>	12
<b>Knowledgebase</b>	13
<b>Downloads</b>	14

## **Introduction**

In addition to using one of the best pieces of MTD bridging software on the market, the Excel VAT Filer client portal allows for the following:

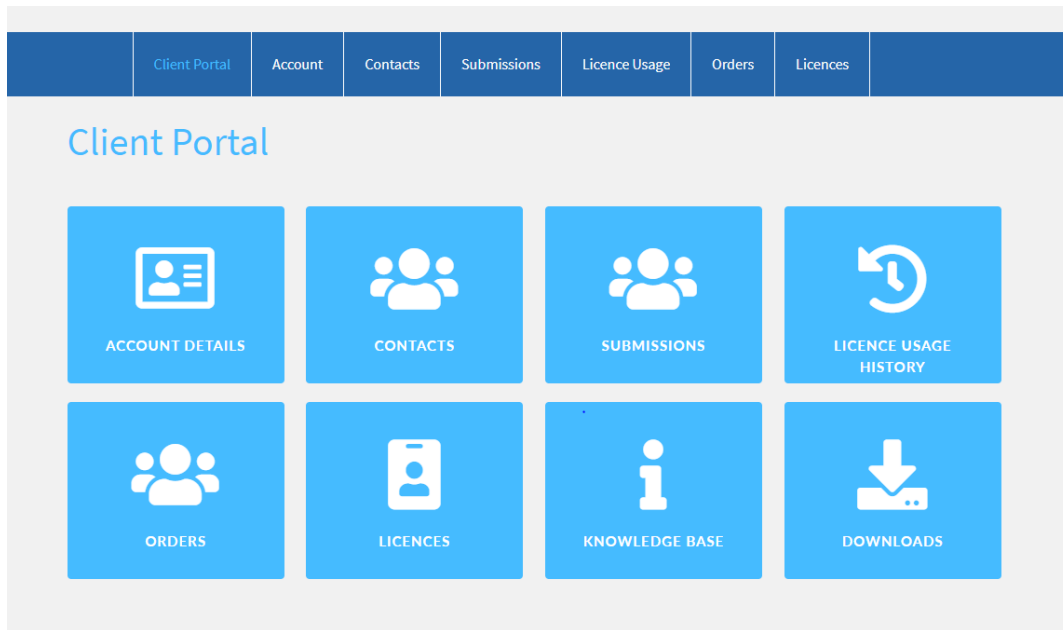
- check any VAT submissions that have been made to HMRC;
- reprint any successful submission receipts from HMRC;
- confirm how many licences you have left and when they expire;
- place your own orders via the Client Portal, 24/7, and the licences will be automatically added to your account;
- create or amend your own username and password for the spreadsheet;
- check and amend your own account details;
- add multiple contacts/usernames and passwords to your account enabling you to track who is making submissions and when;
- unblock your own account if it has become locked due to incorrect username and password being entered too many times.

The aim of the Client Portal is to give you more visibility and control over your licences and what submissions you make and is in addition to the Knowledgebase feature which enables you to easily fix any rejected VAT returns from HMRC. The knowledgebase is accessible via the online portal.

**All this added functionality is provided FREE and as part of your annual licence, making EVF unbeatable value.**

## Navigating the Client Portal

When you log into the Client Portal you will see the following screen.



## Account Details

If you click on the Account Details button it will show you the address details we hold for you as follows:

The screenshot shows the Account Details page. At the top is a navigation bar with tabs: Client Portal, Account, Contacts, Submissions, Licence Usage, Orders, and Licences. Below the navigation bar, the title 'Account Details' is displayed. Below the title is a breadcrumb link: [Client Portal](#) / Details. The main area contains a form with the following fields: Company Name \* (Absolute Accounting Software Limited), Address Line 1 \* (Bicester Innovation Centre), Address Line 2 (Telford Road), Address Line 3 (empty), City \* (Bicester), County \* (Oxfordshire), and Postcode \* (OX26 4LD).

From within this window, you can check that all of the company details are correct (these are the details that will appear on any invoices). To amend any details simply overtype the relevant field and then select 'save' at the bottom of the screen.

## **Contacts**

From within Contacts, you can set up various users and assign them their own username and password for the Client Portal.

To do this select 'New contact' and complete the screen below and select 'create' at the bottom of the screen.

	Client Portal	Account	Contacts	Submissions	Licence Usage	Orders	Licences
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### Create New User

[Client Portal](#) / [Contacts](#) / Add User

First Name

Last Name

Email

Title

Department

Position

Telephone

Mobile

This will then take you to the following screen:

The screenshot shows the 'Edit Dave Frost' user profile page. At the top, there is a breadcrumb trail: [Client Portal](#) / [Contacts](#) / [Edit User](#). To the right of the breadcrumb is a blue button labeled 'Action' with a downward arrow. Below the breadcrumb is a tabbed interface with three tabs: 'Details' (selected), 'Licence', and 'Portal Login'. The 'Details' tab contains the following fields:

- First Name: Dave
- Last Name: Frost
- Email: sales@absolutetax.co.uk
- Title: (empty)
- Department: (empty)
- Position: (empty)
- Telephone: (empty)

From here click on the tab headed 'licence'.

The screenshot shows the 'Edit Dave Frost' user profile page, now with the 'Licence' tab selected. The breadcrumb trail and 'Action' button remain at the top. The 'Licence' tab contains the following fields:

- Username: sales@absolutetax.co.uk
- Licence Password: 9X52YTP4G9HV
- Is Approved?: ☒
- IsLockedOut: ☐

At the bottom left of the form is a blue button labeled 'Save'.

From this window you can see that a username and password has been set up and this needs to be communicated to the new contact and the relevant details entered into cells C29 and C30 on the VAT Filer spreadsheet to enable this new contact to file using their own details. An email will be sent to the primary contact on the account with this username and password, but not sent directly to the new contact.

## Portal login

When you create a new Contact, for GDPR reasons, they are not automatically provided with a Portal log in. Once logged into the Portal you will be able to see all transmissions to HMRC logged against the account, and also the licence details, so you can allow only the primary contact to access the account, or create a password against each contact.

## Submissions

By accessing this screen, you will be able to see any previous VAT submissions that have been made for this particular company including the VAT number, company name, start and end date of the VAT return period, the date the return was filed and the ability to reprint the HMRC acceptance. A receipt is issued on screen at the time the submission is made, but can be reprinted from here if needed.

HOME

ADMIN

TEST USERS

Absolute Accounting Software Limited - VAT Submissions

Clients / Absolute Accounting Software Limited / VAT Submissions

Search:

VRN	Company	Start Date	End Date	Created	
170418775	Example Company Ltd	01/01/2017	31/03/2017	26/04/2022	<a href="#">receipt</a>

Showing 1 to 1 of 1 entries

## Licence usage history

From within licence usage history, you can see full details of how many licences have been purchased of the Absolute Excel VAT Filer along with how many licences that have been used, how many licences left available and the expiry date of each particular batch of licences.

<a href="#">Clients</a> / <a href="#">Absolute Accounting Software Limited</a> / License History								<input type="button" value="Action"/>
Current Licence Count								
Show <input type="text" value="50"/> entries		Search: <input type="text"/>						
Ref	Start	Expiry	Total	Used	Available	Contact	Created	Sales Order
484596	Unused	Unused	10	0	10	Absolute Software	11/05/2022	008020
484590	26/04/2022	25/04/2023	10	1	9	Absolute Software	26/04/2022	008019
				Total	19			
Showing 1 to 3 of 3 entries								
Previous							<input type="text" value="1"/>	Next

If you scroll further down the page then you will see the following:

### Licence Usage History

Show  entries Search:

	Ref	Licence	Start	End	Count	VAT Number	Contact	Created	Sales Order
In	484596	-	Unused	Unused	10	-	Absolute Software	11/05/2022	008020
Out	-	484590	01/01/2017	31/03/2017	-1	170418775	Absolute Software	26/04/2022	-
In	484590	-	26/04/2022	25/04/2023	10	-	Absolute Software	26/04/2022	008019

Showing 1 to 3 of 3 entries Previous  Next

This screen shows the licences being added to your account and the corresponding date but also shows a -1 in the count column along with the VAT number of any successful transmissions to HMRC. This is showing a licence being used and the associated licence batch. The contact column will show you the contact that filed the return.

## Orders

From the orders screen you will be able to see details of any previous orders that you have made of the Absolute Excel VAT Filer and also gives you the ability to reprint any historic VAT invoices.

### Sales Orders

[Order New Licence](#)

Show:  Search:

[Client Portal / Orders](#)

Ref	Date	Company	Contact	Licences	Net (£)	VAT (£)	Total (£)	Order Status	Invoice
008020	26/04/2022	Absolute Accounting Software Limited	Absolute Software	10	40.00	8.00	48.00	Completed	<a href="#">Invoice</a>
008019	26/04/2022	Absolute Accounting Software Limited	Absolute Software	10	40.00	8.00	48.00	Completed	<a href="#">Invoice</a>

Showing 1 to 2 of 2 entries

You can also order/renew any Absolute Excel VAT licences from within this window, to do this click on 'Order New Licence' in the top right-hand corner of the screen and the following window should appear.

Client PortalAccount DetailsUsersSubmissionsLicencesOrders

### Select Number of Licences

Please enter the licence quantity you require and whether you want them delivered to a different contact.

Please note the following:

- Licences are sold in batches of 10
- A batch of 10 licences entitle you to submission of 10 different VAT numbers for a period of 13 months
- A batch of 10 licences expire 13 months after first use
- If more than 1 batch of 10 licences are purchased the additional licences do not expire until 13 months after the first of the next batch is used

#### Licences

Quantity	Item Cost (£)	Total Cost (excl VAT) (£)
<div> <div></div> <div>+</div> <div>10</div> </div>	£40.00	£40.00

Next >>

The licences are purchased in batches of 10, simply select the correct quantity by using the minus or the plus key and select 'Next'.

It will then take you to the following screen:

### Order Summary

Please check your details and agree to our terms and conditions. On confirmation you will be redirected to SagePay to make payment.

#### Licences

Quantity	Item Cost (£)	Total Cost (excl VAT) (£)	VAT (£)
10	£40.00	£40.00	£8.00

#### Contact Details


First Name: **Absolute**  
Last Name: **Software**  
Username/Email: **sales@absolutetax.co.uk**  
Address:  
Telephone: **01869 255797**  
Company Name: **Absolute Accounting Software Limited**  
Address Line 1: **Bicester Innovation Centre**  
Address Line 2: **Telford Road**  
Address Line 3:  
City: **Bicester**  
County: **Oxfordshire**  
Postcode: **Ox26 4LD**  
Country: **United Kingdom**

[Change address](#)

PO Number

From here you will need to check the details. If the address details are incorrect select the option 'change address' amend the details then select 'save' go back to client portal and then orders and start the process again. There is an option to enter a PO number (purchase order), this can be left blank if not applicable.

If the details are correct scroll to the bottom of the page, tick the box to say that you agree to the terms and conditions and confirm the order (we would recommend that you read the End User Licence Agreement).










Absolute Accounting Software Ltd

Order description: Absolute Excel VAT Filer order for Absolute Software


To pay  
**£48.00**

### How do you want to pay?

 VISA	>
 Visa Debit	>
 Visa Electron	>
 MasterCard	>
 Debit MasterCard	>
 American Express	>
 Maestro	>

< Cancel

From this screen select the type of card that you wish to use (we do require payment before the licences are added to your account)





Absolute Accounting Software Ltd


Order description: Absolute Excel VAT Filer order for Absolute Software


To pay  
**£48.00**


### Your card details

 **Name**

 **Card**

 **Expiry**

 **CVC**

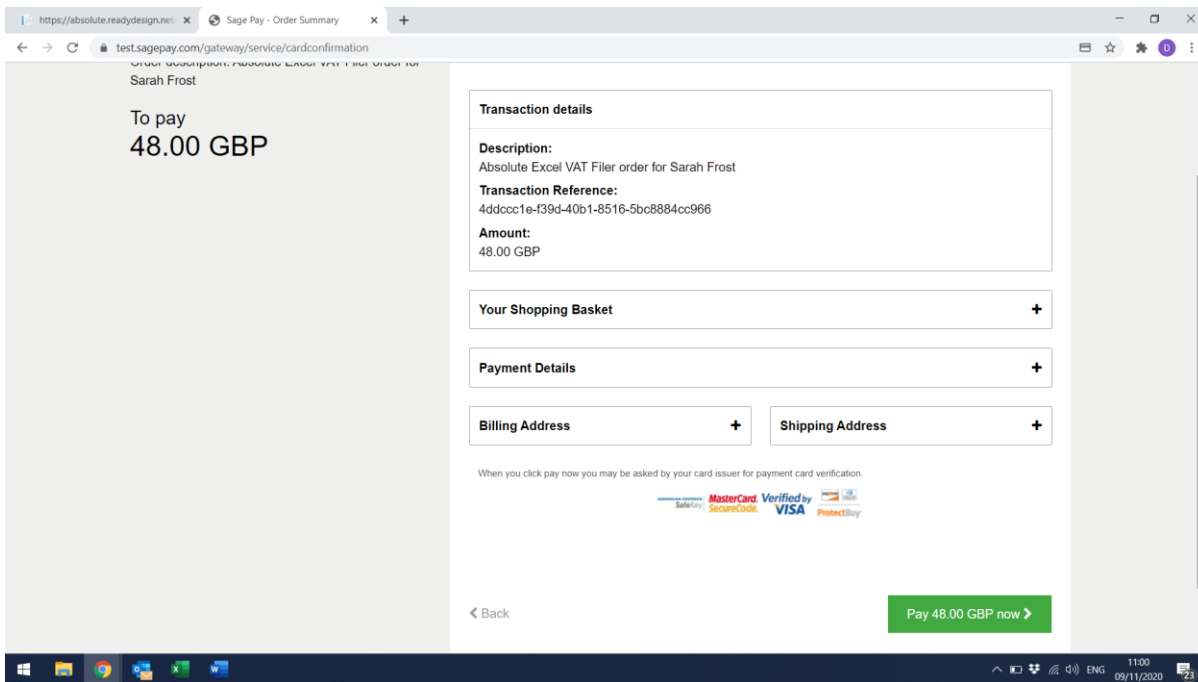


< Back

Confirm card details >

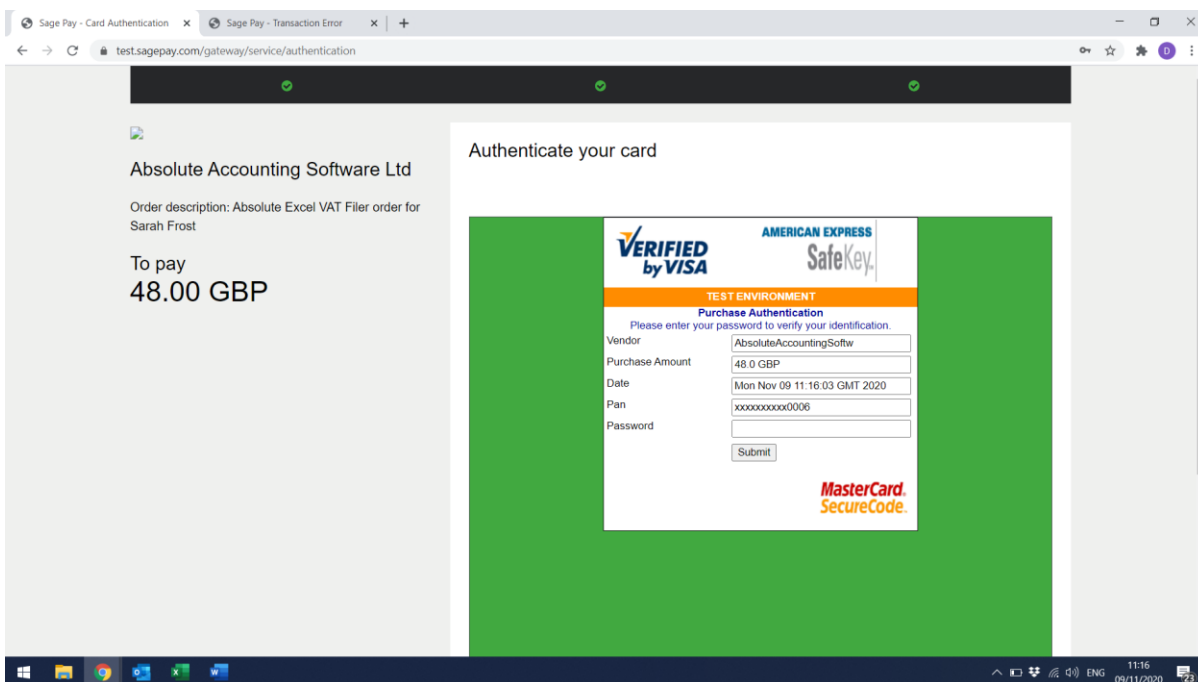
Enter your card details and select 'confirm card details'.

From the following screen simply review the details and then click 'pay 48 GBP now'

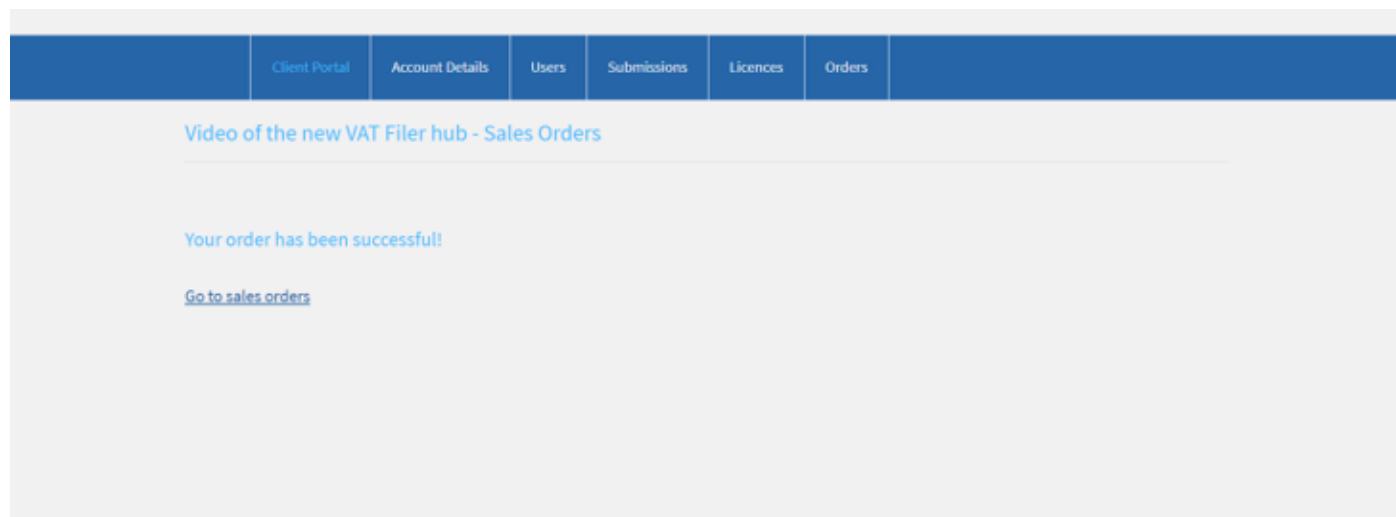


You will get redirected to a screen on your bank's website either identical to the one below (or something similar) you must enter the password that you set up with your bank or provider or alternatively an authentication code will be text to the mobile number they hold for you which you will be required to enter and then will be redirected back to our website.

If you have any problems or you can't remember your password you will need to speak with your provider.



Once the payment has been successful you will get the message displayed in the screenshot below. The licences will have automatically been added to your account and you can continue to use the Absolute Excel VAT Filer. A VAT invoice will be emailed to the primary contact email address on the account.



## Licences

This window shows a comprehensive list of all of the orders that you have placed with the corresponding licences. In addition, it details the number of licences available and the expiry date of each batch of licences. N.B. The licences purchased have a 12 month expiry date starting from the date of the first successful transmission to HMRC.

	Client Portal	Account	Contacts	Submissions	Licence Usage	Orders	Licences	
Licences								
<a href="#">Client Portal</a> / Licences							Order New Licence	
Ref	Start	Expiry	Total	Used	Available	Created	Sales Order	
484596	Unused	Unused	10	0	10	11/05/2022	008020	
484590	26/04/2022	25/04/2023	10	1	9	26/04/2022	008019	

## Knowledgebase

The Absolute Excel VAT Filer knowledgebase can be accessed via the Client Portal and provides a searchable database of HMRC rejections, along with the relevant solutions, but also details of the most frequently asked questions.
















The Absolute support team will also keep this up to date with any HMRC maintenance downtimes.



## Knowledgebase

Absolute Excel VAT Filer

### Latest Articles

-  [Authorisation - Internal Server Error \(500\) - Internal server error](#)
-  [Absolute Submitted Item Count Error](#)
-  [Authorisation - Service Unavailable \(503\)- Service Unavailable](#)
-  [Can I file an amended VAT return?](#)
-  [Can I type directly onto the spreadsheet?](#)
-  [Can I use the import sheet with the MAC version?](#)
-  [Can I use VAT Filer for another company, and if so how do I do this?](#)
-  [Can I use VAT Filer online?](#)
-  [Can the Absolute Excel MTD VAT Filer be used for partially exempt traders?](#)
-  [Can the Absolute Excel MTD VAT Filer be used to file group VAT returns?](#)
-  [Can the Absolute Excel MTD VAT Filer be used to file monthly VAT returns?](#)
-  [Can the VAT Filer deal with Postponed VAT Accounting \(PVA\) following Brexit?](#)
-  [Compile error in hidden module](#)
-  [Does the Absolute Excel MTD VAT Filer work on Apple or Android devices?](#)
-  [Getting out of date error when running a newly downloaded copy of the VAT Filer - version 3.1 \(Windows\) or 3.2 \(MAC\)](#)

filer.co.uk

### Popular Tags

- Internal
- Returns
- Group
- Obligations
- Period
- Monthly
- Schemes
- VAT
- Yearly
- Agent
- Licences
- Server
- Downtime
- Android
- Quarterly
- HMRC
- Client
- Apple
- Apple MAC
- Excel

## **Downloads**

From within Downloads, you can obtain the latest versions of the Absolute Excel VAT Filer for both Windows and MAC operating systems. You can also download the user guide(s) for the software.

# Downloads

## Windows Absolute Excel VAT Filer Spreadsheet

[AbsoluteExcelVATFilerV3.1.xlsm](#)

## Apple MAC Absolute Excel VAT Filer Spreadsheet

[MacAbsoluteExcelVATFilerV3.2.xlsm](#)

## Import Spreadsheet

[ImportSheetV3.0.xlsx](#)

## Absolute Excel VAT Filer User Guide

[Absolute-Accounting-Software-a-guide-to-MTD.pdf](#)

## Absolute Accounting Software Client Portal User Guide

[User\\_guide\\_for\\_the\\_Client\\_Portal.pdf](#)

## Absolute Excel MTD VAT Filer User Guide

[AbsoluteExcelMTDVATFilerV3.1manual.pdf](#)

## Absolute Excel MTD VAT Filer MAC User Guide

[TheAbsoluteExcelMTDVATfilerV3.2-MAC.pdf](#)

If you have any queries, please email [support@absolutetax.co.uk](mailto:support@absolutetax.co.uk)

All support for the VAT Filer software is by email.